

To: Council

Date: 29 September 2016

Report of: The Chief Executive

Title of Report: Designation of Monitoring Officer and Appointment of Returning Officer and Electoral Registration Officer

Summary and Recommendations

Purpose of report: To designate the role of Monitoring Officer and to appoint a Returning Officer and Electoral Registration Officer

Policy Framework: None

Recommendations: That Council resolves to

1. **Approve** the appointment of Peter Sloman, Chief Executive as the Council's Returning Officer and Electoral Registration Officer
2. **Approve** the designation of the Lindsay Cane, Acting Head of Law & Governance as the Council's Monitoring Officer.

Background

1. The Council has a duty under Section 5(1) of the Local Government and Housing Act 1989 to designate one of its officers as the Monitoring Officer. The Monitoring Officer may not be the Head of Paid Service or the section 151 Officer.
2. The Council designated the Head of Law & Governance as the Monitoring Officer. In the light of the recent sad news of his death it is necessary to designate another officer of the Council as Monitoring Officer.
3. It is proposed that the Acting Head of Law & Governance is designated the role of Monitoring Officer. Lindsay Cane is the Acting Head of Law and Governance.

4. Section 8 of the Representation of the People Act 1983 requires every district council to appoint an officer of the council to be Electoral Registration Officer.
5. Section 35 of the Representation of the People Act 1983 requires every district council to appoint a Returning Officer for district and parish council elections. The role is to ensure that the elections are administered effectively and that, as a result, the experience of voters and those standing for election is a positive one.
6. The roles of Electoral Registration Officer and Returning Officer are currently held by the Jeremy Thomas. It has become necessary to make new appointments. It is proposed that Peter Sloman is appointed as the Council's Electoral Registration Officer and the Council's Returning Officer.
7. Unlike a Returning Officer, the Electoral Registration Officer cannot appoint a deputy themselves, unless the power to do so has been delegated to them by the council. The Council appointed Martin John as its Deputy Electoral Registration Officer in February 2004. This appointment remains unchanged.

Legal issues

8. There are no legal issues arising from the report.

Financial Issues

9. There are no financial issues arising from the report.

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Background papers: None