

4 February 2015

Ordinary Council

Appointment of Electoral Registration Officer, Deputy Registration Officer and Returning Officer

Report of: *Christopher Potter – Monitoring Officer and Head of Support Services*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The Council must appoint named individuals to the roles of the Electoral Registration Officer, Deputy Electoral Registration Officer and Returning Officer.
- 1.2 The purpose of this report is to confirm and make the appointments to these roles.

2. Recommendation(s)

- 2.1 That Jo-Anne Christine Ireland be confirmed and appointed as the Registration Officer under section 8 of the Representation of the People Act 1983.**
- 2.2 That Carole Yvette Tatton-Bennett be confirmed and appointed as the Deputy Registration Officer under section 52(2) of the Representation of the People Act 1983.**
- 2.3 That Jo-Anne Christine Ireland be confirmed and appointed as the Returning Officer under section 35 of the Representation of the People Act 1983.**

3. Introduction and Background

- 3.1 There are parliamentary, borough and parish elections in May this year.
- 3.2 Over recent years the roles of Electoral Registration Officer and Returning Officer have been undertaken by the Managing Director and now by the Acting Chief Executive.

3.3 The Council is going through a period of change and it is important to ensure that proper arrangements are and continue to be in place so that there is continuity.

4. Issue, Options and Analysis of Options

4.1 The Council is required under section 8(2) of the Representation of the People Act 1983 to appoint an officer of the Council to be registration officer for any constituency or part of a constituency coterminous with or situated in the Borough known as the Electoral Registration Officer.

4.2 The Electoral Registration Officer is the person with statutory responsibility amongst other things for the creation and maintenance of the register of electors and the absent voters list. This person takes responsibility for publishing a revised electoral register and issuing monthly alterations notices.

4.3 Under section 52(2) of the Representation of the People Act 1983 the Council appoints a Deputy Electoral Registration Officer who may perform and exercise any of the duties and powers of a registration officer.

4.4 The Council is required under section 35(1) of the Representation of the People Act 1983 to appoint an officer of the Council to be the returning officer for local elections i.e. county, borough and parish elections.

4.5 Under section 28(1) of the Representation of the People Act 1983 the duties of the returning officer for a parliamentary election registration officer is discharged as acting returning officer by the registration officer.

4.6 An acting returning officer has power to appoint deputies to discharge all or any of those duties. (see Section 28(5) of the Representation of the People Act 1983).

4.7 The Council therefore needs to formally confirm and appoint to these posts.

5. Reasons for Recommendation

5.1 The appointments are legally required in order that the Council can continue to meet its statutory responsibilities in respect of electoral administration and to ensure continuity of service.

6. Consultation

6.1 None.

7. References to Corporate Plan

7.1 None.

8. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive and Section 151 Officer

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8.1 None arising from this report.

Legal Implications

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8.2 The Representation of the People Act 1983 requires appointments to be made.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 None.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 None.

10. Appendices to this report

None.

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