



Council

Thursday, 21 May 2026

Appointment to the Monitoring Officer Role

Report of the Chief Executive

Cabinet Portfolio Holder for Strategic and Borough-wide Leadership, Councillor N Clarke

1. Purpose of report

To appoint to the role of the Council's designated Monitoring Officer.

2. Recommendation

It is RECOMMENDED that Charlotte Caven-Atack be appointed and designated as the Council's Monitoring Officer from 15 June 2026, until the substantive role is recruited to.

3. Reasons for recommendation

Legislation and the Council's Constitution dictate that the Council's Monitoring Officer is appointed by Full Council. This is also covered in the Legal Implications section of this report.

4. Supporting information

- 4.1. On 23 May 2024, it was resolved by Council to designate Mrs Sara Pregon as the Council's Monitoring Officer. Mrs Pregon has served the Council since that time but has recently been successful in securing a position at Nottinghamshire County Council.
- 4.2. Following a competitive and rigorous recruitment process, we were unable to appoint to the role of Assistant Director Law, Governance and HR (Monitoring Officer). A further process will now take place to recruit to the substantive position, until then interim arrangements are necessary to ensure the Council has a Statutory Officer in place. As an interim position Mrs Caven-Atack, is recommended for Full Council approval as Monitoring Officer.
- 4.3. Mrs Caven-Atack has over 24 years' experience working in local government, with a strong focus on governance, democratic processes and corporate leadership. Since 2010, she has managed Democratic Services and, since 2018, has operated at Assistant Director level for Corporate Services, providing strategic oversight and organisational leadership. Throughout her career, she has worked closely with a number of Monitoring Officers, playing a key role in reviewing and revising the Council's Constitution on multiple occasions. She

has supported a wide range of formal and informal member forums, including scrutiny committees, Full Council, member development sessions, and task and finish groups. She has also designed and delivered member induction programmes following elections, mentored newly elected Councillors during their first year, and delivered training on a range of governance and operational topics. She is highly experienced in advising senior officers and elected members on procedural matters, legislative requirements, and reputational considerations. In addition, she holds responsibility for overseeing internal investigations into resident complaints, ensuring a robust, fair and transparent approach to customer feedback and organisational learning.

- 4.4. Mrs Caven-Atack already works for the Council, so no notice period is required. This report therefore recommends that Mrs Caven-Atack is confirmed in post as the Council's Monitoring Officer from 15 June 2026 until the substantive role is recruited to.

5. Alternative options considered and reasons for rejection

There are no recommended other options.

6. Risks and uncertainties

The Council needs to appoint a Monitoring Officer, it is a statutory requirement, and failure to do so could result in the Council taking decisions without properly considering legal implications.

7. Implications

7.1. Financial implications

There are no financial implications arising directly from this report. Costs are included within existing budgets.

7.2. Legal implications

There is a statutory requirement under Section 5 of the Local Government and Housing Act 1989 for the Council to appoint a Monitoring Officer. The role of this officer is to conduct certain functions contained within this part of the Act and other relevant legislation. In essence, the Monitoring Officer oversees legality and governance issues, particularly in the conduct of business, and has a duty to report to the Council if they think any proposal, decision or omission would give rise to unlawfulness or maladministration. Under section 5 of the 1989 Act, it is also the Monitoring Officer's responsibility to nominate any required deputies. The Monitoring Officer will also promote and maintain high standards of probity and will advise Members on compliance with the Council's Code of Conduct. In addition, the Monitoring Officer will ensure decisions, reports and other papers are publicly available and Registers of Interest are maintained.

7.3. Equalities implications

There are no equalities implications arising from this report.

7.4. Section 17 of the Crime and Disorder Act 1998 implications

There are no Section 17 implications arising from this report.

7.5. Biodiversity net gain implications

There are no biodiversity net gain implications arising from this report.

7.6. Local Government Reorganisation implications

There are no Local Government Reorganisation implications arising from this report.

8. Link to Corporate Priorities

The Environment	Strong governance supports the stable delivery of the Council's wider objectives.
Quality of Life	Supports good governance and lawful decision-making, which underpins public confidence in the Council.
Efficient Services	Ensures the Council continues to operate effectively, lawfully and in accordance with its Constitution and statutory requirements.
Sustainable Growth	Strong governance supports the stable delivery of the Council's wider objectives.

9. Recommendation

It is RECOMMENDED that Charlotte Caven-Atack is appointed and designated as the Council's Monitoring Officer from 15 June 2026 until the substantive role is recruited to.

For more information contact:	Adam Hill Chief Executive 0115 914 8577 ahill@rushcliffe.gov.uk
Background papers available for Inspection:	N/A
List of appendices:	N/A