

Report to Council

25th January 2018

By Councillor Ray Dawe, Chairman of the Employment Committee



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Appointment of the Head of Legal and Democratic Services/Monitoring Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of the Head of Legal and Democratic Services and to appoint the statutory duty position of Monitoring Officer.

Recommendations

Council is recommended to:

- i) agree the appointment of Sharon Evans to the position of Head of Legal and Democratic Services with effect from a date to be agreed, in accordance with the recommendation of the Employment Committee;
- ii) agree the designation of Sharon Evans as Monitoring Officer of Horsham District Council under Section 5 of the Local Government and Housing Act 1989, with effect from the date of her appointment.

Reason for Recommendations

To comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.

Background Papers: None

Wards affected: All.

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and Background

- 1.1 Following the departure of the previous Head of Legal and Democratic Services/Monitoring Officer on 30th June 2017, a review of Legal and Democratic Services was undertaken to inform the Chief Executive's decision on the future organisation of those functions and to identify the post to which to allocate the Monitoring Officer role. One of the conclusions of the review was to retain the post of Head of Legal and Democratic Services/Monitoring Officer.
- 1.2 As the role of Monitoring Officer is a requirement of the Local Government & Housing Act 1989, an interim Monitoring Officer has been in place since 1st July 2017.

3 Details

- 3.2 Advertising for the post of Head of Legal and Democratic Services/Monitoring Officer started on 10 November 2017 internally and externally on relevant websites and in print.
- 3.3 A total of 7 applications had been received for the position at the time of the application closing on 11 December 2017, of which four were selected for interview. Two of the candidates subsequently withdrew for personal reasons.
- 3.4 The remaining two shortlisted candidates carried out a range of assessment tests; had informal discussions with the Chief Executive; and were interviewed by an officer panel comprising the Director of Corporate Resources, the Director of Community Services and the Interim Monitoring Officer on 9th January 2018.
- 3.5 On 11th January 2018, the Employment Committee met to receive feedback from the Director of Corporate Resources on the outcome of the officer interviews and assessments and to interview the two candidates.
- 3.6 The Employment Committee agreed unanimously to nominate Sharon Evans as the new Head of Legal and Democratic Services/Monitoring Officer. The minutes of the Committee are attached as Appendix 1.
- 3.7 Following the Committee reaching its decision, the Members of the Cabinet who were not on the Employment Committee were informed of the decision in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, which requires that the Cabinet be given the opportunity to raise an objection to the appointment. No objections were received.

4 Details of the Employment and Implications

- 4.1 The Council is required to comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.
- 4.2 The process followed for the appointment has been in line with the Council Constitution.

4.3 A conditional offer of employment has been made to the candidate and accepted and the pre-employment checks are in the process of being completed in line with usual Council policy.