

11. Appointment of Clerk/Monitoring Officer

Purpose of report

1. To confirm the appointment of a Clerk/Monitoring Officer to the Authority.
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Recommendation

The Chief Fire Officer recommends that the Authority confirm the appointment of Mrs Anne Brown as an Interim Clerk/Monitoring Officer to the Authority with immediate effect.

Introduction and Background

2. Under the Local Government and Housing Act 1989 the Authority is required to make an appointment to the statutory position of Monitoring Officer. In 1997, the Authority linked the role of Clerk with that of Monitoring Officer. The statutory duties of the Monitoring Officer are attached at Appendix 1. The role of Clerk to the Authority is necessary to ensure that meetings are administered in accordance with the relevant statutes and regulations and to deal with legal and procedural matters for the Authority.
3. In June 2009, the Authority confirmed the appointment of Ms Charlie Adan (Interim Deputy Chief Executive of Herefordshire Council) as Clerk/Monitoring Officer to the Authority. Following her appointment with Herefordshire Council, Ms Adan delegated her clerking duties to Herefordshire Council's Interim Head of Governance, Mrs Anne Brown.

New Clerk / Monitoring Officer

4. Ms Adan is due to leave her interim position with Herefordshire Council on 13 December 2010 and whilst a new post-holder has been appointed Herefordshire Council has suggested that the Interim Head of Law and Governance (Mrs Anne Brown) formally take over the role of Clerk, rather than the new post-holder, to ensure consistency and continuity of service.
5. It is proposed that Mrs Anne Brown continues to undertake clerking duties and is formally appointed to replace Ms Adan as Clerk/Monitoring Officer to the Authority. Mrs Brown is ideally placed to act as Clerk/Monitoring Officer, due to her previous experience in Local Government generally and this Authority in particular.
6. It is also proposed that the appointment is made for a three month period, which will provide an opportunity to carry out a review of the provision of the Clerk/Monitoring Officer role to ensure that it is the most effective method of meeting the Authority's statutory requirements. The interim arrangement and this review will be considered by the Authority at its meeting in February 2011.

7. The cost of the Clerk/Monitoring Officer will be met from the existing budget that was agreed for 2010/11. Herefordshire Council currently provides support for the Clerk/Monitoring Officer in terms of IT, training and development and secretarial assistance.

Conclusion/Summary

8. The Authority is recommended to appoint Mrs Anne Brown as Clerk/Monitoring Officer to the Authority with immediate effect to ensure that the statutory post is filled.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Para. 7

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Para. 2

Additional Considerations

9. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Para. 7
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – Role of the Monitoring Officer

Contact Officer

Mark Yates, Chief Fire Officer

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