Document	Reference	Amendment Proposed
Part 2 Article 9 – Governance Committees	9.3.5.4 Appointment of a new Independent Member to the Standards Committee will be made by Full Council upon the recommendation of a panel. The Panel will include the Assistant Chief Executive (Corporate Governance) and the Chair of the Standards Committee.	Monitoring Officer
Part 2 Article 12 – Officers	Monitoring Officer Post designation to Assistant Chief Executive (Corporate Governance)	City Solicitor
Part 2 Article 14 – Finance, Contract and Legal Matters	<b>14.3 Legal Proceedings</b> The Assistant Chief Executive (Corporate Governance) is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or any part of it or in any case where the Assistant Chief Executive (Corporate Governance) considers that such action is necessary to protect the Council's interests.	City Solicitor City Solicitor
Part 2 Article 14 – Finance, Contract and Legal Matters	<ul> <li>14.4 Common Seal of the Council</li> <li>Custody</li> <li>The Common Seal of the Council will be kept in a safe place in the custody of the Assistant Chief Executive (Corporate Governance).</li> <li>Authority to Use Seal</li> <li>A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Assistant Chief Executive (Corporate Governance) should be sealed. The affixing of the Common Seal will be attested by the Assistant Chief Executive (Corporate Governance) or some other person authorised by him/her.</li> <li>Attestation</li> <li>The Common Seal shall be attested by the signature of the Assistant Chief Executive (Corporate Governance), or the person authorised by him/her, and entry shall be made by the Assistant Chief Executive (Corporate Governance), or some other person authorised by him/her in a book to be provided for that purpose of every deed and other document to which the Common Seal has been affixed.</li> </ul>	City Solicitor City Solicitor City Solicitor City Solicitor City Solicitor

Part 2 Article 14 – Finance, Contract and Legal Matters	<ul> <li>14.5 Signature of Documents</li> <li>Signature of Contracts</li> <li>The Chief Executive and the Assistant Chief Executive (Corporate Governance) (or other person authorised by each of them) shall each be authorised to sign as Agent for the Council all contracts agreed to be entered into by the Council, or any part of it.</li> <li>Authentication of Documents for Legal Proceedings</li> <li>Where any document will be a necessary step in legal proceedings on behalf of the Council, it shall be signed by the Chief Executive or the Assistant Chief Executive (Corporate Governance) or other person authorised by him/her unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings</li> </ul>	City Solicitor City Solicitor
Part 2 Article 16 – Suspension, Interpretation and Publication of the Constitution	<ul> <li>16.3 Publication</li> <li>The Assistant Chief Executive (Corporate Governance) will ensure that copies are available for inspection at Council offices, libraries and other appropriate locations, and can be purchased by members of the local press and the public on payment of a reasonable fee.</li> <li>The Assistant Chief Executive (Corporate Governance) will ensure that the summary of the Constitution is made widely available within the area and is updated as necessary.</li> </ul>	Monitoring Officer Monitoring Officer
Part 3 Section 2A – Council (non-executive functions)	Functions of Full Council         Electoral Arrangements         To pass a resolution to change the name of an electoral area <sup>6</sup> under Section 59(1) of the 2007 Act <sup>6</sup> Schedule 1,Para D item 22 of the 2000 Regulations. Functions relating to consultation and notification processes under Section 59 have been delegated to the Assistant Chief         Executive (Corporate Governance).	Chief Executive

