

## PERSONNEL COMMITTEE

22<sup>nd</sup> November 2017

Present: Councillor DGM James (Chair)  
Mr A Archer (substitute for Mrs J James), Mrs G Hayward, Dr R Heath-Davies, Councillor PJ Morgan and Councillor A Wilcox.

(NPA Offices, Llanion Park, Pembroke Dock: 1.30pm – 1.45pm)

### 1. Apologies

Apologies for absence were received from Councillor Mrs D Clements, Councillor M Evans, Mrs J James and Councillor S Yelland.

### 2. Disclosures of interest

No disclosures of interest were made.

### 3. Minutes

The minutes of the meeting held on the 11<sup>th</sup> October 2017 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on the 11<sup>th</sup> October 2017 be confirmed and signed.

### 4. Update on the Appointment of the Monitoring Officer and a Proposal to Appoint of Temporary Deputy Monitoring Officer

The Chief Executive reminded the Committee that as no applications had been received for the post of Monitoring Officer, he had been asked to undertake a number of actions to take the process forward. This report provided an update with regard to these.

The current Monitoring Officer had agreed to continue in his role past his retirement date of 30 November 2017, which resolved the immediate legal issue of the authority not having a Monitoring Officer. However discussions were ongoing with other local authorities with a view to securing the services of their Monitoring Officer or Deputy Monitoring Officer.

The review the Monitoring Officer's job description had indicated that the current role was wide ranging beyond what could be considered core, with significant support from the Democratic Services Team. There was therefore scope to reduce the requirements of the post to focus on essential Monitoring Officer tasks with other tasks being allocated to a Deputy Monitoring Officer.

The Deputy role could be appointed from the existing staff and would provide the Authority with greater cover and might provide greater



flexibility in securing the services from another Authority or service, or in making the Monitoring Officer appointment. It was proposed that initially this would be a temporary arrangement for 12 months with a review built in to assess its effectiveness. Payment of a Responsibility Allowance of £1,200 per year on top of the employee's normal salary was recommended. The Chief Executive advised that he had approached the Authority's Administration and Democratic Services Manager with regard to fulfilling this role.

Members asked about the scope of the Monitoring Officer role given the proposed reduction in the number of working days. The Chief Executive responded that 25 – 30 days per year was being discussed and this would allow for attendance at all National Park Authority and Development Management Committee meetings, leaving sufficient time for any investigations to be carried out.

Members expressed full confidence in the ability of the Administration and Democratic Services Manager to undertake the role of Deputy Monitoring Officer but wished to ensure that she was provided with training and support to fulfil the new role.

It was **RESOLVED** that:

- a) progress in the appointment of a Monitoring Officer be noted; and
- b) the principle of creating a Temporary Deputy Monitoring Officer role be agreed, to be filled internally for a 12 month period with a review of the role being undertaken prior to the end of that period and payment of a Responsibility Allowance of £1,200 per annum.

