

# COUNCIL

## Appointment of Electoral Registration Officer and Returning Officer 16 May 2016

### Report of the Chief Executive

#### PURPOSE OF REPORT

To enable Council to formally appoint the new Chief Executive to the role of Electoral Registration Officer (ERO) and Returning Officer (RO) from her start date of 1 July 2016.

**This report is public**

#### RECOMMENDATIONS

- (1) That Council formally appoints Susan Parsonage to the role of Electoral Registration Officer (ERO) effective from 1 July 2016; and
- (2) Re-confirms that the role of Returning Officer (RO) be attached to the post of Chief Executive.

#### 1.0 Introduction

- 1.1 Every district council is required to appoint an Electoral Registration Officer (Section 8 of the Representation of the People Act (RPA) 1983).

#### 2.0 Responsibilities of the ERO

- 2.1 The ERO's personal responsibilities include the following:
  - Duty to maintain a list of UK Parliamentary and Local Government electors for the area for which s/he acts (Section 9 RPA 1983) and to maintain a list of relevant citizens of the European Union entitled to vote at European Parliamentary elections (Regulation 5(2) European Parliamentary Elections (Franchise etc.) Regulations 2001).
  - The requirement to take reasonable steps to obtain information for that purpose and to ensure as far as practicable that persons who are entitled to be registered (and no others) are (Section 9A RPA 1983).
  - The requirement to conduct an annual canvass Section 9D RPA 1983).
  - The requirement to give persons invitations to register (Section 9E RPA 1983).
  - The requirement to take steps to encourage participation by electors in the electoral process (Section 669 EAA 2006).
  - To meet such standards of performance as set by the Electoral Commission (Section 9(A) Political Parties, Elections and Referendums Act 2000).

The ERO also discharges the responsibilities of Acting Returning Officer at a UK Parliamentary Election (Section 28 RPA 1983)

### **3.0 Returning Officer**

- 3.1 The appointment of an RO can fall automatically upon the holder of a specific post, or it can be applied to an individual.
- 3.2 When Council considered the remuneration for the Chief Executive in December 2015, it was clear that Council expected the role of RO to be incorporated into the post (with fees paid on top of the agreed salary) and RO duties were included in the job description. Council is therefore asked to re-confirm that the role of Returning Officer for Lancaster City Council rests with the holder of the post of Chief Executive.

### **4.0 Conclusion**

- 4.2 The report is submitted for Council to formalise these appointments.

#### **CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None directly arising from this report.

#### **LEGAL IMPLICATIONS**

This report complies with the legislative requirements to appoint an ERO and RO.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report. The remuneration for ERO was included in the salary for the Chief Executive post agreed by Council on 16 December 2015. At the same meeting it was agreed that Returning Officer fees would be paid exclusive to the salary figure. For Lancaster City Council elections the payment would be built into the total cost of the election.

#### **OTHER RESOURCE IMPLICATIONS**

##### **Human Resources:**

None

##### **Information Services:**

None

##### **Property:**

None

##### **Open Spaces:**

None

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**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer has been consulted and has no further comments.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has prepared this report.

**BACKGROUND PAPERS**

None

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