

**TEMPORARY APPOINTMENTS OF CLERK AND MONITORING OFFICER**  
**WDA/25/16**

**Recommendation**

That:

1. the Authority approve the appointment of an Acting Clerk, and an Acting Monitoring Officer and for these appointments to remain in place until such a time as permanent appointments can be made; and
2. the Chief Executive report back to the Authority with proposals to make permanent appointments to the above statutory roles at the appropriate time.

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**Report of the Chief Executive**

**1. Purpose of the Report**

- 1.1 To seek approval to the temporary appointments of Clerk and Monitoring Officer which will remain in effect until permanent appointments can be made.

**2. Background**

- 2.1 The Authority is required by statute to appoint a Clerk, Monitoring Officer and Chief Finance Officer, referred to as Statutory Officers.
- 2.2 In December 2008, Members approved the appointment of Mandy Valentine as Clerk to the Authority, and in April 2014, she was also appointed as Monitoring Officer. Both of these appointments were in addition to her substantive post as Assistant Director Governance and Performance.
- 2.3 The work required of the Clerk and Monitoring are not full time roles and appointing existing employees to the statutory roles has proved cost-effective and ensures that the Authority's Statutory Officers have a full time presence.
- 2.4 Mandy Valentine will be leaving the Authority on 15<sup>th</sup> November 2016 and this report deals with the arising vacancies of Clerk and Monitoring Officer.

**3. Appointments**

- 3.1 The Chief Executive is currently reviewing the Authority's establishment structure and will consider various options for the recruitment of Clerk and Monitoring Officer on a permanent basis. Until that time, temporary arrangements are proposed that will ensure the Authority continues to fulfil its duties in terms of statutory appointments.

- 3.2 The Monitoring Officer is not required by law to have specific qualifications or experience, however, the nature of the duties requires access to legal support, and this is currently provided where necessary through the North West Legal Consortium Framework.
- 3.3 In respect of the Clerk, the position has no statutorily defined function, however, the role is defined in the Authority's constitution.
- 3.4 The Chief Executive has considered options for filling these positions on a temporary basis with the intention of appointing existing employees. Expressions of interest have been sought from staff and at the time of writing, the Chief Executive is interviewing potential candidates.
- 3.5 The Chief Executive will report the outcome of this process to Members on the day of the meeting and will make proposals to fill the two posts.
- 3.6 Members will be asked to consider the proposed appointments which will remain in effect until the positions can be filled on a permanent basis. The Chief Executive will report back to Members with appropriate recommendations at that time.

#### **4. Risk Implications**

- 4.1 The following risks have been identified:

<b>Identified Risk</b>	<b>Likelihood Rating</b>	<b>Consequence Rating</b>	<b>Risk Value</b>	<b>Mitigation</b>
Failure to appoint a Monitoring Officer as required by statute	1	4	4	Agree the temporary appointment of Acting Monitoring Officer
Failure to appoint a Clerk as required by statute	1	4	4	Agree the temporary appointment of Acting Clerk

#### **5. HR Implications**

- 5.1 Subject to Members' approval, the appointments would take effect from 16<sup>th</sup> November 2016.

## **6. Legal Implications**

- 6.1 The Authority is required to appoint a Clerk under Section 34(8) of the Local Government Act 1985 and the appointment of Monitoring Officer is by virtue of Section 5 of the Local Government and Housing Act 1989.
- 6.2 The proposals in this report ensure that the Authority meets its legal obligations.

## **7. Environmental Implications**

- 7.1 There are no environmental implications associated with this report.

## **8. Financial Implications**

- 8.1 Remuneration for the additional duties of Monitoring Officer and Clerk will be at the same level as that of the previous appointments and, therefore, there are no financial implications.

## **9. Conclusion**

- 9.1 Members are asked to consider the Chief Executive's proposal to appoint an Acting Clerk and an Acting Monitoring Officer. The Chief Executive will report back to Members with further proposals for permanent appointments at the appropriate time.

The contact officer for this report is: Mandy Valentine  
7th Floor  
No 1 Mann Island  
Liverpool L3 1BP

Email: [mandy.valentine@merseysidewda.gov.uk](mailto:mandy.valentine@merseysidewda.gov.uk)  
Tel: 0151 255 2523  
Fax: 0151 227 1848

The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil