

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council

**DATE:** 21 July 2015

**CONTACT OFFICER:** Ruth Bagley, Chief Executive  
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**WARD(S):** All

### **PART I** **FOR DECISION**

#### **APPOINTMENT OF ELECTORAL REGISTRATION OFFICER, ACTING RETURNING OFFICER AND RETURNING OFFICER**

##### **1 Purpose of Report**

The purpose of the report is to seek the Council's approval to the appointment of the statutory positions of Electoral Registration Officer, Acting Returning Officer and Returning Officer in place of the current holder, the Chief Executive.

##### **2. Recommendations**

The Council is requested to resolve:-

- (a) That Catherine Meek, Head of Democratic Services be appointed to the roles of Electoral Registration Officer, Acting Returning Officer and Returning Officer for Parliamentary and Local Elections respectively with immediate effect.
- (b) That the Scheme of Delegation be amended to reflect the above changes.

##### **3. The Slough Joint Wellbeing Strategy, the JSNA and the Corporate Plan**

This is a technical/administrative report and does not directly link with the Corporate Plan.

##### **4. Other Implications**

###### **(a) Financial**

These statutory appointments do not have any financial implications for the Council.

###### **(b) Risk Management**

The Council is duty bound under the Representation of the People Act 1983 (as amended) to appoint to these statutory positions. Failure to do so would

mean that the Council would be in breach of its statutory duties to make such appointments.

(c) Human Rights Act and Other Legal Implications

Section 8 of the Representation of the People Act 1983 requires the Council to appoint an Electoral Registration Officer who carries out the role of the Acting Returning Officer for UK Parliamentary Elections. Section 35 of the same Act requires the Council to appoint a Returning Officer for the election of Councillors within the Borough and the Parishes within the Borough.

(d) Equalities Impact Assessment

It is not considered that any formal equalities impact assessment needs to be carried out in relation to the information and recommendations contained within this report.

**5. Background/Supporting Information**

- 5.1 At its meeting of 18 February 2014 the Council appointed the Kevin Gordon, Assistant Director Professional Services to the statutory roles of Electoral Registration Officer, Acting Returning Officer and Returning Officer with effect from 19 February 2014.
- 5.2 Kevin Gordon has now left the Council and it is proposed that Catherine Meek, the Head of Democratic Services, who has long experience as a Deputy Returning Officer and management oversight of the Council's Electoral Service should fulfil these roles. Senior management will be supporting Catherine by ensuring that the necessary resources are put in place.
- 5.3 The Scheme of Delegation, which forms part of the Constitution, will need to be amended to reflect these changes, if agreed.

**6. Comments of other Committees**

None.

**7. Conclusion**

The Council must appoint to the three statutory positions and is recommended to approve the recommendations set out in paragraph 2 above.

**8 Background Papers**

None.