

WELWYN HATFIELD BOROUGH COUNCIL  
COUNCIL – 17 JULY 2024  
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

APPOINTMENT OF MONITORING OFFICER

**1 Executive Summary**

1.1 This report seeks approval of the appointment of the Council's Monitoring Officer.

**2 Recommendation(s)**

2.1 That the Council approves that Gavin Ramtohal be appointed to the statutory post of Monitoring Officer.

2.2 That delegated responsibility be given to the Human Resources Manager, in consultation with the Executive Director (Finance and Transformation), to finalise the arrangements for this appointment.

**3 Explanation**

3.1 Under section 5 of the Local Government and Housing Act 1989, Council is required to appoint one of its officers as its monitoring officer. The role of the monitoring officer includes such responsibilities as ensuring the lawfulness and fairness of the council's decision making; promoting and maintaining high standards of conduct; reporting to Council on any instances of maladministration; and reviewing the councils' Constitution on an ongoing basis.

3.2 The Monitoring Officer role is carried out by the postholder of Assistant Director (Legal and Governance).

3.3 Following the resignation of the current Monitoring Officer, the Legal Services Manager was appointed as Acting Deputy Monitoring Officer while a recruitment campaign took place.

3.4 An external recruitment campaign for the AD (Legal and Governance) post attracted eleven applications.

3.5 After a rigorous selection process, which included a technical assessment, presentation and interview, the Panel gave full consideration to all the candidates and unanimously agreed to recommend that Gavin Ramtohal be recommended to be appointed to the role.

3.6 Gavin brings a wealth of relevant experience and knowledge, and has a range of legal qualifications. He has been in his current role as Head of Legal and Monitoring Officer for the past 4 years at a Borough Council and prior to that Deputy Monitoring Officer at North Herts District Council. As well as in depth legal experience, he also has strong procurement experience. Gavin currently works as part of the senior leadership team and is also accustomed to working very closely with Members.

3.7 The final pre-employment checks are underway, and it is recommended that delegated responsibility be given to the Human Resources Manager, in consultation with the Executive Director (Finance and Transformation), to finalise

the arrangements for this appointment once these final checks are completed.

## **Implications**

### **4 Legal Implication(s)**

4.1 Under section 5 of the Local Government and Housing Act 1989, Council is required to appoint one of its officers as its monitoring officer.

### **5 Financial Implication(s)**

5.1 There are no direct financial implications arising from the report, other than the salary of the officer, which will be paid in line with the council pay policy and is a budgeted role in the councils establishment.

### **6 Risk Management Implications**

6.1 There are no inherent risks in this report.

### **7 Security and Terrorism Implication(s)**

7.1 There are no security and terrorism implications inherent in this report.

### **8 Procurement Implication(s)**

8.1 There are no procurement implications in this report.

### **9 Climate Change Implication(s)**

9.1 There are no climate change implications in this report.

### **10 Human Resources Implication(s)**

10.1 The Human Resource implications are contained in the body of this report.

### **11 Health and Wellbeing Implication(s)**

11.1 There are no health & wellbeing implications associated with this report.

### **12 Communication and Engagement Implication(s)**

12.1 The appointment will be formally communicated after this meeting.

### **13 Link to Corporate Priorities**

13.1 The subject of this report is linked to the Council's Corporate Priority of a 'Well-run Council which puts our customers first'.

### **14 Equality and Diversity**

14.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author  
Title

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