

Report of:	Meeting	Date	Item No.
Cllr Peter Gibson, Leader of the Council and Garry Payne, Chief Executive	Council	1 December 2011	13

APPOINTMENT OF ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER FOR ELECTIONS
--

1. Purpose of Report

- 1.1 To enable the Chief Executive to be designated as the Council's Electoral Registration Officer and Elections Returning Officer.

2. Outcomes

- 2.1 Clear and effective arrangements for the management of elections, in accordance with statutory requirements.

3. Recommendations

- 3.1 That Garry Payne be designated as the Council's Electoral Registration Officer and Elections Returning Officer.
- 3.2 That the Scheme of Delegation be amended to include the Electoral Registration Officer role within the responsibilities of the Chief Executive.

4. Background

- 4.1 Following the transfer of management responsibilities agreed by the Council at its meeting on 14 July 2011, there is a further requirement to formally appoint an individual to act as Electoral Registration Officer and Returning Officer for all elections held within the Borough.

5. Key Issues and Proposals

- 5.1 The role of Returning Officer was allocated to the post of Chief Executive in the Scheme of Delegation at the July Council meeting but, no reference was made to the appointment of an Electoral Registration Officer.

- 5.2** The Council is required, under section 35 of the Representation of the People Act 1983, to appoint a Returning Officer for elections of councillors of the district and of councillors of parishes within the district. The Council is also required, under Section 8 of the Act , to appoint one of its officers as Electoral Registration Officer, who is responsible for the preparation of the register of electors, including overseas electors and absent voters. It is common practice for the Returning Officer to be appointed to this position, but it is not a requirement. The Council is required to agree which individuals (rather than just post holders) will be responsible for these specified duties.

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	Set out in paragraph 5.2
Community Safety	None arising directly from the report.
Equality and Diversity	None arising directly from the report.
Sustainability	None arising directly from the report.
Health and Safety	None arising directly from the report.
Risk Management	The provisions in this report will minimise the risk of decisions made by the designated officer being challenged.
Asset Management	None arising directly from the report.
Climate Change	None arising directly from the report.

Report Author	Telephone No.	Email	Date
Joanne Porter	01253 887503	joanne.porter@wyre.gov.uk	10/11/11

List of Background Papers:		
Name of Document	Date	Where available for inspection
None	-	-

LIST OF APPENDICES

None

arm/ex/cou/cr/11/0112jp1