



Oversight and Governance

Chief Executive's Department
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CITY COUNCIL - SUPPLEMENT PACK

Monday 22 November 2021
2.00 pm
The Guildhall, Plymouth

Members:

Councillor Mrs Beer, Chair

Councillor Mrs Bridgeman, Vice Chair

Councillors Allen, Mrs Aspinall, Bingley, Bowyer, Mrs Bowyer, Dr Buchan, Burden, Carlyle, Churchill, Coker, Collins, Corvid, Dr Cree, Cresswell, Dann, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Harrison, Haydon, Hendy, Hulme, James, Mrs Johnson, Jordan, Kelly, Laing, Loveridge, Lowry, Dr Mahony, McDonald, Morris, Murphy, Neil, Nicholson, Partridge, Patel, Penberthy, Mrs Pengelly, Rennie, Riley, Salmon, Shayer, Singh, Smith, Stevens, Stoneman, Tuffin, Vincent, Wakeham, Ms Watkin and Wheeler.

Please find enclosed additional information for your consideration under agenda item number 10.

Tracey Lee

Chief Executive

City Council

- 10. Appointment of the Monitoring Officer (Head of Legal Services) (Pages 1 - 4)**

City Council



Date of meeting:	22 November 2021
Title of Report:	Appointment of Monitoring Officer (Head of Legal Services)
Lead Member:	Councillor John Riley (Governance, HR, IT & Community Safety)
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Bernadette Smith, Senior HROD Business Partner
Contact Email:	Bernadette.smith@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report relates to the appointment of the Council's Monitoring Officer and Head of Legal Services following a recruitment process for a permanent appointee.

At the meeting held on 10 November 2021, the Chief Officer Appointments Panel agreed to appoint Emma Jackman as the Council's Monitoring Officer and Head of Legal Services. The designation of an officer to act as the Council's Monitoring Officer, is a decision for City Council.

Recommendations and Reasons

That Emma Jackman is confirmed as the Council's Monitoring Officer with effect from the date she commences employment with the Council.

The appointment of a Monitoring Officer is a statutory requirement as outlined within Section 5 of the Local Government and Housing Act 1989.

Alternative options considered and rejected

None, the appointment of a Monitoring Officer is a statutory requirement.

Relevance to the Corporate Plan and/or the Plymouth Plan

The delivery of the Corporate Plan is underpinned by the delivery of services that are accountable, flexible and efficient despite a reduction in resources.

Implications for the Medium Term Financial Plan and Resource Implications:

The cost of employing a permanent Head of Legal Services is included in the overall Council Budget 2021/22 and Medium Term Financial Plan.

Carbon Footprint (Environmental) Implications:

No implications.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

No implications.

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
		1	2	3	4	5	6	7

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7

Sign off:

Fin	djn.21 .22.17 9	Leg	LS/37 693/A C/22/ 11/21	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Giles Perritt Assistant Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 19/11/2021											
Cabinet Member approval: Councillor John Riley (Governance, HR, IT & Community Safety)											
Date approved: 19/11/2021											

1. The Monitoring Officer

Part A of the Articles of the Council's Constitution provides details of the Chief Officer role that Council will designate as the Monitoring Officer in Section 10.2. This is the Head of Legal Services role which is a permanent Chief Officer role on the Council's establishment.

The Monitoring Officer is a key role within the Council, with statutory responsibilities and duties. These are laid out in Section 10.5 and include:

To maintain the Constitution

- To ensure lawfulness and fairness of decision-making
- To contribute to Corporate Management
- To support standards and carry out investigations.

2. Recruitment Process

Following a recruitment process, candidates were interviewed by Members of the Chief Officer Appointment Panel on 10 November 2021 and, following Cabinet Approval, Emma Jackman was offered the permanent role, subject to successful completion of a number of pre-employment checks.

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