



1 URGENT DECISION

(Pages 3 - 6)

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. L. M.', written over a horizontal line.

Chief Executive

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**Chief Executive's Urgent Decision on behalf of
FULL COUNCIL**

5th June 2026

Report Title: Appointment of Interim Monitoring Officer

Submitted by: Chief Executive

Portfolios: All

Ward(s) affected: All

<u>Purpose of the Report</u>	<u>Key Decision</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>To note an urgent decision to appoint an Interim Monitoring Officer, following the departure of the previous Monitoring Officer in May 2026.</p>	
<p><u>Decisions</u></p> <p>That in accordance with section 5 of the Local Government & Housing Act 1989:</p> <ol style="list-style-type: none"> 1. The Chief Executive confirms the appointment of Olwen Brown as the Council's Interim Monitoring Officer. 2. That the Chief Executive, in consultation with the Leader of the Council and Cabinet Member for Legal, Governance and Operational Performance, maintains an Interim Monitoring Officer ahead of a permanent replacement. 3. That the urgent decision is reported to the next scheduled meeting of full Council in July 2026. 	
<p><u>Reasons</u></p> <p>To comply with the requirement of the Local Government & Housing Act 1989 that all local authorities appoint and maintain a Monitoring Officer.</p>	

1. Background

- 1.1 Under section 5 of the Local Government and Housing Act 1989; the Council has a statutory duty to appoint a Monitoring Officer.

- 1.2 The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and the Council's arrangements for effective governance. These include:
- a. to report on matters they believe are, or are likely to be, illegal or amount to maladministration;
 - b. to be responsible for matters relating to the conduct of Councillors and officers; and
 - c. to ensure the Council's Constitution is up to date and fit for purpose.

2. Issues

- 2.1 The Council's previous Monitoring Officer left his post on 29th May 2026, Full Council approved the appointment of Barbara Beardwell as Interim Monitoring Officer at its meeting of 20th May 2026.
- 2.2 Barbara Beardwell has not been able to take up the post owing to circumstances outside of her, and the Council's control, therefore officers have interviewed candidates for the position. Olwen Brown has been interviewed and is deemed competent for the role.
- 2.3 Olwen Brown has significant leadership and legal & governance experience, having worked in the public and private sectors, including as Monitoring Officer and senior leader at councils across the country, and most recently as interim Deputy Monitoring Officer for Westmorland & Furness Council.

3. Decision

- 3.1 That in accordance with section 5 of the Local Government & Housing Act 1989:
- 3.11 The Chief Executive confirms the appointment of Olwen Brown as the Council's Interim Monitoring Officer.
 - 3.12 That the Chief Executive, in consultation with the Leader of the Council and Cabinet Member for Legal, Governance and Operational Performance, maintains an Interim Monitoring Officer ahead of a permanent replacement.
 - 3.13 That the urgent decision is reported to the next scheduled meeting of full Council in July 2026.

4. Reasons

- 4.1 To comply with statutory duties.

5. Options Considered

5.1 Given the statutory requirement for a Monitoring Officer to be in post and given the timescales of the departure of the previous incumbent, an interim is required pending permanent decision.

6. Legal and Statutory Implications

6.1 Under section 5 of the Local Government and Housing Act 1989; the Council has a statutory duty to appoint a Monitoring Officer.

7. Equality Impact Assessment

7.1 Equalities legislation has been considered throughout the process of appointment

8. Financial and Resource Implications

8.1 Budgetary provision has been made for this interim appointment, through a combination of existing salary budgets and any further necessary contribution from the Budget Support Fund.

9. Major Risks & Mitigation

6.1 The Council needs to ensure that it has its three statutory officers in place to comply with legal requirements and to demonstrate good governance.

10. UN Sustainable Development Goals (UNSDG)

10.1 The proposal, by achieving this appointment contributes towards all UNSDGs in terms of ensuring smooth and effective compliance with statutory regulations with regard to running of the Local Authority.



11. One Council

Please confirm that consideration has been given to the following programmes of work:

One Commercial Council

We will make investment to diversify our income and think entrepreneurially.

One Digital Council

We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.

One Sustainable Council

We will deliver on our commitments and make all decisions with sustainability as a driving principle

12. Key Decision Information

12.1 n/a

13. Earlier Cabinet/Committee Resolutions

13.1 Council resolution of 20th May 2026

14. List of Appendices

14.1 n/a

15. Background Papers

15.1 n/a