<b>To appoint an electoral registration officer</b> <sub>29</sub> The Assistant Chief Executive (Corporate Governance), the Chief Officer (Legal Licensing and Registration) and the Electoral Services Manager are appointed as deputy Electoral Registration Officers.	Head of Licensing and Registration, and City Solicitor. Delete reference to Electoral Services Manager
To designate an officer as the Monitoring Officer, and to provide staff etc <sub>42</sub> The Assistant Chief Executive (Corporate Governance) is appointed as the Monitoring Officer	City Solicitor
Summary of Delegated Functions (Council (non-executive functions)) Functions relating to elections48 The Assistant Chief Executive (Corporate Governance)	Chief Executive
Standing Orders Director of Resources in relation to Financial Procedure Rules	Delete reference to Financial Procedure Rules
Assistant Chief Executive (Corporate Governance) in respect of any other Rules	Delete
Hackney carriages and private hire vehicles Assistant Chief Executive(Corporate Governance) Sexual entertainment venues, sex shops and sex cinemas Assistant Chief Executive(Corporate Governance) Performances of hypnotism Assistant Chief Executive(Corporate Governance) Charitable collections Assistant Chief Executive(Corporate Governance) Food and miscellaneous licensing Assistant Chief Executive(Corporate Governance)	Director of Resources Director of Resources Director of Resources Director of Resources Director of
	Resources

Part 3 Section 2B – Council Committees' Terms of Reference	<ol> <li>In relation to matters concerning Central and Corporate Functions<sup>1</sup>,</li> <li><sup>1</sup> These are the functions delegated under the officer delegation scheme (council functions) and the officer delegation scheme (executive functions) to:</li> <li>the Assistant Chief Executive (Corporate Governance);</li> <li>Employment Committee</li> <li>to appoint or dismiss or take disciplinary action against Directors<sup>4</sup>.</li> </ol>	City Solicitor
	<ul> <li><sup>4</sup> "Directors" in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:</li> <li>the Deputy Chief Executive, the Assistant Chief Executives, those</li> </ul>	Amend to singular
Part 3 Section 2C – Officer Delegation Scheme (Council (non- executive) functions)	<ul> <li>GENERAL DELEGATIONS TO OFFICERS</li> <li>2. Subject to the exception listed below, in respect of approvals, licences, permission or registrations which come within the terms of their delegated authority, the Chief Executive, the Assistant Chief Executive (Corporate Governance), all Directors1 and other named officers2 are authorised:</li> <li>3 The Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Corporate Governance), Assistant Chief Executive (Planning Policy and Improvement), all Directors and other named officers4 are authorised to carry out the following in respect of those functions for which they have delegated authority5:</li> <li>Officer Delegation Scheme (Council (non-executive) functions) Assistant Chief Executive (Corporate Governance)</li> </ul>	Amend footnote 2 definition of named officers to read "These are all other officers listed in Article 12" and delete references to Assistant Chief Executive (Corporate Governance) Withdraw (see report)

	Chief Planning Officer Section 3 Exceptions (h) the determination of applications submitted in a personal capacity by or on bel Members, the Chief Executive, Deputy Chief Executive, an Assistant Chief Execu Director, Chief Officer or any officer who carries out development management fu	tive,	Amen	d to "the"
Part 3 Section 5 – Guidance Notes on Delegated Decision Making	Contact NameBody/Person with authority to change the documNicolé JacksonAssistant Chief Executive (Corporate Governance)		Alan Gay	Director of Resources
Part 4 – Council Procedure Rules	7.0 POWERS AND DUTIES OF THE LORD MAYOR  7.2 Any duty of the Chief Executive in relation to the conduct of a meeting may be exercised in the Chief Executive's absence by the Assistant Chief Executive (Corporate Governance).		City S	Solicitor
	<ul> <li>10.4 The following requirements shall apply to deputations:</li> <li>10.4.3 Representations relating to matters subject to current consideration by a P the Licensing Committee or a sub-committee thereof shall be restricted to those a under the Protocol for Public Speaking at Plans Panels or the Licensing Committee Procedure Rules and shall not be allowed as deputations to Council. In cases of a Assistant Chief Executive (Corporate Governance) may require written details of the proposed deputation speech prior to determination of the request.</li> </ul>	allowed ee doubt the	Direct Reso	
Part 4 – Scrutiny Board	Body/Person with authority to change the document: Assistant Chief Executive (Corporate Governance)		Scruti	ny Officer

