

CHESHIRE EAST

COUNCIL

Date of meeting: 21 April 2011
Report of: Head of Human Resources and Organisational Development
Title: APPOINTMENT OF BOROUGH SOLICITOR AND
MONITORING OFFICER

1.0 Purpose of Report

- 1.1 To outline the process used for the recruitment of the Borough Solicitor and Monitoring Officer and request that the Council ratify the recommendation for appointment made by the Staffing Committee.

2.0 Decision Required

- 2.1 To ratify the appointment of Mrs Caroline Elwood as the Borough Solicitor and Monitoring Officer of Cheshire East Council, with effect from 1 May 2011.

3.0 Reasons for Recommendations

- 3.1 The Council's Constitution requires full Council to approve the appointment of the Councils Monitoring Officer.

4.0 Wards Affected

- 4.1 Not applicable

5.0 Local Ward Members

- 5.1 Not applicable

6.0 Policy Implications

- 6.1 Not applicable

7.0 Financial Implications

- 7.1 The post of Borough Solicitor and Monitoring Officer is an established post within the Councils staffing structure.

8.0 Legal Implications

- 8.1 The recruitment process and appointment complies with the Staffing Regulations for the appointment of the Borough Solicitor and Monitoring Officer.

9.0 Risk Assessment

- 9.1 The Council must appoint a Monitoring Officer to undertake the statutory role as set out in the Local Government and Housing Act 1989 and subsequent legislation.

10.0 Background and Options

- 10.1 The recruitment process for the Borough Solicitor and Monitoring Officer has been managed by the Staffing Committee.
- 10.2 After advertisement, the Council received 4 applications. In accordance with a decision by the Staffing Committee short listed applicants were subject to an assessment process involving an in-tray exercise, a critical reasoning test and psychometric test.
- 10.3 The final selection process involved a presentation and formal interview with the Staffing Committee on 11th March 2011.
- 10.4 The appointment of Mrs Caroline Elwood as Borough Solicitor and Monitoring Officer requires the formal ratification of Council.
- 10.5 Caroline began her career with Salford Council in 1980 as an Articled Clerk qualifying as a Solicitor in 1982 and moving to Vale Royal Borough Council in 1987 as Senior Solicitor and subsequently as Head of Legal and Administrative Services. She moved to Preston City Council in 1998 as Director of Corporate Services and to Sefton Council as Legal Director in 2002.
- 10.6 Caroline has over 30 years experience in Local Government and has been the Councils Monitoring Officer at both Preston and Sefton Councils. Whilst at Sefton Council she was the Council's Returning Officer responsible for both Legal and Democratic Services and was the Proper Officer for Births, Marriages and Deaths.
- 10.7 Caroline has undertaken the role of the Council's Interim Borough Solicitor and Monitoring Officer since 1 December 2010 following the departure of Mr Chris Chapman.

Access to Information

Relevant background papers can be inspected by contacting the report writer.

Name: Paul Bradshaw

Designation: Head of Human Resources and Organisational Development