

Broads Authority

15 May 2026

Agenda item number 17

Appointment of Monitoring Officer - May 2026

Report by Chief Executive

Purpose

To appoint the Authority's Monitoring Officer.

Recommended decision

To agree to transfer the position of Monitoring Officer from Jonathan Goolden at Wilkins Chapman to Lorraine Taylor, Head of Governance as from 18 May 2026.

1. Introduction

- 1.1. The Authority is required¹ to appoint a Monitoring Officer. Since December 2022² Jonathan Goolden of Wilkins Chapman has filled the role of Monitoring Officer for the Broads Authority, with support from Estelle Culligan as the Deputy Monitoring Officer.
- 1.2. There have been significant advantages in Wilkins Chapman fulfilling the Monitoring Officer role. Utilising their nationally recognised expertise, they have helped the Authority to:
 - Navigate extraordinary circumstances relating to misconduct;
 - Support constitutional changes;
 - Provide code of conduct training;
 - Support the Standards Committee;
 - Confirm members' interests and dispensations; and
 - Perform general Monitoring Officer duties.
- 1.3. We are thankful for the advice and guidance provided by Jonathan, Estelle and their colleagues, which has placed the Authority in a much better position than it was three years ago.

¹ Section 5 Local Government and Housing Act 1989

² Broads Authority decision at their meeting on 2 December 2022

- 1.4. However, the service cost approximately £50,000 in 2024/25, some of this was for legal advice above the Monitoring Officer role. Normally, the service would be provided in-house by a senior officer of the Authority.
- 1.5. It was discussed at the Broads Authority meeting on 9 May 2025, in light of the reduction in grant funding from Defra, to retain Wilkins Chapman on call for support if a difficult issue arises, and to train the then new Head of Governance, Robert Thomas, so that he could take on the role from 1 April 2026, with one of his staff acting as the Deputy Monitoring Officer. Since that decision, Robert Thomas has left the Broads Authority and Lorraine Taylor was appointed as the new Head of Governance in December 2025.
- 1.6. The Head of Governance has undertaken the LLG Monitoring Officer Induction Programme and completed the course on 27 March 2026.
- 1.7. A meeting was held with Wilkins Chapman on 18 February 2026 to discuss the transfer of duties and a termination date of 15 May 2026.

2. Background

- 2.1. Under section 5 of the Local Government and Housing Act 1989, the Broads Authority must appoint a Monitoring Officer. This is a statutory post which has to be confirmed by the Authority. This position cannot be held by the Chief Financial Officer or the Head of Paid Service.
- 2.2. The statutory duties of the Monitoring Officer include ensuring that all Authority decisions are made lawfully. If the Monitoring Officer believes that the Authority has made, or is likely to make, an unlawful decision, they must prepare a report to the Authority.
- 2.3. The Monitoring Officer plays a crucial role in upholding the highest standards of conduct for Members and administering the Authority's Code of Conduct.
- 2.4. The Monitoring Officer is also key in managing the Authority's legal risk exposure. However, there is no requirement for the post holder to be legally qualified.

3. Financial implications

- 3.1. Transferring the Monitoring Officer to an in-house position is estimated to make a savings of around £25,000 in 2026/27.

4. Conclusion

- 4.1. This report sets out the recommendation that the Broads Authority transfer the Monitoring Officer duties from Jonathan Golden of Wilkins Chapman to Lorraine Taylor, Head of Governance as at 18 May 2026.

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Background papers: none

[Broads Plan](#) strategic objectives: overall delivery of the objectives.