Procedure	5.0 OPERATION OF THE CALLING IN MECHANISM	
Rules	Delegated Decisions	
Guidance	5.10 The Scrutiny Board report will be submitted to the relevant Director <sup>3</sup>	
Notes	<sup>3</sup> This also refers to the Chief Executive, Deputy Chief Executive and Assistant Chief	Amend to singular
	Executives where they have delegated authority to take decisions	
	GUIDANCE NOTE 7	
	INQUIRY SELECTION CRITERIA	
	1.0 INTRODUCTION	
	1.1 The Scrutiny Board Procedure Rules require Scrutiny Boards, before deciding	
	to undertake an Inquiry, to:	
	Consider how a proposed Inquiry meets criteria approved from time to time by	
	the Assistant Chief Executive (Corporate Governance) <sup>1</sup> ; and	Scrutiny Officer
Part 4 – Access	Contact Name Body/Person with authority to	
to Information	change the document	
Procedure	Nicole Jackson	City Solicitor
Rules	Telephone: 247 4537         Assistant Chief Executive (Corporate Governance)	Only Collector
	5.0 PUBLIC ACCESS TO COPIES	
	5.1 The Council will supply copies of:	
	(c) if the Assistant Chief Executive (Corporate Governance) thinks fit, copies of any	Monitoring Officer
	other documents supplied to Members in connection with an item to any person on	
	payment of a charge for postage, copying and any other costs.	
	8.0 EXCLUSION OF PUBLIC ACCESS	
	8.1 The Assistant Chief Executive (Corporate Governance) will exclude access by the public	Monitoring Officer
	to reports which in her opinion contain confidential information, (as defined in Rule 9).	Monitoring Officer
	8.2 If the Assistant Chief Executive (Corporate Governance) thinks fit, access by the public	Monitoring Officer
	may also be excluded in respect of reports which in her opinion relate to items during which,	
	in accordance with Rule 10 the meeting is likely not to be open to the public.	

<b>13.2 Contents of Forward Plan</b> 13.2.2 The Forward Plan must be published at least 14 days before the start of the period covered and made available to the relevant Scrutiny Boards. The Assistant Chief Executive (Corporate Governance) will publish once a year a notice in at least one newspaper circulating in the area, stating:	Monitoring Officer
<ul> <li>14.0 GENERAL EXCEPTION</li> <li>14.1 If a matter which is likely to be a Key Decision has not been included in the Forward Plan, then subject to Rule 15 (special urgency), the decision may still be taken if: <ul> <li>(a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next Forward Plan relates;</li> <li>(b) the Assistant Chief Executive (Corporate Governance) has informed the chair of a relevant Scrutiny Board, or if there is no such person, each member of that committee in writing, by notice, of the matter to which the decision is to be made;</li> <li>(c) the Assistant Chief Executive (Corporate Governance) has made copies of that notice available to the public at the offices of the Council; and</li> <li>(d) at least 5 clear days have elapsed since the Assistant Chief Executive (Corporate Governance) complied with (b) and (c).</li> </ul> </li> </ul>	Monitoring Officer
<ul> <li>16.0 REPORT TO COUNCIL</li> <li>16.1 When a Scrutiny Board can require a report <ul> <li>The power to require a report rests with the Board but is also delegated to the Assistant</li> <li>Chief Executive (Corporate Governance) who shall require such a report on behalf of the</li> <li>Board when so requested by the Chair or any 5 Members. Alternatively, the requirement may be raised by resolution passed at a meeting of the relevant Scrutiny Board</li> </ul> </li> </ul>	Monitoring Officer

<b>17.0 PUBLIC ACCESS TO EXECUTIVE DECISIONS - RECORD OF DECISIONS</b> 17.1 After any meeting of the Executive or any of its committees, the Assistant Chief Executive (Corporate Governance) or, where no officer was present, the person presiding at the meeting, will produce a record of every decision taken at that meeting as soon as reasonably practicable and make it available for inspection by the public. The record will include a statement of the reasons for each decision and any alternative options considered and rejected at that meeting.	Monitoring Officer
24.0 MEMBERS ACCESS – NEED TO KNOW	
<b>24.4 Procedure</b> 24.4.1 Whether a Member has a need to know will be determined initially by the Director who holds the document in question (with advice from the Assistant Chief Executive (Corporate Governance).	Monitoring Officer
25.0 RIGHTS OF APPEAL	
 25.2 Appeals where Public Access is denied to a Report or Background Papers	
25.2.6 The officer and the person making the appeal (and members of the public, if any) will then be asked to withdraw so that the meeting may consider whether or not to release the document. The meeting will be guided on matters of law and procedure by the Assistant Chief Executive (Corporate Governance) (or nominee) and if necessary may adjourn the proceedings in order to obtain further legal advice.	Monitoring Officer
 25.3 Appeals where a Member is denied inspection of a document	
 25.3.9 Both the officer and the Member will then withdraw so that the committee may consider whether or not to release the document. The committee will be guided on matters of law and procedure by the Assistant Chief Executive (Corporate Governance) (or nominee) and if necessary may adjourn the proceedings in order to obtain further legal advice.	Monitoring Officer

