



Council

Item

14 May 2026

Public

Appointment of Monitoring Officer (Service Director Legal & Governance)

Responsible Officer:	Tanya Miles		
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Cabinet Member (Portfolio Holder):	Heather Kidd		

1. Synopsis

This report outlines the approach to the recruitment to the permanent position of Service Director Legal & Governance (Monitoring Officer) undertaken and recommends confirmation of the successful candidate.

2. Executive Summary

- 2.1. The Council is required by Section 5(1) of the Local Government and Housing Act 1989 to appoint one of its officers to the statutory role of Monitoring Officer.
- 2.2. Following consideration by the Chief Officer Employment Panel, it is recommended that Richard Phillips be confirmed as the Council's Monitoring Officer (Service Director – Legal & Governance).

3. Recommendations

- 3.1. That Council confirm the appointment of Richard Phillips as the Council's permanent Monitoring Officer (Service Director - Legal & Governance) and Deputy Electoral Registration Officer, with effect from Monday 29th June 2026.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. The recommendations enable Shropshire Council to comply with the requirements for the appointment of statutorily required officers.

5. Financial Implications

- 5.1. The current postholder is retiring from the position. There are no additional costs associated with this appointment.

6. Climate Change Appraisal

- 6.1. There are no climate change implications from this report.

7. Background

- 7.1. The Council is required to appoint a Monitoring Officer in accordance with Section 5 (1) of the Local Government and Housing Act 1989. At its meeting on 21st March 2024 the Council agreed to adopt the Senior Officer Employment Procedure under which a Chief Officer Employment Panel is convened to consider the appointment of certain officers including the Monitoring Officer.
- 7.2. The duties of the Monitoring Officer are set out within paragraph 12.3 of Article 2 as well as the Protocol for the Role of the MO in Part 5 of the Constitution.
- 7.3. The role will also incorporate the post of Deputy Electoral Registration Officer under the Representation of the People Act 1983.
- 7.4. In March 2026 the recruitment process was instigated with Opus People Solutions who have extensive experience of senior recruitment in the public sector.
- 7.5. There were 6 applicants for the role and 3 shortlisted for interview. The shortlist was comprised of external candidates.

7.6. The process and timeline for the recruitment were as follows:

Role advertised/executive search commenced	February/March 2026
Shortlisting	12 th March 2026
Technical Interviews	19 th March 2026
Final Interviews – Chief Officer Employment Panel & Stakeholder Panel	20 th March 2026

7.7. The Chief Officer Employment Panel is made up of three members of the Administration and the Group Leaders of the largest opposition Groups, and they unanimously decided to recommend the appointment of Richard Phillips as the Monitoring Officer.

7.8. Richard is currently the Deputy Monitoring Officer at Telford & Wrekin Council.

7.9. Subject to full council confirmation, arrangements will be made to offer a contract of employment to Richard Phillips subject to appropriate pre-employment checks.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

[Appendix 1 Senior Officer Employment Procedure.pdf](#)

Local Member: N/A

Appendices

None