

# Council

19 July 2018



<b>Title</b>	Appointment of Electoral Registration Officer and Returning Officer functions		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Michael Graham		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Council decision.		
<b>Recommendations</b>	Council is recommended to agree: To appoint Daniel Charles Mouawad (Chief Executive) as Electoral Registration Officer and Returning Officer with effect from 8 September 2018.		
<b>Reason for Recommendation</b>	To ensure that the Council has an officer to undertake these proper officer functions.		

## 1. Key issues

- 1.1 At the extraordinary Council meeting held on 21 August 2017 Council agreed to appoint Michael Graham (Head of Corporate Governance) as interim Electoral Registration Officer and Returning Officer for one year until 8 September 2018.
- 1.2 The Proper Officer in the Constitution for the purposes of the following statutory provisions is the Chief Executive:  
Representation of the People Act 1983 (the Act)
  - (a) Section 24 –the Returning Officer (Parliamentary Elections)
  - (b) Section 35 –the Returning Officer (Local Elections)
  - (c) Section 67 – receive and publish notice of appointment of election agent.
- 1.3 This means that by default, the Chief Executive, Daniel Charles Mouawad, will fulfil these roles from 9 September 2018.
- 1.4 However, the appointment of an officer to fulfil the role required under Section 8 of the Act to be the Electoral Registration Officer, needs to be made by Council.
- 1.5 The interim arrangement was designed to enable the Chief Executive to prepare for the role. He has done so by having: shadowed a Chief Executive returning officer in a by-election, undertaken the annual SOLACE returning

officer training and been an observer at polling stations in the recent Woking by-election. It is therefore now proposed that Daniel Charles Mouawad be appointed to the position of Electoral Registration Officer and Returning officer.

**2. Options analysis and proposal**

- 2.1 The alternative to appointing the Chief Executive to the role of Registration Officer is to continue with the interim arrangement previously agreed and re-appoint Michael Graham for a further period of time.

**3. Financial implications**

- 3.1 The Chief Executive receives no additional remuneration for these roles although the role of Returning Officer does attract different fees at each election.
- 3.2 An acting up allowance payable to the Head of Corporate Governance will cease if the recommendation is agreed.

**4. Other considerations**

- 4.1 There are none.

**Background papers: There are none**

**Appendices: There are none**