

**INTERIM CHANGES TO DELEGATIONS AND PROPER OFFICER
APPOINTMENTS AND APPOINTMENT OF INTERIM MONITORING OFFICER**

PORTFOLIO HOLDER Councillor E Woodburn
LEAD OFFICER: Paul Walker, Chief Executive
REPORT AUTHORS: Paul Walker

Summary:	The report proposes interim arrangements for the effective conduct of the Council's business in view of the retirement of the Head of Legal and Democratic Services and Monitoring Officer
Recommendation:	<p>That (a) the Chief Executive is authorised to make interim changes to delegations, proper officer appointments etc in the Council's Constitution which are required as a result of the Head of Legal and Democratic Services Leaving the Council on the 31 March 2011, pending appointments to the new Head of Service posts and report back to Members on any changes made;</p> <p>(b) a full review of the Scheme of Delegations is carried out once appointments of new Heads of Service are made; and</p> <p>(c) the Council appoints an Interim Monitoring Officer with effect from 1 April 2011 pending the review in (b) above.</p>

1 INTRODUCTION

- 1.1 The Head of Legal and Democratic Services and Monitoring Officer will be retiring from the Council's service on 31 March 2011. This report proposes interim arrangements to ensure all functions delegated to the post in the Constitution are re-allocated on an interim basis pending recruitment to the new Heads of Service posts.

2 PROPOSALS

- 2.1 As there will be a need for a fundamental review of the Constitution when new Heads of Service are in post, it is recommended that as an interim measure the Chief Executive is authorised to re-allocate the duties and responsibilities of the Head of Legal and Democratic Services to suitable alternative posts within the existing management structure. This will ensure that the business of the Council can continue to be effectively discharged from 1 April, pending a full review to be brought to Council later in 2011.

3. MONITORING OFFICER

- 3.1 The Council is required under Section 5 of the Local Government and Housing Act 1989 to designate one of its officers as Monitoring Officer. The Council is asked to designate an Interim Monitoring Officer to act from 1 April until the current review of senior management has been completed.

4 CONCLUSION

- 4.1 Implementation of the proposals in this report will ensure the continued effective discharge of the Council's business on an interim basis following the retirement of a key senior officer.

List of Background Documents None

List of Consultees: