

**10 May 2019**

Dear Members

### **Council Meeting**

I hereby give notice that a meeting of the Council will be held in the Council Chamber, County Buildings, Martin Street, Stafford on **Monday 20 May 2019 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg  
Chief Executive

## COUNCIL MEETING - 20 MAY 2019

### MAYOR, COUNCILLOR GARETH JONES

#### A G E N D A

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|---|--|--|
| 1 | Approval of the Minutes of the Annual Meeting of the Council held on 18 May 2019   | <b>(To be circulated at the meeting)</b> |
| 2 | Apologies for Absence  |  |
| 3 | Declarations of Interest   |  |
| 4 | Announcements (paragraph 3.2(iii) of the Council Procedure rules)  |  |
| 5 | To receive the Leader's appointments to the Cabinet and the appointment of a Deputy Leader of the Council from amongst the Members of the Cabinet  |  |
| 6 | To determine which Committees to establish for the municipal year and their size and terms of reference, the allocation of Committee seats to political groups in accordance with the political balance rules together with the nomination and appointment of Councillors to serve on each Committee, including the appointment of Chairman and Vice Chairman as appropriate | <b>(To be circulated at the meeting)</b> |
| 7 | To consider the Appointment of Representatives to Outside Organisations  | <b>(To be circulated at the meeting)</b> |
| 8 | Appointment of Monitoring Officer  | 3 - 4                                    |
| 9 | To appoint the Town Warden for the ensuing year  |  |

**ITEM NO 8**

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<b>Report of:</b>	<b>Leader</b>
<b>Contact Officer:</b>	<b>Tim Clegg</b>
<b>Telephone No:</b>	<b>01785 619200</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Council 20/05/2019 (Only)</b>

**COUNCIL  
20 MAY 2019  
Appointment of Monitoring Officer**

**1 Purpose of Report**

- 1.1 To appoint a Monitoring Officer in accordance with section 5 of the Local Government and Housing Act 1989.

**2 Recommendation**

- 2.1 That Ian Curran, Interim Head of Law and Administration, be appointed as Monitoring Officer.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Section 5 of the Local Government and Housing Act 1989, requires the Council to designate one of its officers to be known as the Monitoring Officer.
- 3.2 A new Monitoring Officer is required to be appointed due to the imminent retirement of the current office holder.

**4 Relationship to Corporate Priorities**

- 4.1 The post will assist in ensuring good governance across the Council and relates to the Councils objective to be a well-run organisation.

**5 Report Detail**

- 5.1 Section 5 of the Local Government and Housing Act 1989, requires the Council to designate one of its officers to be known as the Monitoring Officer.

- 5.2 The office is currently held by the Head of Law and Administration, who is shortly retiring from the Council, and an alternative officer will need to be appointed.
- 5.3 It is the duty of the Monitoring Officer to report any instances where it appears to them that a contravention of any enactment or rule of law, or maladministration has arisen, or will arise, due to any proposals, decisions or omissions by the Authority (or those persons or committees acting under its control).
- 5.4 It is the duty of the Council to provide the Monitoring Officer with such staff, accommodation and other resources as are, in the officer's opinion, sufficient to allow the duties under paragraph 3.3 to be performed.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Set out in the report
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	The Monitoring Officer's role is crucial to ensuring legal risk is managed appropriately throughout the Council.

6.2	<b>Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - Nil</b>
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