

Report for: Council

Date of Meeting:	18 May 2023
Subject:	Statutory Officer Roles
Responsible Officer:	Jessica Farmer, Interim Director of Legal & Governance Services
Exempt:	No
Wards affected:	All
Enclosures:	None

Summary & Recommendations

This report recommends a redistribution of Statutory Officer Roles following staffing changes.

Recommendations

Council is requested to:

- Designate the roles of Returning Officer and Electoral Registration Officer to the Head of Paid Service Alex Dewsnap;
- Authorise the Monitoring Officer to make any necessary changes to the Constitution to reflect the above.

Section 2 – Report

Introduction

The designation of these responsibilities is a matter for Council to determine.

Options

Council has the following options:

To leave the designations with the Head of Paid Service role or to redistribute the statutory responsibilities across a number of posts.

The Electoral Registration Officer is required to maintain Harrow's electoral register and ensure it is accurate and complete.

Designating the Head of Paid Service as Returning Officer and Electoral Registration Officer reflects common practice in local government and helps ensure that all necessary Council resources are mobilised to support elections.

It is recommended that the Head of Paid Service Alex Dewsnap is designated as the Returning Officer and Electoral Registration Officer.

Legal Implications

The functions which are the subject of this report are matters for Council to determine. If the recommendations are agreed it will be necessary to amend the role profile of the affected post to reflect the changes, and to amend the Constitution as required.

Financial Implications

Any additional costs associated with the revised allocation of responsibilities will be contained within existing budgets.

Risk Management Implications

Risks included on corporate or directorate risk register?

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **No**

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
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The Council has to designate a RO and ERO as they are statutory posts.	<ul style="list-style-type: none"> This report allows the council to make this designation. 	Green
There is insufficient capacity (including deputising arrangements for absence cover of the post-holder) to fully discharge the roles	<ul style="list-style-type: none"> The proposed arrangements will be kept under review. The RO and ERO are able to appoint deputies and the elections team is experienced in deputising. 	Green

Equalities implications / Public Sector Equality Duty

Was an Equality Impact Assessment carried out? No

Council Priorities

1. **A council that puts residents first**
2. **A borough that is clean and safe**
3. **A place where those in need are supported**

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed on by the Chief Financial Officer

Date: 16/5/2023

Statutory Officer: Jessica Farmer

Signed by the Monitoring Officer

Date: 16/5/2023

Section 4 - Contact Details and Background Papers

Contact: Jessica Farmer, Interim Director of Legal and Governance Services