

The Role and Responsibilities of the Monitoring Officer

1. The following arrangements and understandings between a Monitoring Officer and colleagues and members are designed to help ensure the effective discharge of the Monitoring Officer's responsibilities.
 - (a) The Monitoring Officer will be a member of the Strategic Management Board.
 - (b) Advance notice of meetings whether formal or informal between Director and members of the Executive Board or Committee Chairs will be given to the Monitoring Officer where any procedural, vires or other constitutional issues are likely to arise.
 - (c) Directors will alert the Monitoring Officer to all emerging issues of concern including legality, probity, vires and constitutional issues.
 - (d) The Monitoring Officer or his or her staff will be entitled to copies of all reports to members.
 - (e) The Monitoring Officer will be expected to develop good liaison and working relations with the Standards Board, the District Auditor and the Ombudsman including the giving and receiving of relevant information whether confidential or otherwise.
 - (f) The Monitoring Officer will maintain close links with the Lord Mayor, the Leader, the Chair of the Standards Committee and Paid Service and Chief Financial Officer have up-to-date information about emerging issues.
 - (g) The Monitoring Officer will be expected to make enquiries into allegations of misconduct in cases where no written complaint has been received by the Standards Board and, if appropriate, will make a written report to the Standards Committee unless the Monitoring Officer and the Chair of Standards Committee agree that a report is not warranted.
 - (h) The Head of Paid Service, the Chief Financial Officer and the Monitoring Officer will meet regularly to consider and recommend action in connection with current governance issues and other matters of concern regarding probity.
 - (i) In carrying out any investigation the Monitoring Officer will have unqualified access to any information held by the Council and any employee who can assist in the discharge of their functions.
 - (j) The Monitoring Officer will have control of a budget sufficient to enable him or her to seek Counsel's opinion on any matter concerning his or her functions.

- (k) The Monitoring Officer will be responsible for advising the Standards Committee on the need for training of members on the ethical framework for local government.
- (l) The Monitoring Officer will report to the Council from time to time on the Constitution and any necessary or desirable changes.
- (m) In consultation with the Lord Mayor and the Standards Board, the Monitoring Officer may defer making a formal report under Section 5 LGHA 1989 when another investigative body is involved.
- (n) The Monitoring Officer will report to the Council from time to time as necessary on the staff, accommodation and resources he or she requires to discharge his or her functions.
- (o) The Monitoring Officer will appoint a deputy and keep him or her briefed on emerging issues.
- (p) The Monitoring Officer will ensure that communications are maintained between his or her office and that of the Clerk to any Parish Councils in the City Council's area.