Part 4 – Appointments to Outside Bodies Procedure Rules	<ul> <li>4.0 The Appointment Procedure Strategic and Key Partnerships</li> <li>4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:</li> <li><u>Community and Local Partnerships</u></li> <li>4.13 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area</li> </ul>	Director of Resources Director of Resources
Part 4 – Contracts Procedure	Committee being consulted on the proposals Body / Person with authority to change the document Assistant Chief Executive (Corporate Governance)	Director of Resources
Rules	Definitions  "Invocation/Waiver Report" means a report to the Assistant Chief Executive (Corporate Governance) and the Director of Resources in the form of the Invocation/Waiver Report contained in Appendix 1 of the Contracts' Procedure Rules.  "Relevant Chief Officer" means the head of the procuring department and includes the Chief	City Solicitor
	Executive, Deputy Chief Executive, Assistant Chief Executives, Directors1, Chief Officers with appropriate delegations or authorised representative(s) of any of those officers;	City Solicitor

4 Exempt Contracts 4.1 The following contracts are exempt from the requirements of these	
Contracts' Procedure Rules:	
(d) residential and nursing care contracts which the Council has a duty to provide under S21 and S29(4) National Assistance Act 1948, S117 Mental Health Act 1983 S17 Children Act 1989 and S2 Local Government Act 2000, if in the opinion of the appropriate Chief Officer, following consultation with the Assistant Chief executive (Corporate Governance), it is considered to be in the Council's interests and demonstrates Value for Money for the Council.	
(e) where contracts are subject to the Regulations the following Contracts Procedu Rules shall not apply to procurements that are being conducted pursuant to the UK government Private Finance Initiative scheme, the Building Schools for the Future programme or the Local Improvement Finance Trust and such other similar UK government sponsored procurement schemes as the Assistant Chief executive (Corporate Governance) may, at their discretion, approve:	
<b>17 Submission, Receipt, Opening and Registration of Tenders/Quotes</b> <b>Tenders</b> 17.1 Electronic Tendering	
17.1.1 Requests for Quotations and Invitations to Tender should be transmitted by electro means using the Council's SCMS. This will ensure that:	onic
(b) Electronic Tenders or Quotations submitted are kept in a separate secure Electronic Tender Time-Box under the control of the Assistant Chief Executive (Corporate Governance) which is not opened until the deadline has passed for rece of Tenders or Quotations.	Director of eipt Resources
 17.2 Hard Copy Tendering 17.2.1 Tenders received shall be addressed to the Assistant Chief Executive (Corporate	Director of

Governance) in a sealed envelope endorsed with the word "Tender" followed by the subject matter to which it relates.	Resources
<ul> <li>17.2.2 Tenders shall be opened by the Chief Procurement Officer and if required at least one other Officer nominated by the Assistant Chief Executive (Corporate Governance).</li> <li>17.3 Officers who have been involved in preparing a tender bid, must not be involved in the recording or opening of tenders. Only persons authorised by the Relevant Chief Officer (as client), the Assistant Chief Executive (Corporate Governance) and by invitation the Chief Officer of Resources shall attend tender opening</li> <li>24 Contract Terms and Conditions</li> <li></li> <li>24.2 The above rule shall not apply to –</li> </ul>	Director of Resources Director of Resources
(i) contracts that are being conducted pursuant to the UK government Private Finance Initiative scheme, the Building Schools for the Future programme or the Local Improvement Finance Trust and such other similar UK government sponsored procurement schemes as approved by the Assistant Chief Executive (Corporate Governance), which shall use UK government standard documentation. Such documentation may be amended by the Relevant Chief Officer for value for money or project specific reasons	Director of Resources

