

## **Functions of the Monitoring Officer**

### **a) Maintaining the Constitution.**

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Councillors, Officers and the public.

### **b) Ensuring lawfulness and fairness of decision making.**

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council or to the Executive in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

### **c) Supporting Standards of Conduct.**

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Panel.

### **d) Dispensations.**

The Monitoring Officer may grant dispensations from the restrictions on speaking or voting at meetings for members or co-opted members with pecuniary interests in appropriate cases.

### **e) Conducting investigations.**

The Monitoring Officer will conduct investigations into allegations of misconduct by Councillors and may make reports in respect of them to the Standards Panel.

### **f) Proper Officer for access to information.**

The Monitoring Officer will ensure that executive decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

### **g) Advising whether Executive decisions are within the budget and policy framework.**

The Monitoring Officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.

### **h) Providing advice.**

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.

### **i) Restrictions on posts.**

The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.