
Report to: Council **Date of Meeting:** 16th February 2012

Subject: Proper Officer Functions

Report of: Chief Executive **Wards Affected:** All

Is this a Key Decision? N/A **Is it included in the Forward Plan?** N/A

Exempt/Confidential No

Purpose/Summary

To invite the Council to appoint a Returning Officer and Electoral Registration Officer

Recommendation(s)

That

- (1) the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and Acting Returning Officer/Returning Officer Functions for Parliamentary, Local, Parish and European Elections under the relevant provisions of the Representation of the People Act 1983 and European Parliamentary Elections Act 2002 be attached to Margaret Carney (Chief Executive) and Margaret Carney be appointed to act as the Proper Officer for all related functions and relevant legislation with effect from 17th February 2012; and
- (2) the relevant sections of the Constitution be amended accordingly.

How does the decision contribute to the Council's Corporate Objectives?

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Jobs and Prosperity		✓	
3	Environmental Sustainability		✓	
4	Health and Well-Being		✓	
5	Children and Young People		✓	
6	Creating Safe Communities		✓	
7	Creating Inclusive Communities		✓	
8	Improving the Quality of Council Services and Strengthening Local Democracy	✓		

Reasons for the Recommendation:

The Council must have a Returning Officer and Electoral Registration Officer for the purposes of elections and electoral registration matters and as a result of structural changes in the Council, a new appointment needs to be made.

What will it cost and how will it be financed?

(A) Revenue Costs

Appointment as a Returning Officer is deemed to be separate remunerable employment. The Returning Officer personally foregoes the entitlement to remuneration for Borough and Parish Elections.

(B) Capital Costs

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

Legal	The role of the Returning Officer is one of a personal nature and distinct and separate to the duties as an employee of the Council.
Human Resources	None
Equality	
1. No Equality Implication	<input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery: None

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD1155/11) and Head of Corporate Legal Services (LD516/11) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

That another appropriate person be designated

Implementation Date for the Decision

Following consideration by Full Council

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Background Papers:

There are no background papers available for inspection.

1.0 Introduction/Background

- 1.1 It is recommended that an appointment to the Proper Officer Functions for Elections and Electoral Registration be made following the restructure of the Council.
- 1.2 The appointment as Proper Officer requires approval of Full Council under the Council's Constitution.
- 1.3 The Returning Officer has powers to appoint Deputy Returning Officers with full powers to carry out the relevant functions in his or her absence.