

WELWYN HATFIELD BOROUGH COUNCIL
SPECIAL COUNCIL – 20 DECEMBER 2022
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, as the current Monitoring Officer is due to leave the council in mid-January to work at another authority.

2 Recommendation(s)

- 2.1 That the Council approves that Saleem Chughtai 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, an external recruitment campaign for the AD (Legal and Governance) post attracted twelve applications.
- 3.4 After a rigorous selection process, which included a technical assessment and interview, which the Leader of the Council also took part, the Panel gave full consideration to all the candidates and unanimously agreed to recommend that Saleem Chughtai be appointed to the role.

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 additional costs arising from the appointments process.

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 Richard Baker
Title Executive Director (Finance and Transformation)