



**WATFORD  
BOROUGH  
COUNCIL**

## Role Profile

**Role Title:** Monitoring Officer

**Service Area:**

**Band:**

**Reporting to:** Chief Executive

**Responsible for:**

## Purpose

Our leaders will be collaborative, open, influential, strategic, and creative. They will build coalitions to drive a culture of innovation and achieve excellent results. They will show an affinity with our values, and take pride in making our borough an inspiring, thriving, and creative place to live, work and visit.

You will:

- Champion good governance within the council, including keeping the council's constitution up to date.
- Ensure that all decisions made by the council are lawful, including ensuring that the council receives appropriate legal advice in a timely manner to promote high standards of decision making.
- Be responsible for upholding high standards of behaviour amongst members and officers, including having oversight of the council's code of conduct for councillors, keeping the code under review, training members on the code and ensuring any complaints are investigated.
- Together with the Chief Executive and Chief Finance Officer speak truth to power.
- Liaise with the Local Government and Social Care Ombudsman and report to Cabinet and or Council any findings of fault causing injustice.
- In accordance with the Civil Contingencies Act 2004, support the Associate Director of Environment and Communities to deliver new robust approaches to discharge the Council's civil emergencies and business continuity duties.

The Council is committed to becoming carbon neutral by 2030. You will ensure that all services and initiatives are compatible with, promote and support that ambition.

## Key Responsibilities

- Champion our core values to enable our people to flourish in a dynamic and agile workplace where they are able to be their very best.
- Embed all elements of Reimaging Watford across your services, ensuring the adoption of hybrid-working practices and the creation of a culture of innovation and creativity.
- Ensure that the council has adequate management arrangements for Health and Safety, in accordance with the council's policy and in line with its legal obligations, and demonstrate effective governance.
- Ensure the organisation understands and complies with the council's constitution, regularly keep it under review, and with the Constitution Working Party, make any recommendations for change to council as required.
- Have a detailed understanding of the Council, committee and Cabinet procedure rules and be able to give all assistance to members and officers on their interpretation and implementation.
- Attend full Council and Cabinet and such other committees of the council as is required or arrange for attendance by an appropriately qualified substitute.

- Be responsible for ensuring the council acts within its legal powers, ensuring that all decision makers have early access to legal advice and that reports to Council, Cabinet and committees have been seen and commented on by a solicitor or barrister before they are published.
- Ensure that Council, Cabinet, and committees are attended by a solicitor or barrister where necessary.
- Ensure that all claims made against the council are passed to the legal shared service in a timely manner and liaise with the legal shared service to ensure they are being managed.
- Be responsible for keeping the council's seal and making decisions on whether a document needs to be sealed.
- Be the council's proper officer for the purposes of the constitution.
- Uphold high standards of governance.
- Have a close working relationship with the Shared Internal Audit Service, the Shared Fraud Team, the Chief Finance Officer, and the council's external auditors.
- Liaise with the Local Government and Social Care Ombudsman on the investigation of complaints received by them. Ensure timely responses to their enquiries from services and co-ordinate the response. Act on any recommendations in liaison with the service to which the complaint relates ensuring the Ombudsman is kept up to date. Formally report to either Cabinet or Council as appropriate any findings of fault causing injustice.
- Take the Local Government and Social Care Ombudsman's annual letter to corporate management board and audit committee.
- Promote and maintain high standards of conduct by members, having regard to the council's code of conduct for councillors and the Nolan Principles. Keep the code under review. Regularly train members on the code.
- Receive any complaints about member conduct and deal with them in accordance with the council's procedures. Keep the complaints log up to date and publicise how a complaint will be dealt with.
- Be responsible for ensuring the council has sufficient independent persons to liaise with in relation to member complaints.
- Be the lead officer for the Standards Committee.
- Be the lead officer for the Constitution Working Party.
- Be a member of the Corporate Management Team
- Be a member of the Statutory Officers Group.
- Hold the register of members' pecuniary interests and ensure that it is kept up to date and published on the web.
- Keep the register of members' gifts and hospitality
- Keep the register of officers' gifts and hospitality.
- Compile the list of related party transactions for senior officers and members every January for the external auditor.
- Sign off with the chief finance officer the annual governance statement.
- Annually publish the percentage of electors required to trigger a referendum to change the mayoral model of governance.
- You may be required to undertake duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e., processing postal votes, canvassing properties during office hours.
- You may also be required to undertake duties to help to deliver council services during times of local or national emergencies. This may include duties outside your usual role and/or at a different location.

### Specific Knowledge, Skills and Expertise

- A good grounding in Local Government Law.
- A thorough knowledge of the elected mayoral and cabinet model of governance.
- A detailed knowledge of the council's constitution, including meeting procedure rules, contract procedure rules and the code of conduct for councillors.
- The ability to problem solve, and think laterally.

- High ethical standards of behaviour.
- Political nous.
- Ability to engender trust from members of all political groups.
- Be able to give training.
- Not be afraid to speak truth to power.
- Excellent communication skills.
- Be able to think on your feet.

## Key Relationships

Chief Executive  
Chief Finance Officer  
Fellow Corporate Management Team members  
All councillors and the Elected Mayor  
Legal shared service  
Local Government and Social Care Ombudsman  
Independent persons  
Internal Audit Service  
External Auditor  
Internal Fraud Service  
Other officers across the council  
Fellow MOs in Hertfordshire