

Appointment of the Electoral Registration Officer

29 September 2021

Report of the Head of Democratic Services

PURPOSE OF REPORT

For Council to consider appointing Mr Mark Davies, currently the City Council's Returning Officer and Director for Communities and the Environment to the additional role of Electoral Registration Officer with immediate effect.

This report is public

RECOMMENDATION

- (1) That Mr Mark Davies, the City Council's Returning Officer and Director for Communities and the Environment, be appointed to the additional role of Electoral Registration Officer with immediate effect.**

1.0 Background

1.1 On 25 September 2019, Council formally appointed the current Chief Executive, Mr Kieran Keane, to the roles of Returning Officer (RO) and Electoral Registration Officer (ERO). On 16 December 2020 Mr Mark Davies was appointed to the role of RO, to allow him to carry out those duties at elections scheduled to be held in May 2021, when the Chief Executive would not be available. The current position is that Mr Davies is still the City Council's RO and Mr Keane is the City Council's ERO.

1.2 Every district council is required to have both a RO and an ERO in place. The ERO has personal responsibility to maintain the register of electors, conduct the annual canvass and encourage electors in the electoral process. Performance standards are set by the Electoral Commission.

2.0 Reasons for the Appointment

2.1 It is usual, and most expedient, for the roles of RO and ERO to be held by the same officer because elections, by their nature, use information from the register of electors for the poll.

2.2 The current Chief Executive's fixed term contract with the Council is entering its last six months and it would be prudent to deal with this at an early opportunity. Although the Council is not scheduled to run any major elections in May 2022, by-elections for vacant City and Parish Council seats can be

called at any time and it is good practice for the duties of both RO and ERO to sit with one officer.

3.0 Conclusion

3.1 Council is asked to appoint Mr Mark Davies as its ERO with effect from this meeting.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None directly arising from this report.	
LEGAL IMPLICATIONS As set out above in 2.1. The Council must have both a RO and an ERO in place.	
FINANCIAL IMPLICATIONS There are no fees payable to the ERO for undertaking the role, so this will not incur any additional costs.	
OTHER RESOURCE IMPLICATIONS None.	
SECTION 151 OFFICER'S COMMENTS The S151 Officer has been consulted and has no comments to add.	
MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments to add.	
BACKGROUND PAPERS None	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref: