

APPOINTMENT OF ELECTORAL REGISTRATION OFFICER

Head of Service:	Olwen Brown, Monitoring Officer
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	Not applicable
Appendices (attached):	None

Summary

This report requests the Council to appoint the Interim Chief Executive as its Electoral Registration Officer for a six month period.

Recommendation (s)

The Council is asked to:

- (1) That Jackie King, interim Chief Executive, be appointed with effect from July 2022 as the Council's Electoral Registration Officer (ERO) for a six month period.**

1 Reason for Recommendation

- 1.1 The Representation of the People Act 1983 requires the council to appoint an Electoral Registration Officer.

2 Background

- 2.1 On 4 July 2022 Jackie King was appointed as the Interim Chief Executive and Returning Officer for a period of six months. The Returning Officer is the person who has the overall responsibility for the conduct of elections in Epsom and Ewell. Section 35 of The Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer in local elections. It is their duty to organise and conduct elections.

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- 2.2 The Returning Officer is an officer of the Council but the role of the Returning Officer is a personal responsibility independent and separate from their duties as an employee of the Council. The Returning Officer may appoint one or more persons to discharge all or any of his/her functions.
- 2.3 The previous Chief Executive, who left the Council earlier this month, was the council's Electoral Registration Officer (ERO). The Representation of the People Act 1983 requires the council to appoint an ERO, who is the person with the statutory responsibility for the creation and maintenance of the registers of electors.
- 2.4 The ERO is an officer of the Council but the role of Electoral Registration is a personal responsibility, independent and separate from their duties as an employee of the Council. The roles of Returning Officer and Electoral Registration Officer are typically performed by a single person. These roles are required to be appointed to by Full Council.
- 2.5 Election fees for the Returning Officer are paid in accordance with the council's agreed Pay Policy Statement and are in addition to the officers salary package.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 None arising from the contents of this report.
- 3.2 Crime & Disorder
 - 3.2.1 None arising from the contents of this report.
- 3.3 Safeguarding
 - 3.3.1 None arising from the contents of this report.
- 3.4 Dependencies
 - 3.4.1 None arising from the contents of this report.
- 3.5 Other
 - 3.5.1 None arising from the contents of this report.

4 Financial Implications

- 4.1 There is no additional remuneration payable to the ERO, so there are no financial implications arising from the contents of this report.

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4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 As detailed in the body of the report.

5.2 **Legal Officer's comments:** As detailed in the body of the report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:**None.

6.5 **Partnerships:**None.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- Representation of the People Act 1983.