	<b>31 Waiver of Contracts' Procedure Rules</b> 31.1 Waivers of any of these Contracts' Procedure Rules shall only be given in exceptional circumstances and only following consultation with the Assistant Chief Executive (Corporate Governance) and the Director of Resources by submitting the Invocation/Waiver Report form in Appendix 1 and subsequent Delegated Decision which shall be prepared in conjunction with the Chief Procurement Officer	City Solicitor
	31.2 The Relevant Chief Officer must be able to justify a procurement as a genuine exception to the requirements for competition. The reasons for use of this Contracts' Procedure Rule must be documented, and in a format approved by the Assistant Chief Executive (Corporate Governance).	Director of Resources
	31.4 In exceptional circumstances where a waiver could not or was not obtained the Authorised Officer shall prepare a written report by submitting the Invocation/Waiver Report form in Appendix 1 for consideration by the Assistant Chief Executive (Corporate Governance) and the Director of Resources setting out the reasons why a waiver could not be obtained. The relevant Officers will endeavour to provide comments to the Authorised	City Solicitor
	Officer on all waivers within 7 working days of receipt of the final report by the Assistant Chief Executive (Corporate Governance).	City Solicitor
	<b>34 Contract Claims</b> 34.8 The Assistant Chief Executive (Corporate Governance) shall be kept informed at all times of all contractual claims whether by or against the Council.	City Solicitor
Part 4 – Contracts – Code of	Body/Person with authority to change the document Assistant Chief Executive (Corporate Governance) Corporate Procurement Unit	Director of Resource
Practice Relating to Contracts Procedure Rules	2 ACCOUNTING ARRANGEMENTS  2.10 Retention of documents Financial records, including documentation relating to contracts for work done, services and supplies, shall not be disposed of other than in accordance with arrangements approved	

	and amended from time to time by the Director of Resources. Contract records shall not be disposed of other than in accordance with arrangements approved by the Assistant Chief Executive (Corporate Governance).	Director of Resources
Part 4 – Financial Procedure Rules	<ul> <li>8. ORDERS</li> <li>8.1 Requirements of official orders <ul> <li>(a) In addition to compliance with Contract Procedure Rules, official orders for work to be performed or goods supplied shall meet the following requirements:</li> <li>(i) be in writing and in a form approved by the Director of Resources and, where necessary, the Assistant Chief Executive (Corporate Governance);</li> </ul> </li> </ul>	Delete
	<b>10. CONTRACTS</b> 10.5 Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Assistant Chief Executive (Corporate Governance) for consideration of the Council's legal liability. Directors must inform the Director of Resources of such claims and the potential financial liability.	City Solicitor
	10.6 (a) As soon as it has been established that the Council, in the opinion of the Director supervising the contract, is entitled to recover liquidated damages then that Director shall inform the Assistant Chief Executive (Corporate Governance) of the amount involved together with details of any mitigating circumstances, and certify that any applications for extensions of time have been considered. The Assistant Chief Executive (Corporate Governance) shall advise of relevant areas of law.	City Solicitor City Solicitor
	10.7 If the Assistant Chief Executive (Corporate Governance) considers it inappropriate to recover all or part of any damages, the approval of the Director of Resources shall be sought.	City Solicitor

