

## Functions of the Monitoring Officer

The list of functions below reflects the statutory duties and powers and associated responsibilities of the Monitoring Officer.

### Statutory role

- **Ensuring lawfulness and fairness of decision making.** After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the Authority if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- **Receiving reports.** The Monitoring Officer will receive and act on reports made by ethical standards officers and decisions of the case tribunals.
- **Conducting investigations.** The Monitoring Officer will conduct investigations into matters referred by ethical standards officers and make reports or recommendations in respect of them to the Standards Committee.
- **Supporting the Standards Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

### Other Statutory provisions

- **Duty to Provide Sufficient Resources to the Monitoring Officer.** The Authority will provide the Monitoring Officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.
- **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

### Associated Responsibilities

- **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Authority's Constitution and will ensure that it is widely available for consultation by Members of the Authority, staff and the public.
- **Proper officer for access to information.** The Monitoring Officer will ensure that the Authority's decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
- **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, and probity to all Members of the Authority.

**(Note: The Chief Fire Officer has been designated as Head of Paid Service and the Treasurer has been designated as the Chief Finance Officer.)**