



North Warwickshire  
Borough Council

**Steve Maxey** BA (Hons) Dip LG Solicitor  
**Chief Executive**  
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Your ref :

Our ref : AJT

Date : 13 March 2020

**To: All Members of the Council**

Dear Sir / Madam

You are hereby summoned to attend a meeting of the Council, to be held in the Council Chamber, The Council House, South Street, Atherstone on Monday, 23 March 2020. The meeting will commence upon conclusion of the Resources Board (which starts at 7pm).

The following business will be transacted:

- 1 Evacuation Procedure.
- 2 Apologies for absence / Members away on official Council business.
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.
- 4 To receive and consider the recommendation of the Executive Board on the Appointment of Monitoring Officer (report to Executive Board on 16 March 2020 attached herewith).
- 5 To authorise the Chief Executive, in accordance with Article 13.05 of the Articles of the Constitution, to Sign and Seal, on behalf of the Council, any Orders, Deeds and Documents necessary to give effect to any resolution of the Council.

Yours faithfully

Chief Executive

## **Agenda Item No 10**

### **Executive Board**

**16 March 2020**

### **Appointment of Monitoring Officer**

#### **Report of the Chief Executive**

##### **1 Summary**

- 1.1 The Board is asked to formally designate the Head of Legal Services, Clive Tobin as the Monitoring Officer as set out in the report.

**Recommendation to the Council:**

**That Clive Tobin be designated as the Monitoring Officer from his first day of employment with this Council.**

##### **2 Report**

- 2.1 Members will recall a report last year setting out proposed changes to the Senior Management Structure, which included a decision to recruit to a new post titled 'Head of Legal Services'. It was proposed in that report that this post would be the Council's Monitoring Officer.
- 2.2 Following a recruitment process the position has been offered to Clive Tobin who will join the Council from Northampton Borough Council. Section 5 of the Local Government and Housing Act 1989 requires the Council to designate one of its officers as the Monitoring Officer. The Board is therefore asked to recommend to Council that this appointment as Monitoring Officer be endorsed.

The Contact Officer for this report is Steve Maxey (01827 719438).