

---

REPORT OF THE CHIEF EXECUTIVE

---

TO COUNCIL

ON 15<sup>TH</sup> JANUARY 2020

---

TITLE: APPOINTMENT OF MONITORING OFFICER

---

RECOMMENDATIONS:

That Council approve the appointment of the successful candidate to the post of City Solicitor (Monitoring Officer), and a formal offer be confirmed.

---

EXECUTIVE SUMMARY:

At the meeting of the Workforce Panel on 12<sup>th</sup> November 2019 the approach and process for the recruitment, selection and appointment to the post of City Solicitor was agreed and an Appointment Panel established to appoint a suitable candidate, subject to ratification by full Council.

---

BACKGROUND DOCUMENTS:

---

KEY DECISION: YES / **NO**

---

DETAILS:

At the meeting of the Workforce Panel on 12<sup>th</sup> November 2019, an Appointment Panel was established as follows: -

- City Mayor or Deputy City Mayor
- Lead Member for Finance and Support Services (including Workforce)
- Leader of the Opposition

The Panel were advised by the Chief Executive, the Strategic Director for Service Reform and a senior legal adviser.

The Appointment Panel agreed the role description and the advertising campaign for the post. The Appointment Panel then went on to agree a shortlist of suitable candidates to progress through the selection process.

The selection process was designed to be robust and rigorous involving a series of assessments measuring the skills, knowledge, experience and behaviours of each candidate.

Following completion of a rigorous selection process on Friday 10<sup>th</sup> January 2020, the unanimous decision of the Appointment Panel was to appoint Sian Roxborough who is currently employed by Blackburn With Darwen Council as the Council Solicitor (Head of Legal Services).

In line with the Council Constitution, Officer Employment Procedure Rules prior to the formal offer of appointment being confirmed it is a requirement that the decision be approved by the Council.

**RECOMMENDATION**

That Council approve the appointment of the successful candidate to the post of City Solicitor (Monitoring Officer) and a formal offer be confirmed.

---

KEY COUNCIL POLICIES: Council Constitution

---

EQUALITY IMPACT ASSESSMENT AND IMPLICATIONS:

---

ASSESSMENT OF RISK:

The risk attached to these proposals is Low.

This appointment contributes to the risk mitigating actions of the Council. The role of Monitoring Officer assists in strengthening the governance processes of the Council.

---

LEGAL IMPLICATIONS: Supplied by Gareth James, Head of People, Place and Regulation, Legal Services, Manchester City Council  
Telephone: 0161 234 3725

The appointment of City Solicitor is made in accordance with the decision of Workforce Panel taken on 12<sup>th</sup> November 2019.

The appointment of the Monitoring Officer is a function reserved to Council.

As Monitoring Officer, the postholder is principally responsible for ensuring that lawful decision making, and governance arrangements are in place.

---

FINANCIAL IMPLICATIONS: Supplied by: N/A

---

PROCUREMENT IMPLICATIONS Supplied by: N/A

---

HR IMPLICATIONS are contained within the body of the report.

---

OTHER DIRECTORATES CONSULTED:

---

CONTACT OFFICER: Samantha Betts, Assistant Director for HR & OD  
TEL NO: 0161 607 8602

---

WARDS TO WHICH REPORT RELATES: