

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	29 July 2005	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

APPOINTMENT OF CLERK AND MONITORING OFFICER

1. PURPOSE OF REPORT

The purpose of this report is to seek approval to the appointment of Mr Malcolm R. Townroe as Clerk and Monitoring Officer following the retirement of the previous post holder, Mr Tony Austin.

2. BACKGROUND

The previous Clerk and Monitoring Officer, Mr Tony Austin, has served the Authority since its inception but has now retired from public service.

The Nottinghamshire Fire Services (Combination Scheme) Order, as amended, gives the Authority the power to appoint such officers and employees as they think necessary for the efficient discharge of their functions. The Clerk to the Authority has previously undertaken the following general responsibilities which, it is proposed, should continue unaltered:-

- Providing procedural and propriety advice to the Authority and any committees or sub committees;
- Convening meetings and arranging for the distribution of agendas and minutes;
- Undertaking the matters reserved to the Clerk that are provided for in the Authority's standing orders.

The Authority has a statutory obligation to appoint a monitoring officer and to provide that person with adequate resources to perform their duties. These duties include:-

- The preparation of a report to the Authority if it appears to the monitoring officer that any proposal by the Authority or its committees or sub committees is likely to give, or has given, rise to a contravention of law or a code of practice or maladministration;
- Consulting with the Treasurer and s151 officer over the preparation of any such report;

Mr Townroe is a qualified solicitor with many years post qualification experience and currently holds the post of Legal Services Manager at Nottingham City Council.

3. FINANCIAL IMPLICATIONS

There are no immediate financial implications arising from this report.

4. PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

5. EQUAL OPPORTUNITIES IMPLICATIONS

There are no equal opportunities implications arising from this report.

6. RISK MANAGEMENT IMPLICATIONS

The role of the Clerk is to provide advice to the Authority on matters of procedure and propriety and to identify any risks associated with those proposals.

7. RECOMMENDATIONS

1. That Members thank Mr Tony Austin for his service, accept his resignation and wish him a long and happy retirement;
2. That the Authority appoint Mr Malcolm R. Townroe to be Clerk and Monitoring Officer to the Authority.

8. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER