



Meeting	Annual Council
Date and Time	Wednesday, 15th May, 2019 at 7.00 pm.
Venue	Bapsy Hall, Guildhall, Winchester

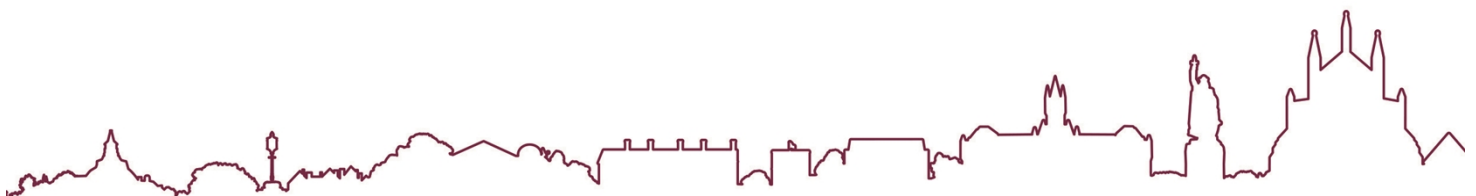
NOTICE IS HEREBY GIVEN that the Annual Meeting of the Council will be held at 7.00 pm on Wednesday, 15th May, 2019 in the Bapsy Hall, Guildhall, Winchester and all Members of the Council are summoned to attend.

Members should assemble in the King Charles Hall but they are requested not to arrive before 6.30pm

AGENDA

BUSINESS ITEMS

1. To elect from amongst the Members of the Council a person to be Mayor of the City of Winchester for the ensuing year.
2. To move a vote of thanks to the Retiring Mayor.
3. To elect from amongst the Members of the Council a person to be Deputy Mayor of the City of Winchester for the ensuing year.
4. To elect the Leader (Chairperson of Cabinet) for the ensuing year in accordance with Part 3 of the Constitution.
5. The Leader to announce the appointment of the Deputy Leader (Vice Chairperson of Cabinet) and the other Members of Cabinet in accordance with Part 3 of the Constitution
6. To elect the Chairpersons of each of the following bodies (or other bodies as Council may determine) for the ensuing year:-



- (a) Chairperson of Scrutiny Committee
 - (b) Chairperson of Audit and Governance Committee
 - (c) Chairperson of Licensing and Regulation Committee
 - (d) Chairperson of Planning Committee
 - (e) Chairperson of Joint West of Waterlooville M.D.A Planning Committee
 - (f) Chairperson of Business and Housing Policy Committee
 - (g) Chairperson of Health and Environment Policy Committee
 - (h) To appoint the four Licensing Sub Committee Chairpersons from those elected as members of the Licensing and Regulation Committee
 - (j) Any Task & Finish or other Committee to be established, or appointments to be made.
7. To determine the number of seats to be allocated to each group on, and to elect the remaining Members of, the following bodies (A through to J below) (or other bodies as Council may determine) for the ensuing year:-
- a) Scrutiny Committee
 - b) Audit and Governance Committee
 - c) Licensing and Regulation Committee
 - d) Planning Committee
 - e) Joint West of Waterlooville M.D.A Planning Committee
 - f) Business and Housing Policy Committee
 - g) Health and Environment Policy Committee
 - h) To appoint Human Resources Sub Committee from those elected as members of the Audit and Governance Committee
 - i) To appoint Standards Hearings Sub Committee from those elected as members of the Audit and Governance Committee.
 - j) Any Task & Finish or other Committee to be established, or appointments to be made.
8. To pass the following resolution in respect of the Winchester Town Forum:
“That the Winchester Town Forum be established for 2019/2020 with membership comprising all Members who represent the five Winchester Town Wards”
9. To pass the following resolution in respect of the Housing (Appeals) Committee: “That alternative arrangements other than proportional representation apply for membership of the Committee for 2019/2020”
10. To elect the Chairperson and appoint the remaining Members (and one Deputy per group) of the Housing (Appeals) Committee.
11. Appointment of Monitoring Officer (Pages 5 - 6)
12. Presentations to former Councillors in recognition of their service to the Community as previous Members of Winchester City Council.

LAURA TAYLOR
Chief Executive

Members of the public are able to easily access all of the papers for this meeting by opening the QR Code reader on your phone or tablet. Hold your device over the QR Code below so that it's clearly visible within your screen and you will be redirected to the agenda pack.



7 May 2019

Agenda Contact: David Blakemore, Democratic Services Manager
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Quorum = 12 members

DISABLED ACCESS:

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email democracy@winchester.gov.uk to ensure that the necessary arrangements are in place.

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REPORT TITLE: APPOINTMENT OF MONITORING OFFICER

15 MAY 2019

REPORT OF THE CHIEF EXECUTIVE

Contact Officer: Laura Taylor Tel No: 0962 848313 Email
ltaylor@winchester.gov.uk

WARD(S): ALL

PURPOSE

Due to the resignation of the existing post holder it is necessary to appoint a Monitoring Officer for the Council. The Monitoring Officer is one of three statutory posts that the Council must have in place (the other being the Head of Paid Service and the Section 151 Officer).

RECOMMENDATIONS:

That Lisa Kirkman, Corporate Head of Service (Resources) is appointed Monitoring Officer for the Council with effect from 15 May 2019.

1 SUPPORTING INFORMATION:

- 1.1 Our Head of Legal Services (interim) has been offered and accepted a new role with another local authority. The Head of Legal Services (interim) is also appointed as Monitoring Officer for the Council.
- 1.2 The Monitoring Officer is a statutory appointment and has specific responsibilities in respect of ensuring good governance within the authority. Section 5 of the Local Government and Housing Act (1989) as amended sets out the legal basis. There is no requirement for the Monitoring Officer to be legally trained, but if they are not, they must have access to legal advice.
- 1.3 The Monitoring Officer has a range of functions that they need to perform. Some of the key elements are:
 - (i) Reporting to the Authority in any case where the Monitoring Officer is of the opinion that any proposal or decision of the Authority has or is likely to give rise to any illegality or maladministration
 - (ii) To be responsible for matters relating to the conduct of members and officers, including investigations into allegations about the conduct of Members
 - (iii) To be responsible for the operation of the constitution
- 1.4 Lisa Kirkman, Corporate Head of Service (Resources) is a qualified solicitor and has been Monitoring Officer at another authority. She is appropriately qualified and experienced for the role. She is also currently deputy Monitoring Officer at Winchester City Council.

2 OTHER OPTIONS CONSIDERED AND REJECTED

- 2.1 The role of Monitoring Officer is a statutory post and an appointment must be made. The Chief Executive could use urgency powers to appoint a Monitoring Officer, but Annual Council on 15 May is available to make this appointment .