<ul> <li>15. CUSTODY AND SECURITY OF ASSETS         <ul> <li>15.5 Custody of legal documents</li> <li>The Assistant Chief Executive (Corporate Governance) shall be responsible for the custody             of all legal deeds, agreements and contract documents. The arrangements for the custody             of such documents shall be subject to the written approval of the Director of Resources.         </li> </ul> </li> </ul>	Delete and refer only to appendix A
APPENDIX Q FINANCIAL PROCEDURE RULE 15 CUSTODY & SECURITY OF ASSETS - PROCEDURE GUIDELINES	
<b><u>14. LEGAL DOCUMENTS (INCLUDING CONTRACTS)</u></b> 14.1. Legal documents and contracts relating to transactions are kept in the safe custody of the Assistant Chief Executive (Corporate Governance) in line with Appendix A. Where, however, this function (for lower value contracts) is delegated to a Director or his/her authorised nominee, it is important that there is a record of the document's existence and that the original contract documents are kept in a secure place under lock and key.	City Solicitor
APPENDIX R FINANCIAL PROCEDURE RULE NO. 15.6 RECOVERY/RESTITUTION RELATING TO MISAPPROPRIATION OR THEFT OF CASH AND/OR PROPERTY BY COUNCIL EMPLOYEES	
3. RECOVERY ALTERNATIVES 3.1. The alternative courses of action outlined below are put forward after consultation with the Assistant Chief Executive (Corporate Governance) and represent practical, legitimate ways of recovering losses from the employee responsible. Any one or all of them should be followed, as appropriate.	Delete reference

	3.4. Recovery via the L.G. Pension Fund	
	 The advice of the Assistant Chief Executive (Corporate Governance) should be sought in such instances.	City Solicitor
	Applications for recovery should be referred to the Assistant Chief Executive (Corporate Governance)	City Solicitor
Part 5 – The Employee Code of Conduct	<ul> <li>1.0 Preamble</li> <li>2. For the purposes of this Code, the term "Director" refers to the Chief Executive, the Assistant Chief Executives and Directors only, and does not include those Chief Officers with concurrent delegations listed in Article 12 of the Constitution</li> </ul>	Amend to singular
	Body/Person with authority to change the document Assistant Chief Executive (Corporate Governance)	Director of Resources
Part 5 – Protocol for the Coordination of External Audit and Inspection Reports	<ul> <li><u>Part A(i). Service inspections</u></li> <li>As soon as the relevant Director is aware that a service inspection is due they will inform the Chief Executive, the Assistant Chief Executive (Planning, Policy and Improvement), the Assistant Chief Executive (Corporate Governance) and the Head of Scrutiny and Member Development that an inspection is to take place and the relevant timescales.</li> </ul>	Monitoring Officer
	Part B. External Audit Reports 1. At the commencement of external audit work the External Auditor will advise, via email, the Chief Officer (Audit and Risk), the Assistant Chief Executive (Policy, Performance and Improvement), the Assistant Chief Executive (Corporate Governance), and the Head of Scrutiny and Member Development of the agreed brief for the audit work and the likely timescales for completion.	Monitoring Officer
Part 6 – Members' Body/Person with authority to change the document		Director of
Allowances Sche Part 7 – Management Structure	eme Assistant Chief Executive (Corporate Governance) Body/Person with authority to change the document Assistant Chief Executive (Corporate Governance) Post of Assistant Chief Executive (Corporate Governance)	Resources Director of Resources Replace with City Solicitor

## Chief Officer (Legal Licensing and Registration References)

	Support for Elected Member Appointees To External Organisations	
Part 4 – Appointments to Outside Bodies Procedure Rules	Lead officer: A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category.	City Solicitor
	This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Officer (Legal Licensing and Registration) as appropriate.	
Part 5 – Code of Practice for the Determination of Planning Matters	<b>7.0 AREA COMMITTEES</b> 7.1 The introduction of Area Committees within Leeds City Council also requires recognition of the "Dual Hatted" roles which members of the Plans Panel and of Area Committees must consider. There is a possibility that you may be considered as pre determining a matter if you have spoken in support or against it or are closely associated with such a decision taken at the Area Committee. If you are unsure, you should take advice from the Chief Officer (Legal Licensing and Registration) or the Chief Planning Officer.	Monitoring Officer
	<b>12.0 ATTENDANCE AT PLANS PANEL AND SITE VISITS</b> 12.1 If you are unsure, you should take advice from the Chief Planning Officer and Chief Officer (Legal Licensing and Registration).	Monitoring Officer