



## Public Document Pack

North Devon Council  
Brynsworthy Environment Centre  
Barnstaple  
North Devon EX31 3NP

K. Miles  
Chief Executive.

### APPOINTMENTS COMMITTEE

A meeting of the Appointments Committee will be held in the Combe Room - Brynsworthy on **TUESDAY, 23RD JULY, 2019 at 3.15 pm.**

**(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. There are limited car parking spaces in the Visitors parking area. If no spaces are available, please find an alternative space. Please ensure that you enter your name and car registration details in the book in front of the entrance door)**

Members of the Appointments Committee Councillor

Councillors Pearson, Prowse, Worden and Yabsley

### AGENDA

1. Appointment of Chair for 2019/20  
To appoint a Chair of the Appointments Committee for 2019/20
2. Apologies for absence
3. Items brought forward which in the opinion of the Chair should be considered as a matter of urgency
4. Declarations of Interest  
(Please complete the enclosed form or telephone the Corporate and Community Services Unit to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary).
5. To agree agenda between Part A and Part B (Confidential Restricted Information)

### PART A

6. **Appointment of Monitoring Officer** (Pages 5 - 6)  
Report by Chief Executive (attached).

### PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

Date Not Specified



## **North Devon Council protocol on recording/filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full address is:  
Brynsworthy Environment Centre (BEC), Roundswell,  
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

On arrival at the main entrance, please dial 8253 for Corporate and Community Services.





**NORTH DEVON COUNCIL**

**Open**

**REPORT TO: APPOINTMENTS COMMITTEE**  
Date: 23<sup>rd</sup> July 2019  
**TOPIC: APPOINTMENT OF MONITORING OFFICER**  
**REPORT BY: CHIEF EXECUTIVE**

## 1 INTRODUCTION

- 1.1 Under section 5 Local Government and Housing Act 1989 a local authority is required to appoint one of its officers as Monitoring Officer
- 1.2 The role of the Monitoring officer is to ensure that the Council is acting lawfully at all times. There is also a secondary role to deal with complaints regarding breaches of the Code of Conduct.
- 1.3 Following the appointment of the previous Monitoring Officer, Ken Miles, as the Head of Paid Service/Chief Executive there is now a requirement to appoint a new Monitoring Officer in order to comply with the legislative requirements.

## 2 RECOMMENDATIONS

- 2.1 To appoint Trevor Blatchford as Monitoring Officer with immediate effect.

## 3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the statutory role is filled.

## 4 REPORT

- 4.1 The role of the Monitoring Officer is varied but the primary purpose is to ensure that the Council acts lawfully. Whilst it is not a statutory requirement, it is normal for the Monitoring Officer to be legally qualified.
- 4.2 The Monitoring Officer is one of the three statutory officers that a Council must appoint alongside the Chief Finance Officer and the Head of Paid Service.
- 4.3 It is not permitted for the Head of Paid Service to also be appointed as the Monitoring Officer and so following the appointment of the previous Monitoring Officer as Head of Paid Service, it is now necessary to appoint a new Monitoring Officer.

# Agenda Item 6

4.4 It is suggested that the Senior Solicitor, Trevor Blatchford, who is currently the Deputy Monitoring Officer, be appointed.

4.5 The role is one of those whose appointment falls within the remit of the Appointments Committee

## 5 RESOURCE IMPLICATIONS

5.1 There are none arising from this report.

## 6 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Part 3 Annexe 1	Referred

## 7 STATEMENT OF CONFIDENTIALITY

7.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## 8 BACKGROUND PAPERS

8.1 The following background papers were used in the preparation of this report:

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The background papers are available for inspection and kept by the author of the report.

## 9 STATEMENT OF INTERNAL ADVICE

9.1 The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

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Author: Ken Miles  
Reference:

Date: 4<sup>th</sup> July 2019