

DECISION-MAKER:	COUNCIL		
SUBJECT:	APPOINTMENT OF RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER AND NOTING THE MONITORING AND CHIEF FINANCIAL OFFICERS POSITIONS		
DATE OF DECISION:	10 FEBRUARY 2016		
REPORT OF:	CHIEF EXECUTIVE		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
Following the recent senior management restructure undertaken by the Chief Executive under delegated powers it is necessary to reconfirm the Returning Officer arrangements and note other statutory officer appointments.	
RECOMMENDATIONS:	
(i)	That the Interim Chief Operating Officer (Customer Experience) be appointed as the Returning Officer for local elections and Electoral Registration Officer and the Acting Returning Officer for UK Parliamentary Elections and European Elections
(ii)	That Council notes the Service Director: Legal and Governance is the Monitoring Officer and the Interim Service Director: Finance and Commercialisation is the Section 151 Officer with effect from 13 th February 2016
REASONS FOR REPORT RECOMMENDATIONS	
1.	Following the recent senior management restructure undertaken by the Chief Executive under delegated powers Council is required have in place appropriate statutory officers.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	This report follows the senior management restructure proposals previously agreed by Council. Accordingly no other options have been considered.

DETAIL (Including consultation carried out)	
3.	Continuity in the position of Returning Officer is also required as this is held personally by Mark Heath, formerly Director, Place and now Interim Chief Operating Officer (Customer Experience). Mark Heath is recommended to continue as the Acting Returning Officer for UK Parliamentary Elections, Returning Officer for local elections and the Electoral Registration Officer.
4.	The statutory role of Monitoring Officer is required to be held by an appropriate officer of the Council. It cannot be held by the Head of Paid Service, Chief Financial Officer or Scrutiny Officer. As the role is primarily responsible for the lawfulness and governance arrangements of the Council it fits squarely with the revised senior position of Service Director: Legal and Governance, formerly Head of Legal and Democratic Services. Further, following deletion of the Chief Finance Officer post and replacement with Interim Service Director: Finance and Commercialisation the Section 151 function will be held by that post holder from 13 February 2016.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
5.	None.
<u>Property/Other</u>	
6.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
7.	Section 5 Local Government and Housing Act 1989 (as amended), Sections 8 and 35 Representation of the People Act 1983 and Local Government, Economic Development and Construction Act 2009. Section 4 Local Government and Housing Act 1989 and Section 151 Local Government Act 1972.
<u>Other Legal Implications:</u>	
8.	None.
POLICY FRAMEWORK IMPLICATIONS	
9.	None.

KEY DECISION?	Yes/No
WARDS/COMMUNITIES AFFECTED:	None.
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	None.
Documents In Members' Rooms	
1.	None.
Equality Impact Assessment	

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.		Yes/No
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.		Yes/No
Other Background Documents		
Equality Impact Assessment and Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None.	
2.		