Report revised to include recommendation 1 and

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**To: Council**

**Date: 15 May 2017**

**Report of: The Chief Executive**

**Title of Report: Confirmation of appointment of Interim Chief Executive and Head of Paid Service, and appointment of Returning Officer and Electoral Registration Officer**

# Summary and Recommendations

**Purpose of report**: To confirm the appointment of the Interim Chief Executive and Head of Paid Service, and to appoint a Returning Officer and Electoral Registration Officer.

**Policy Framework:** None

**Recommendations:** That Council resolves to:

1. **confirm** the appointment of Gordon Mitchell as the Council’s Interim Chief Executive and as Head of Paid Service;
2. **approve** the appointment of Tim Sadler, Executive Director of Sustainable City, as the Council’s Returning Officer and Electoral Registration Officer.

both with effect from 15 May 2017.

**Background**

1. The Local Authorities (Standing Orders) (England) Regulations 2001 Schedule 1 requires that where the appointments committee is discharging, on behalf of the authority, the function of the appointment of an officer designated as the head of paid service, Full Council must approve that appointment.
2. 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.
3. 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.

**Electoral Registration Officer and Returning Officer**

1. The roles of Electoral Registration Officer and Returning Officer are currently held by the Peter Sloman. Due to his resignation it has become necessary to make new appointments.
2. It is proposed that the Tim Sadler, Executive Director of Sustainable City, is appointed as the Council’s Electoral Registration Officer and the Council’s Returning Officer with effect from 15 May 2017.
3. 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.

**Head of Paid Service and Interim Chief Executive**

1. Council on 24 April agreed to delegate authority to the Appointments Committee to appoint an Interim Chief Executive and that the person appointed as Interim Chief Executive will, as set out in the Constitution, be designated as Head of Paid Service from the first day of their formal employment in that role with Oxford City Council.
2. On 5 May, the Committee agreed to appoint Gordon Mitchell to that post. All Councillors including the Executive Board have been informed of that decision and no objections have been received from any Board member.
3. Notwithstanding that decision of Council, legally the appointment of a person as Head of Paid Service requires the formal approval of Full Council before it can be confirmed. Council is accordingly asked to confirm the appointment.

**Legal issues**

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

**Financial Issues**

1. There are no new financial issues arising from the report.

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**Background papers: None**