



Wednesday, 12 November 2025

Report of Councillor Anna Kelly,
Chairman of Employment Committee

Appointment of Interim Monitoring Officer

Report Author

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Purpose of Report

That Employment Committee recommends to Council the appointment of an Interim Monitoring Officer for the period 20 November 2025 - 26 January 2026.

The Committee will be recommended to exclude the press and public during the discussion of this agenda item because under Section 100 (A) 4 of the Local Government Act 1972, it is likely, that if they were present, there could be disclosed to them exempt information as defined in the relevant paragraphs (1 and 2) of Part 1 of Schedule 12A of the Act

Recommendations

Employment Committee is asked to recommend to Full Council the appointment of an Interim Monitoring Officer.

Decision Information

Does the report contain any exempt or confidential information not for publication?

Yes – Appendices A and B are restricted because under Section 100 (A) 4 of the Local Government Act 1972, it is likely, that if they were present, there could be disclosed to them exempt information as defined in the relevant paragraphs (1 and 2) of Part 1 of Schedule 12A of the Act

What are the relevant corporate priorities?

Effective council

Which wards are impacted?

(All Wards);

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There will be cost associated with this interim arrangement which will be linked to the working arrangement that will be necessary to undertake the Monitoring Officer role. The cost will be met from the budgeted vacant post.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 Employment Committee are asked to oversee the recruitment and selection process for a Monitoring Officer before being asked to consider recommending the candidate to Full Council for approval.

Completed by: James Welbourn, Democratic Services Manager

Human Resources

- 1.3 The proposal to appoint an Interim Monitoring Officer will ensure that the Council is able to fulfil its statutory functions. This appointment is temporary until the permanent monitoring officer starts in post on 26 January 2026, and is in accordance with the Council's Constitution for the recruitment of statutory officers.

Completed by: Sam Fitt, Senior Human Resources Officer

2. Background to the Report

- 2.1 The Council has a legal obligation to appoint a Monitoring Officer. It is one of the three statutory officers alongside the Head of Paid Service and the Section 151 Officer.
- 2.2 It is proposed that a Monitoring Officer is appointed on an interim basis, until Graham Kitchen, the Director of Law and Governance and Monitoring Officer, starts his position on a permanent appointment on 26 January 2026.

- 2.3. With the support of recruitment agencies, two individuals have been identified as potential candidates. Their CVs are attached in the appendices of this report.

3. Key Considerations

- 3.1. Employment Committee will interview these candidates on the 12 November 2025 with a view to recommending the appointment of one of them to Full Council on 20 November. The successful candidate would be appointed as interim Monitoring Officer, until the permanent Monitoring Officer starts on 26 January 2026.

4. Other Options Considered

- 4.1. No other options have been considered as the Council has a legal obligation to appoint a Monitoring Officer.

5. Reasons for the Recommendations

- 5.1. The Council has a legal obligation to appoint a Monitoring Officer. The recommendation for the interim appointment of the successful candidate satisfies the requirement

6. Appendices

- 6.1. Appendix A – Candidate 1, CV
- 6.2. Appendix B – Candidate 2, CV