
**Report to
COUNCIL**

19th February 2008

**Report of
THE DIRECTOR OF FINANCE AND LEGAL SERVICES**

**Title
APPOINTMENT OF MONITORING OFFICER FOR THE CITY COUNCIL**

1 Purpose of the Report

- 1.1 This report is to confirm arrangements for the management of Legal Services and the Monitoring Officer function following the recent departure of the Head of Legal Services.

2 Recommendations

The Council is requested to:

- 2.1 Appoint Ms Christine Forde as the Monitoring Officer for Coventry City Council with effect from 1st April 2008.
- 2.2 Appoint Mr Andrew Burton as the Acting Monitoring Officer for the City Council from the date of this Report until 31st March 2008.

3 Background and Proposal

- 3.1 The current Head of Legal Services, who is the Monitoring Officer for the City Council, will leave the employment of the City Council on 24th March 2008 to take up a new post. Because of outstanding leave and other time owed, she has effectively completed her role with the City Council. It is therefore necessary to appoint both a replacement for the Head of Legal Services who will also be the new permanent Monitoring Officer and an Acting Monitoring Officer to cover the interim period.

4 Proposal

- 4.1 An Appointments Panel convened on Wednesday 30th January 2008 has appointed Ms Christine Forde to be the new Head of Legal Services and Monitoring Officer with effect from the 1st April 2008. Council is therefore asked to ratify the appointment of Ms Forde as the Council's Monitoring Officer. The Minute from the Appointments Panel is attached.
- 4.2 Between now and 1st April 2008 it is necessary to appoint an Acting Monitoring Officer. It is proposed that Mr. Andrew Burton, who is a Team Leader in the Legal Services Division, be appointed as Acting Monitoring Officer until 31st March 2008 to ensure that there is

continuity of advice and support available to Elected Members. This appointment forms part of the interim Management arrangements which have been put in place to cover the period between the departure of the former Head of Legal Services and the Appointment of the new Head of Legal Services. These arrangements have already been notified to Members and Senior Officers.

5 Other specific implications

	Implications (See below)	No Implications
Best Value		✓
Children and Young People		✓
Climate Change & Sustainable Development		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Community Plan		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations		✓
Information and Communications Technology		✓
Legal Implications		✓
Neighbourhood Management		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

	Yes	No
Key Decision	√	
Scrutiny Consideration (if yes, which Scrutiny meeting and date)		√
Council Consideration (if yes, date of Council meeting)	√ 19th February 2008	

List of background papers

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Papers open to Public Inspection

Description of paper

Location

APPOINTMENT PANEL

30th January, 2008

Members Present:- Councillor Blundell (Nominee of the Leader of the Council)
Councillor Mrs Johnson (Cabinet Member (Customer, Workforce and Legal Services))
Councillor Lakha (Member of the Opposition Group on Scrutiny)
Councillor Mutton (Member of the Opposition Group on Scrutiny)
Councillor Ridge (Nominee of the Chair of the Scrutiny Co-ordination Committee)

Employees Present:- S. Iannantuoni (Customer and Workforce Services Directorate)
*A. Townsend (Customer and Workforce Services Directorate)
C. West (Director of Finance and Legal Services)
(* for part of the meeting only)

1. **Selection of Member to Chair the Meeting**

RESOLVED that Councillor Mrs Johnson be selected to chair the meeting.

2. **Apologies**

There were no apologies for absence.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Exclusion of Press and Public**

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting for the items of business contained in Minute 6 below relating to "Appointment of Head of Legal Services " on the grounds that those items involve the likely disclosure of exempt information as defined in Schedule 12A of that Act, in particular Category 1 of Part I of that Schedule.

5. **Items of Urgent Business**

There were no items of urgent public or private business.

6. **Appointment of Head of Legal Services**

Pursuant to Paragraph 4.8.6 of the City Council's Constitution, the Panel interviewed applicants for the above post.

RESOLVED that Appointment Panel recommend the City Council appoint Christine Forde, currently Team Leader, Planning, Regulatory, Education & Employment at Coventry City Council, to the post of Head of Legal Services and

Monitoring Officer in accordance with paragraph 3.8.3.2 of the City Council's Constitution, from a date to be agreed.