

SUMMARY OF MONITORING OFFICER FUNCTIONS

| Description | | Source |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1 | Report on contraventions or likely contraventions of any enactment or rule of law. | Section 5 and 5A Local Government and Housing Act 1989. |
| 2 | Report on any maladministration or injustice where Ombudsman has carried out an investigation. | Section 5 and 5A Local Government and Housing Act 1989. |
| 3 | Appointment of Deputy. | Section 5 Local Government and Housing Act 1989. |
| 4 | Report on sufficiency of resources. | Section 5 Local Government and Housing Act 1989. |
| 5 | Establish, maintain and publish registers of Members' interests and gifts and hospitality. | Section 81 Local Government Act 2000, and Members' Code of Conduct |
| 6 | Receive copies of certificates under the Local Authorities (Contracts) Regulations 1997. | Local Authorities (Contracts) Regulations 1997. |
| 7 | Maintain, review and monitor the Constitution. | Constitution - Articles 12.3 and 15.1 |
| 8 | Advise Members on interpretation of the Code of Conduct. | Members' Code of Conduct |
| 9 | Support the Standards Committee - key role in promotion and maintenance of standards of conduct. | Local Government Act 2000 Part III and DETR guidance paragraph 8.20 |
| 10 | Receive reports from ethical standards officers and decisions of the First-Tier Tribunal (Local Government Standards in England) | Local Government Act 2000 Part III. |
| 11 | Conduct investigations into misconduct. | Local Government Act 2000 Section 66 |
| 12 | Perform ethical framework functions in relation to Parish Councils. | Section 83(12) Local Government Act 2000 |
| 13 | To make arrangements for relevant matters to be considered by the Standards Committee with regard to initial assessment, review, consideration of final investigation reports and hearings, and to advise the | Local Government Act 2000 (as amended) and Standards Committee (England) Regulations 2008 |

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| | Standards Committee on such matters. | |
| 14 | Proper Officer for access to information | Constitution - Article 12, and DETR guidance. |
| 15 | Advise whether executive decisions are within the budget and policy framework | Constitution Article 12 |
| 16 | Advise on vires issues, maladministration, financial impropriety, probity budget and policy framework issues to all Members. | Constitution Article 12 and DETR guidance |