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## Report of the Assistant Chief Executive (Corporate Governance)

### General Purposes Committee

Date: 23 March 2011

Subject: Amendment to Officer Delegation Scheme (Council (non-executive) Functions).

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### Executive Summary

1. This report requests the Committee to recommend an amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to appoint the Assistant Chief Executive (Corporate Governance), Head of Licensing and Registration and Electoral Services Manager as deputy Returning Officers and deputy Electoral Registration Officers, and due to a restructure to delete the Chief Legal Licensing and Registration Officer from the respective roles.

## **1.0 Purpose Of This Report**

- 1.1 This report requests the Committee to recommend an amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to appoint the Assistant Chief Executive (Corporate Governance), Head of Licensing and Registration and Electoral Services Manager as deputy Returning Officers and deputy Electoral Registration Officers.

## **2.0 Background Information**

- 2.1 Under Item 1 of Para. D of Schedule 1 of the 2000 Regulations the Council must appoint an Electoral Registration Officer. The Chief Executive is appointed as the Electoral Registration Officer. It is common practice to ensure deputies are appointed to this post to support the Electoral Registration Officer in his role. It is proposed that the Assistant Chief Executive (Corporate Governance), Head of Licensing and Registration, and Electoral Services Manager are appointed as deputy Electoral Registration Officers.
- 2.2 Under Item 6 of Para. D of Schedule 1 of the 2000 Regulations the Council must appoint a Returning Officer for local government elections. The Chief Executive is appointed as the Returning Officer. It is common practice to ensure deputies are appointed to this post to support the Returning Officer in his role. It is proposed that the Assistant Chief Executive (Corporate Governance), Head of Licensing and Registration, and Electoral Services Manager are appointed as deputy Returning Officers.
- 2.3 Due to a restructure in which the Head of Licensing and Registration now reports directly to the Assistant Chief Executive (Corporate Governance) rather than the Chief Legal, Licensing and Registration Officer, it is proposed to delete the latter as a Deputy Electoral Registration Officer or Returning Officer.

## **3.0 Main Issues**

- 3.1 These proposals are to create dedicated deputies to the appointed Electoral Registration Officer and Returning Officer to support him in those roles. This is common and accepted practice in many local authorities.
- 3.2 As this relates to a Council Function this delegation has to be made by full Council and should therefore be recommended by the General Purposes Committee. This Committee is therefore invited to resolve to recommend the proposed amendment as set out at Appendices 1 and 2 to this report.

## **4.0 Implications For Council Policy And Governance**

- 4.1 Under its Code of Corporate Governance, the Council is committed to ensuring that the necessary roles and responsibilities for the governance of the Council are identified and allocated, so that it is clear who is accountable for decisions.

## **5.0 Legal And Resource Implications**

- 5.1 In accordance with the Local Government Act 2000 the Council is required to prepare a constitution and keep it up to date. The proposed amendment set out in this report will ensure that the Constitution accurately reflects the decision making accountability in the Council.

## **6.0 Conclusions**

- 6.1 General Purposes Committee is requested to recommend amendments to the Officer Delegation Scheme (Council (non-executive) Functions) to appoint deputy Electoral Registration Officers and deputy Returning Officers.

## **7.0 Recommendations**

- 7.1 General Purposes Committee is requested to:-
  - 7.1.1 Recommend to Full Council the amendment to the Officer Delegation Scheme (Council (non-executive) Functions) set out at Appendices 1 and 2 to this report.