

Functions of the Monitoring Officer

1) In relation to the Borough Council

1. Report on contraventions or likely contraventions of any enactment or rule of law
2. Report on any maladministration or injustice where the Ombudsman has carried out an investigation
3. Appointment of Deputy Monitoring Officer
4. Receive copies of all disclosures made under the Council's public interest (whistle-blowing) policy, to monitor the operation of the policy and to publish an annual report.
5. Investigate misconduct in compliance with Regulations and directions from Ethical Standards Officers (ESOs)
6. Establish and maintain Registers of Members' Interests and Gifts and Hospitality
7. Advice to Members on interpretation of Member Code of Conduct
8. "Key role" in promoting and maintaining high standards of conduct through support to the Standards Committee
9. Liaison with Standards Board for England and Ethical Standards Officers
10. Maintaining the Council's Constitution
11. Reporting on compensation for maladministration
12. Arbitrate as to whether functions fall to be discharged by the Executive or the Council
13. Advice on *vires* issues, maladministration, financial impropriety*, probity and departure decisions on policy framework and budget issues (*with Section 151 Officer)
14. Report to the council on staff, accommodation and resources required to discharge Monitoring Officer functions
15. Proper Officer for Access to Information and Freedom of Information
16. "Qualified Person" for the purposes of section 36 of the Freedom of Information Act 2000.
17. Maintain record of decisions (with reasons) made by the Executive and make available non-confidential parts for public inspection
18. Maintain record of decisions (with reasons) made by the Council otherwise than by the Executive) and make available non-confidential parts for public inspection (Jointly with Chief Executive)

2) In relation to town and parish councils within the Borough

1. Co-ordinating Parish Councils' Codes of Conduct
2. Investigate misconduct in compliance with Regulations and directions of Ethical Standards Officers for all town and parish councils
3. Establish and maintain registers of members interests and gifts and hospitality for all town and parish councils
4. Receive and record declarations of interests with code of conduct from town and parish council members
5. Advice to clerks and local councillors on interpretation of Code
6. "Key role" in promoting and maintaining high standards of conduct through support to the Town and Parish Councils Standards Sub-Committee
7. Submit complaints about members' conduct to Standards Board for England
8. Conduct investigations and submit reports when requested to do so by an Ethical Standards Officer
9. Deal with reports from Ethical Standards Officers and Case Tribunals, report to Standards Committee with recommendations for future action