
Report to Council

Date of Meeting: 14 May 2015

Subject: Interim Arrangements for Appointments to Proper Officer Roles.

Report by: Head of Resources & Governance

1.0 Purpose

- 1.1 To seek the Council's approval of proper officers to act in the interim for the Depute Section 95 Officer and Monitoring Officer.

2.0 Recommendations

- 2.1 It is recommended that the Council:
- 2.2 approves the interim arrangements for appointments to Proper Officer roles.

3.0 Background

- 3.1 The Monitoring Officer (Governance Manager) will take up a new post outside the Council in June and, therefore, arrangements will need to be put in place to discharge the roles conferred on the Governance Manager, as the Council's Monitoring Officer, under the Council's Scheme of Delegation.
- 3.2 In accordance with the Scheme of Delegation, in the interim, the Monitoring Officer role will be discharged by the Legal Team Leader. In his absence, the deputising role would be fulfilled by a Solicitor. Other roles delegated to the Governance Manager under the Scheme of Delegation will be taken up by the Head of Resources and Governance or the Legal Team Leader as appropriate to the role and qualifications required of the Proper Officer.
- 3.3 The Depute Section 95 Officer, Chief Accountant, has also taken up a new role outside the Council and the post is currently being advertised. In the interim, it is proposed that in the absence of the Section 95

Officer, an Accountancy Team Leader will act as the Depute Section 95 Officer.

4.0 Sustainability Implications

4.1 None.

5.0 Resource Implications

5.1 *Financial Details*

5.2 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

5.3 Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4 *Staffing*

The staffing implication is an increase in the responsibility of the Legal Services team Leader. This will be reflected in a change of job title and consideration by CMT of the position of the interim role within the pay and grading structure. The budgetary implication of any changes will be minor and will be managed within the Governance team's staff budget.

6.0 Exempt Reports

6.1 Is this report exempt? No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

The area has a positive image and attracts people and businesses

Our communities are more cohesive and inclusive

People are better skilled, trained and ready for learning and employment

Our communities are safer

Vulnerable people and families are supported

Substance misuse and its effects are reduced

Health is improving and health inequalities are reducing

The environment is protected and enhanced for all

The Council is effective, efficient and recognised for excellence



(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No Not applicable

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers.

Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None.

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Council's Scheme of Delegation dated 20th December 2012

Council's Standing Orders dated 15th May 2014

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
Stephen Coulter	Head of Resources & Governance	
Nikki Bridle	Depute Chief Executive	

