

## MANAGEMENT ARRANGEMENTS

### Executive Summary

This report deals with management arrangements resulting from (i) the retirement of Ray Morgan and Douglas Spinks as Chief Executive and Deputy Chief Executive respectively on 31 March 2021 and (ii) the retirement of Peter Bryant as Director of Legal and Democratic Services on 30 June 2021.

These matters include the appointment of a Deputy Electoral Registration Officer, Data Protection Officer and Monitoring Officer.

### Recommendations

The Council is requested to:

#### RESOLVE That

- (i) the Director of Legal and Democratic Services be appointed as Deputy Electoral Registration Officer (Peter Bryant until 30 June 2021, Joanne McIntosh from 1 July 2021);
- (ii) Joanne McIntosh (Director of Legal and Democratic Services designate) be appointed as the Council's Monitoring Officer with effect from 1 July 2021; and
- (iii) Joanne McIntosh (Director of Legal and Democratic Services designate) be appointed as the Council's Data Protection Officer with effect from 1 July 2021.

The Council has the authority to determine the recommendations set out above.
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<b>Background Papers:</b>	None.
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### 1.0 Introduction

- 1.1 This report deals with management arrangements resulting from (i) the retirement of Ray Morgan and Douglas Spinks as Chief Executive and Deputy Chief Executive respectively on 31 March 2021 and (ii) the retirement of Peter Bryant as Director of Legal and Democratic Services on 30 June 2021.
- 1.2 Julie Fisher's appointment as Chief Executive takes effect on 1 April 2021. It is open to the Chief Executive to designate a Corporate Management Group member as Deputy Chief Executive. Mrs Fisher has indicated that she does not intend to do this.
- 1.3 Peter Bryant, Director of Legal and Democratic Services, leaves the Council's employment on 30 June 2021. Joanne McIntosh, Legal Services Manager, has been appointed Director of Legal and Democratic Services with effect from 1 July 2021.
- 1.4 This report deals with matters consequential on these management changes.

### 2.0 Deputy Electoral Registration Officer

- 2.1 The Chief Executive is formally designated as the Council's Electoral Registration Officer. Normally, the Deputy Chief Executive would be designated, by Council, as Deputy Electoral Registration Officer. In the absence of a Deputy Chief Executive, it is necessary for Council to appoint another Officer to this role. It is proposed that this should be the Director of Legal and Democratic Services (who has management responsibility for electoral services). For the avoidance of doubt, this would be Peter Bryant until 30 June 2021 and Joanne McIntosh from 1 July 2021.

### 3.0 Monitoring Officer

- 3.1 The Council is required to appoint a Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 to carry out certain statutory functions. These relate to effective governance and ensuring that the Council operates lawfully and fairly in its decision making.
- 3.2 The Director of Legal and Democratic Services is the Council's Monitoring Officer. He has appointed Joanne McIntosh as his deputy.
- 3.3 It is recommended that Joanne McIntosh be appointed as the Council's Monitoring Officer with effect from 1 July 2021. Mrs McIntosh possesses the necessary qualifications and experience to undertake this role. She qualified as a solicitor in September 2009 and has been employed by the Council since November 2011 (acting as Deputy Monitoring Officer since January 2012).

### 4.0 Data Protection Officer

- 4.1 In order to comply with its obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Council is required to have a Data Protection Officer. Mr Bryant was appointed as the Council's Data Protection Officer on 5 April 2018. The Legal Services Manager, Joanne McIntosh, is the Deputy Data Protection Officer. It is recommended that Mrs McIntosh be appointed Data Protection Officer with effect from 1 July 2021.

### 5.0 Scheme of Delegations

- 5.1 The recent management changes will require the Scheme of Delegations to be updated to reflect where delegations now sit. As there are no changes to the extent of the delegations, the update can be done by the Monitoring Officer. The updated Scheme of Delegations will be circulated to Members in the new Municipal Year.

### 6.0 Implications

#### Financial

6.1 None.

#### Human Resource/Training and Development

6.2 None.

#### Community Safety

6.3 None.

#### Risk Management

6.4 Making the appointments recommended in this report will ensure that the Council complies with its legal obligations.

#### Sustainability

6.5 None.

#### Equalities

6.6 None.

#### Safeguarding

6.7 None.

### 7.0 Conclusions

7.1 It is necessary for the Council to address matters which result from management changes arising from (i) the retirement of Ray Morgan and Douglas Spinks as Chief Executive and Deputy Chief Executive respectively on 31 March 2021 and (ii) the retirement of Peter Bryant as Director of Legal and Democratic Services on 30 June 2021. This report recommends the action which should be taken in respect of those matters.

REPORT ENDS