



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	15 NOVEMBER 2018
REPORT OF THE:	CHIEF EXECUTIVE STACEY BURLET
TITLE OF REPORT:	APPOINTMENT OF A DEPUTY ELECTORAL REGISTRATION OFFICER (ERO)
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report seeks to appoint a Deputy Electoral Registration Officer (ERO).

2.0 RECOMMENDATION(S)

2.1 That the Democratic Services Manager be appointed as the Deputy Electoral Registration Officer (ERO).

3.0 REASON FOR RECOMMENDATION(S)

3.1 To provide organisational resilience so the Council is able to discharge its duties with respect to elections.

3.2 The ERO must be appointed by Council.

4.0 SIGNIFICANT RISKS

4.1 There are significant risks associated with not appointing a Deputy Electoral Registration Officer, in terms of ability to properly discharge the relevant duties in a timely way, especially during elections, and the potential legal, financial and reputational implications of any challenge. For example if the Chief Executive became ill or was unavailable no other officer would be able to dispense the duties of ERO.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 This report relates to the One Ryedale corporate priority.

REPORT

6.0 REPORT DETAILS

- 6.1 Section 8(2) of the Representation of the People Act 1983 requires each English district council and London Borough to appoint an Electoral Registration Officer.
- 6.2 The Electoral Registration Officer must be appointed by Full Council.
- 6.3 The individual appointed carries personal liability for their duties. The Council must not direct them in the performance of these duties. The Council must however assign such officers as may be required to assist them to carry out their functions, and must pay any expenses properly incurred in performance of their duties.
- 6.4 The personal responsibilities include:
- The duty to maintain a list of UK Parliamentary and local government electors for the local authority area;
 - The duty to maintain a list of relevant citizens of the European Union entitled to vote at European Parliamentary elections;
 - The requirement to take reasonable steps to obtain information for those purposes and to ensure that persons who are entitled to be registered (and no others) are;
 - The requirement to conduct an annual electoral registration canvass and to give persons invitations to register to vote;
 - The requirement to take steps to encourage participation by electors in the electoral process;
 - The requirement to meet such standards of performance as set by the Electoral Commission.
- 6.5 At Full Council on 28 June 2018, the new Chief Executive, Stacey Bulet, was appointed as Electoral Registration Officer.
- 6.6 It is usual practice to appoint a Deputy Electoral Registration Officer to provide for the smooth administration of the electoral registration process. This ensures that if the Electoral Registration Officer is incapacitated or unavailable, decisions relating to their duties can still be taken. This would be particularly important in an election period, when decisions are made relating to register updates and absent voting applications, and on polling day when register queries can be referred from polling stations.
- 6.7 It is therefore proposed that the Democratic Services Manager be appointed as Deputy Electoral Registration Officer.
- 6.8 The Deputy Electoral Registration Officer must also be appointed by Full Council.

7.0 IMPLICATIONS

- 7.1 The following implications have been identified:
- a) Financial
There are no significant financial implications.
 - b) Legal
The recommendations contained within this report are lawful and seek to minimise risk of legal challenge.
 - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
There are no other implications.

**Stacey Burlet
Chief Executive**

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Background Papers:
Minutes of the meeting of Full Council held on 28 June 2018

Background Papers are available for inspection at:
www.ryedale.gov.uk