



**REPORT of
HEAD OF PAID SERVICE**

to
**COVID-19 INTERIM MEASURES GROUP
27 MARCH 2020**

**DELEGATION ARRANGEMENTS FOR RETURNING OFFICER AND
ELECTORAL REGISTRATION OFFICER.**

1. PURPOSE OF THE REPORT

- 1.1 To identify permanent arrangements for Returning Officer and Electoral Registration Officer duties under the scheme of delegation.

2. RECOMMENDATIONS

- (i) That the Director of Strategy Performance and Governance, be appointed permanently as Returning Officer and Electoral Registration Officer;
- (ii) That pursuant to Section 8 of the Representation of the People Act 1983 the Director of Strategy, Performance and Governance, shall be Electoral Registration Officer for the Maldon District;
- (iii) That pursuant to Section 35 of the Representation of the People Act 1983, the Director of Strategy, Performance and Governance, is Returning Officer for the election of Councillors of the Maldon District and of Councillors of parishes and communities within the Maldon District, and also for the conduct of Parish Polls and Neighbourhood Plan Referendums within the Maldon District;
- (iv) That any Proper Officer designations together with the powers and functions currently delegated to the Director of Resources and proposed to be delegated to the Director of Resources under the existing scheme of delegation, be transferred to the Director of Strategy, Performance and Governance on a permanent basis and the scheme of delegation updated accordingly.
- (v) That this is put into place from 1 April 2020.

3. SUMMARY OF KEY ISSUES

- 3.1 On 12 September 2019, interim arrangements for the scheme of delegation were made to appoint the Director of Strategy, Performance and Governance to the Electoral Registration Officer and Returning Officer posts.

- 3.2 The Council's resolution of 12 September 2019 was put in place until the post of Director of Resources is filled or otherwise 31 March 2020.
- 3.3 The Director of Resources post has not yet been filled on a permanent basis.
- 3.4 The temporary arrangements that have been put in place to fulfil Electoral Registration Officer and Returning Officer roles the have been successful and included delivery of a General Election.
- 3.5 In mapping the activity across the directorates, officers believe the capacity and capability for this role now sits better in the Director of Strategy, Performance and Governance on a permanent basis.

4. CONCLUSION

- 4.1 The interim arrangements for Electoral Registration Officer and Returning Officer have been successful sitting with the Director for Strategy, Performance and Governance, and we recommend a permanent change to this delegation.

5. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – This approach will limit our risk around election arrangements, as we still have an interim director of resources in post.
- (iv) **Impact on Resources (financial)** – All.
- (v) **Impact on Resources (human)** – All.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None

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