

WELWYN HATFIELD BOROUGH COUNCIL  
COUNCIL – 16 NOVEMBER 2022  
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)  
APPOINTMENT OF INTERIM MONITORING OFFICER

**1 Executive Summary**

- 1.1. This report seeks the Council's approval to appoint the Legal Services Manager as interim Monitoring Officer, as from the departure date of the current Monitoring Officer until such time as the role of Assistant Director (Legal and Governance) is filled.

**2 Recommendation(s)**

- 2.1. That the Council approve that the Legal Services Manager is appointed as the Council's Monitoring Officer, as from the departure date of the current Monitoring Officer until such time as the role of Assistant Director (Legal and Governance) is filled.

**3 Explanation**

- 3.1 The council's current Assistant Director (Legal and Governance), who is appointed as the Council's Monitoring Officer, is leaving the council to work at another authority, resulting in a vacancy for Welwyn Hatfield Borough Council.
- 3.2 The recruitment process has started, and a paper will be returned to Council to seek the appointment of a permanent Monitoring Officer once the recruitment process has finished and a suitable candidate has been selected.
- 3.3 As the Assistant Director (Legal and Governance) is currently the council's appointed Monitoring Officer, a new interim appointment is required as from their departure date and until their role is filled by a new incumbent.
- 3.4 Accordingly, it is recommended that the Legal Services Manager, who is currently the Council's Deputy Monitoring Officer, is appointed to the Monitoring Officer post, for an interim period until such time as the Assistant Director (Legal and Governance) post is filled.

**Implications**

**4 Legal Implication(s)**

- 4.1 As contained within the body of this report.

**5 Financial Implication(s)**

- 5.1 The Legal Services Manager will receive pay in line with the councils pay structure and policy, on a pro-rata basis, for the interim period. This will be met from within existing budgets.

**6 Risk Management Implications**

- 6.1 There are no inherent risks in the subject matter of this report.

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

7.1 There are no security and terrorism implications inherent in relation to the proposals in this report.

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

8.1 There are no procurement implications inherent in relation to the proposals in this report.

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

9.1 There are no climate change implications inherent in relation to the proposals in this report.

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

10.1 The Human Resources Manager is the lead officer for this process and has acted in accordance with the council's relevant statutory and policy requirements.

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

11.1 There are no health and wellbeing implications inherent in relation to the proposals in this report.

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

12.1 Subject to council approval, the appointment will be reported in accordance with the usual procedures.

## **13 Link to Corporate Priorities**

13.1 The subject of this report is linked to the Council's Corporate Priority Our Council, and specifically to the achievement of Value for Money, and is linked to a statutory requirement under stated legislation in this report.

## **14 Equality and Diversity**

14.1 An Equalities Impact Assessment (EqIA) 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	Richard Baker
Title	Executive Director (Finance and Transformation)
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