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| Strategic Management Team Lead Officer | Yvonne Rees |
| Author | Arabella Davies |
| Telephone | 01306 879137 |
| Email | Arabella.davies@molevalley.gov.uk |
| Date | 6 th December 2016 |
| Ward (s) affected | N/A |
| Subject | Appointment of Deputy Electoral Registration Officer |

RECOMMENDATION

That Council endorse the recommendation of the Electoral Registration Officer to appoint the Democratic Services Manager to act as the Deputy Electoral Registration Officer.

EXECUTIVE SUMMARY

Under the Representation of the People Act 1983, Mole Valley District Council has an obligation to appoint one of its officers to act as its Electoral Registration Officer (ERO). The Council appointed its Chief Executive as ERO in September 2012 and in line with best practice, appointed the Corporate Head of Service with responsibility for Democratic Services as the Council’s Deputy Electoral Registration Officer (in April 2010).

Following the retirement of the Corporate Head of Service with responsibility for Democratic Services, the Council is now asked to appoint another Deputy Electoral Registration Officer.

The Council has the authority to determine the Recommendation

CORPORATE PRIORITIES

Approval of this appointment will support the Council’s priorities, specifically community wellbeing – active communities and support for those who need it, by ensuring all eligible electors are included on the electoral roll for Mole Valley and are able to exercise their democratic rights.

1. BACKGROUND

- 1.1 Section 8(2)(a) of the Representation of the People Act 1983 requires the Council to appoint one of its officers to act as Electoral Registration Officer. Whilst it is an appointment made by the Council, the ERO is personally responsible for compiling and maintaining the Register of Electors. At Mole Valley, the Chief Executive has been appointed as the ERO.
- 1.2 It is considered best practice to also appoint a Deputy Electoral Registration Officer. This Officer is then able to act in the absence of the ERO to carry out their full range of statutory functions.
- 1.3 Unlike the appointment of Deputy Returning Officer, appointment of a Deputy Electoral Registration Officer is the responsibility of the Council and not the individual appointed as ERO.
- 1.4 Following the retirement of the Corporate Head of Service with responsibility for Democratic Services, the Council does not have an appointed Deputy ERO.

- 1.5 The Electoral Registration Officer recommends to Council that the Democratic Services Manager is appointed as her Deputy with full powers, enabling her to act in her incapacity or absence as necessary.

2. FINANCIAL IMPLICATIONS

- 2.1 There are no financial implications for the Council as there is no additional remuneration in respect of the post of ERO or Deputy ERO.

3. LEGAL IMPLICATIONS

- 3.1 These are set out in the report.

4. CORPORATE IMPLICATIONS

Monitoring Officer commentary

The Monitoring Officer confirms that all relevant legal implications have been taken into account.

S151 Officer commentary

The S151 Officer confirms that the relevant financial implications have been considered in this report.

Risk implications

None for the purposes of this report.

Equalities Implications

There are no equalities implications as a result of this report.

Employment Issues

There are no employment implications as a result of this report.

Sustainability Issues

There are no sustainability implications as a result of this report.

Consultation and Communications

None for the purposes of this report

BACKGROUND PAPERS

N/A