



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 15 FEBRUARY 2023
Subject	APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICERS
Wards affected	All
Accountable member	None
Accountable officer	Rob Weaver, Electoral Registration Officer Email: robert.weaver@cotswold.gov.uk
Report author	Angela Claridge, Director of Governance & Development Email: angela.claridge@cotswold.gov.uk
Summary/Purpose	To recommend to Council, the appointment of Two Deputy Electoral Registration Officers
Annexes	None
Recommendation(s)	<i>That Council resolves to:</i> <i>1. Approve the appointment of the Electoral Services Manager (Sarah Dalby) and Electoral Services Officer (Katrina Keylock) as Deputy Electoral Registration Officers to act in place of the Electoral Registration Officer where they are unable to act personally.</i> <i>2. Delegate authority to the Council's Electoral Registration Officer to appoint Deputies to this post in future.</i>
Corporate priorities	<ul style="list-style-type: none">• Deliver the highest standard of service
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Electoral Registration Officer Electoral Services Manager Electoral Services Officer



1. BACKGROUND

- 1.1 Due to the changes to legislation that have been brought in by the Elections Act 2022 it is felt necessary that the Council needs to appoint deputy Electoral Registration Officers. Council is currently the only body able to appoint these, as set out in the Representation of the People Act 1983.
- 1.2 Within the Elections Act 2022, voter identification (id) was introduced and there is a requirement for temporary voter id forms to be approved and physically signed by the Electoral Registration Officer.
- 1.3 Currently, Robert Weaver is the Electoral Registration Officer (ERO) as appointed by the Council in September 2020. However, there are no assigned deputies if the ERO was unable to act personally due to absence or other reasons.
- 1.4 Therefore, to provide resilience it is felt that two deputy Electoral Registration Officers are needed. The officers with the appropriate skills and experience are the current Electoral Services Manager (Sarah Dalby) and the current Electoral Services Officer (Katrina Keylock).
- 1.5 If approved by Council, these appointments will be implemented with immediate effect.
- 1.6 It is also recommended that the decision in future to appoint deputy Electoral Registration Officers is delegated to the Council appointed Electoral Registration Officer to ensure that appointments could be made when necessary, especially around Elections, allowing a quick turnaround if there are any issues such as absences within the Elections Team.

2. FINANCIAL IMPLICATIONS

- 2.1 There are no financial implications to this decision, as there will be no additional payment for this additional responsibility.

3. LEGAL IMPLICATIONS

- 3.1 Under Section 8(2) of the Representation of the People Act 1983, Full Council must appoint an Officer to the position of 'Electoral Registration Officer'. This position is responsible for maintaining the Electoral Register for the area. The Chief Executive Officer (Robert Weaver) is the appointed Electoral Registration Officer for Cotswold District Council.



- 3.2 Under Section 52(2) of the Representation of the People Act 1983, the Council may appoint a Deputy Electoral Registration Officer who is able to perform and exercise any of the duties and powers of the Electoral Registration Officer.
- 3.3 It is felt prudent under the current circumstance to appoint two Deputy Electoral Registration Officers. The Electoral Registration Officer may recommend who to appoint but no appointment can be made without the formal approval of Council.
- 3.4 Future decisions on the appointment of deputy Electoral Registration Officers can be delegated by Council.

4. RISK ASSESSMENT

- 4.1 If no Deputies are appointed then there is greater reliance on the Electoral Registration Officer and therefore any absence or periods of unavailability. may lead to temporary voter id applications not being processed and members of the public being unable to vote.

5. EQUALITIES IMPACT

- 5.1 The current holders of the roles are appropriately skilled and experienced to be able to take on these additional duties and therefore no open recruitment has been made for these roles.

6. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 6.1 None identified.

7. BACKGROUND PAPERS

- 7.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- None.

(END)