



Full Council	Tuesday, 15 April 2025	Matter for Decision
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Report Title: **The Redesignation of the Post of Monitoring Officer due to Retirement and the Appointment of a new Monitoring Officer**

Report Author(s): **Anne Court (Chief Executive Officer / Head of Paid Service)**

Purpose of Report:	To approve the redesignation of the post of Monitoring Officer to the Legal and Democratic Services Manager and to appoint Samuel Ball, the postholder, as the Council's Monitoring Officer. This is due to the retirement in July 2025 of David Gill, Head of Law and Democracy and existing Monitoring Officer.
Report Summary:	Section 5 of the Local Government and Housing Act 1989 requires the Council to designate one of its officers as the Monitoring Officer. This is currently designated to the Head of Law and Democracy, who is retiring in July 2025. The appointment requires the approval of the Full Council following a recommendation from the Appointments Committee, which met on 3 April 2025.
Recommendation(s):	A. That Full Council redesignate the post of the Council's Monitoring Officer to the post of Legal and Democratic Services Manager; and B. That following the interview of Samuel Ball, Legal and Democratic Services Manager, he is appointed as the Council's Monitoring Officer as of 1 June 2025 for the reasons set out in this report.
Senior Leadership, Head of Service, Manager, Officer, and Other Contact(s):	Anne Court (Chief Executive Officer / Head of Paid Service) (0116) 257 2702 anne.court1@oadby-wigston.gov.uk David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2602 david.gill@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	Remuneration for the role will be met from existing budgets.
Corporate Risk Management:	Regulatory Governance (CR6) Organisational / Transformational Change (CR8) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report.

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	As the author, the report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Appointments Committee
Background Papers:	None.
Appendices:	None.

1. Background

- 1.1 With the retirement of David Gill, the Head of Paid Service, in consultation with the Senior Leadership Team, has taken the opportunity to review the three Head of Service posts and the service structures that sit under each of them to meet the needs of the organisation. The post of Head of Law and Democracy is to be deleted and will be replaced with a new post of Head of Neighbourhood Services, which will manage the service areas of refuse/recycling, corporate assets, and clean/green/public cleansing. This will provide a dedicated strategic resource for these key services particularly in view of the complexities of implementing new legislation in the next few years for waste. The remaining service areas that sat under the Head of Law and Democracy will be under the senior management of Colleen Warren, Chief Finance Officer/S151 Officer.
- 1.2 As a consequence of deleting the Head of Law and Democracy post under which the Monitoring Officer role sits, a different officer post needs to be designated as the Monitoring Officer. Failure to appoint a Monitoring Officer would leave the Council unable to meet its statutory duties.

2. Proposal

- 2.1 The Monitoring Officer is a statutory Chief Officer post. The post cannot be held by one of the other statutory Chief Officers, the Head of Paid Service or the Chief Finance Officer.
- 2.2 At the meeting of the Appointments Committee on 3 April 2025 upon the report of the Head of Paid Service, it was unanimously agreed to recommend to Full Council that the post of Legal and Democratic Services Manager is designated as Monitoring Officer and that Samuel Ball, the current postholder, is appointed as the Council's Monitoring Officer, following an interview assessment.
- 2.3 The key areas of accountability that the Monitoring Officer post holds relate to the Council's Constitution and arrangements for effective governance which include maintaining an up-to-date Constitution, ensuring decisions made by the Council do not give rise to illegality or maladministration and promoting high standards of conduct.
- 2.4 Samuel Ball's background is he joined this Council in 2016 as a Legal and Democratic Assistant progressing to qualify as a Solicitor in 2021 and was appointed to the post of Legal and Democratic Services Manager and Deputy Monitoring Officer in 2023. In this

role, he already has regular interaction with Members through the democratic process, including advising in the absence of the Monitoring Officer.

- 2.5 It is also recommended that Samuel Ball takes up the post of Monitoring Officer from 1st June 2025, so that David Gill can focus in his last two months on the handover of his entire service area responsibilities. The early appointment of Samuel Ball will incur minimal additional costs over the two months and the Chief Finance Officer has confirmed these can be met from existing budgets.