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To:
All members of the
Council

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Date: 21 August 2017

Supplementary Agenda

Extraordinary Council - Monday, 21 August 2017

Dear Councillor

I enclose a late report relating to the following item on the agenda for the Extraordinary Council meeting to be held on Monday, 21 August 2017:

3. Appointment of Chief Executive and Head of Paid Service

3 - 4

To consider the recommendation of the Appointments Committee from its meeting held on 17 and 18 July 2017 on the appointment of a new Chief Executive.

Subject to the Council's decision on the above matter, to consider the report of the Principal Solicitor on interim arrangements for Electoral Registration Officer and Returning Officer functions.

Yours sincerely

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Principal Committee Manager

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To the members of the Council

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M.J. Madams

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Extraordinary Council**21 August 2017**

Title	Interim arrangements for Electoral Registration Officer and Returning Officer functions		
Purpose of the report	To make a decision		
Report Author	Victoria Statham		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Council decision.		
Recommendations	Council is recommended to agree: To appoint Michael Graham (Head of Corporate Governance) as Interim Electoral Registration Officer / Interim Returning Officer with effect from 8 September 2017 to the 7 September 2018.		
Reason for Recommendation	To ensure that the Council has an officer who is experienced in electoral matters to undertake these proper officer functions.		

1. Key issues

- 1.1 Under the Representation of the People Act 1983 (the Act) the Council is required to have an officer to:
- (a) Section 8 – be the Registration Officer
 - (b) Section 24 – be the Returning Officer (Parliamentary Elections)
 - (c) Section 35 – be the Returning Officer (Local Elections)
 - (d) Section 67 – receive and publish notice of appointment of election agent.
- 1.2 On the 20 July 2017 Council approved interim arrangements for the Head of Paid Service role and the Electoral roles pending the appointment of a new Chief Executive in the event that the appointment was not made until after Roberto Tambini had retired.
- 1.3 If the Council appoint Daniel Mouawad at the Extraordinary Council Meeting on Monday 21 August 2017, the interim appointments made on the 20 July 2017 will not come into effect.
- 1.4 Having discussed this matter with Daniel Mouawad and in view of the fact that at present he has no direct Registration/Returning Officer experience, it is proposed that Michael Graham (Head of Corporate Governance) is appointed to those positions for an interim period of 12 months, in order to ensure the

Council is compliant with the Act. Michael has had extensive election experience during his period of service with Spelthorne Borough Council.

2. Options analysis and proposal

- 2.1 The alternative to the interim arrangements proposed in this report is to leave the appointment of these roles to be governed by the Proper Officer appointments within the Constitution. This would mean the role will be fulfilled by the Chief Executive. The implication of this is that the new selected Chief Executive would have no experience to undertake the roles.

3. Financial implications

- 3.1 As outlined in the report of the 20 July 2017, the Head of Corporate Governance will be awarded an acting up allowance equivalent to two spinal column points on the payscale. This would amount to £427.70 per month inclusive of on-costs. Returning Officer payments are only made as and when elections are held and vary according to the election.

4. Other considerations

- 4.1 There are no employment implications arising from the arrangements for the Interim Electoral Registration Officer / Interim Returning Officer.

Background papers: There are none

Appendices: There are none