
Designation of the Monitoring Officer Function

Relevant Portfolio Holder	Councillor Karen May
Portfolio Holder Consulted	Yes
Relevant Assistant Director	N/A
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Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Council Priority	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Council is asked to RESOLVE that: -

- 1) the post of Executive Director of Governance and Assurance is designated as the Council's Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989, with effect from the date the revised structure is implemented.**

2. BACKGROUND

- 2.1 The Assistant Director of Legal, Democratic and Procurement Services role is currently designated as the Council's Monitoring Officer.
- 2.2 The purpose of this report is to seek Council approval for the redesignation of the statutory Monitoring Officer function following endorsement of senior leadership restructuring proposals by the Joint Appointments Committee on 3 August 2026, which will result in the transfer of the designation to the new role of Executive Director of Governance and Assurance.

3. OPERATIONAL DETAILS

- 3.1 The proposal does not alter who the current post holder is or the delivery arrangements for Legal, Democratic or Procurement Services, which will continue to be delivered under the leadership of the Monitoring Officer. The proposal relates to the strategic positioning and title of the role within the Senior Leadership Team structure.
- 3.2 The redesignation supports the Council's objective of strengthening governance, assurance and organisational resilience during a period of significant organisational change, including Local Government Reorganisation.
- 3.3 The proposal also aligns the Monitoring Officer function more closely with the Chief Executive and Section 151 Officer, strengthening the statutory officer arrangements commonly referred to as the "Golden Triangle".

4. FINANCIAL IMPLICATIONS

- 4.1 Any financial implications associated with this report form part of the wider senior leadership restructuring proposals considered through the relevant staffing governance arrangements. The decision taken by Council in respect of the movement of the monitoring officer function does not in itself have any financial implications

5. LEGAL IMPLICATIONS

- 5.1 Section 5 of the Local Government and Housing Act 1989 requires each local authority to designate one of its officers as Monitoring Officer.
- 5.2 The current Monitoring Officer designation is attached to the Assistant Director of Legal, Democratic and Procurement Services post. As the post is being redesignated as Executive Director of Governance and Assurance, Council approval is required to designate the new post as Monitoring Officer.
- 5.3 Approval of this recommendation will ensure continuity of the statutory Monitoring Officer function and compliance with legislative requirements

- 5.4 The post holder was appointed as the Electoral Registration Officer (ERO) and Returning Officer (RO) in 2023 and this will remain unaffected.

6. OTHER - IMPLICATIONS

Local Government Reorganisation

- 6.1 The proposal supports governance stability and organisational resilience during Local Government Reorganisation by ensuring the Monitoring Officer function continues to be positioned appropriately within the Council's executive leadership arrangements.

Relevant Council Priority

- 6.2 The proposal supports the Council's objective of maintaining an effective and well-governed organisation through strengthened governance and assurance arrangements.

Climate Change Implications

- 6.3 There are no climate change implications arising from this report.

Community Impact

- 6.4 The proposal does not directly affect service delivery but supports effective governance, compliance and organisational resilience.

Equalities and Diversity Implications

- 6.5 The proposal relates to the designation of a statutory function to a post and has been developed based on organisational requirements and governance considerations.

7. RISK MANAGEMENT

- 7.1 Failure to approve the redesignation would result in the Monitoring Officer designation remaining attached to a post title that no longer exists following implementation of the revised structure. Approval therefore ensures continuity and clarity in respect of the Council's statutory governance arrangements. This reflects the governance risks identified within the Joint Appointments Committee report.

8. APPENDICES and BACKGROUND PAPERS

Background Papers

Report to the Joint Appointments Committee meeting held on 3rd
August 2026: [Report to the Joint Appointments Committee - Executive
Director of Governance and Assurance](#)

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Karen May	29/09/2026
Lead Director / Assistant Director	John Leach, Chief Executive	29/09/2026
Financial Services	James Walton	09/09/20206
Legal Services	Nicola Cummings – Principal Solicitor - Governance	14/09/26