

**Report to** Council  
18 March 2014  
**Report of** Chief executive  
**Subject** Returning officer

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**Item**

**8**

### **Purpose**

To consider the implications of the temporary senior management support provided to Great Yarmouth Borough Council on the role of returning officer at Norwich City Council.

### **Recommendation**

To appoint Russell O'Keefe, executive head of strategy, people and democracy as returning officer for the duration of the temporary management support arrangements being provided to Great Yarmouth Borough Council.

### **Corporate and service priorities**

The report helps to meet the corporate priority *Value for money services*

### **Financial implications**

There are no direct financial implications

**Ward/s** All wards

**Cabinet member** Councillor Arthur – leader of the council

### **Contact officers**

Laura McGillivray, chief executive

01603 212001

### **Background documents**

None

## **Report**

1. At its meeting on 15 January, cabinet agreed to provide temporary senior management support to Great Yarmouth Borough Council to cover the serious illness of its chief executive. Cabinet agreed that the city council's chief executive, Laura McGillivray, will temporarily become the interim chief executive of Great Yarmouth Borough Council. This will be on a 2 day per week secondment basis for a short-term period of between three and six months.
2. As part of that temporary support, Great Yarmouth Borough Council has appointed Laura McGillivray to undertake its statutory role of returning officer.
3. It is clearly not practical to undertake that role for two local authorities simultaneously, particularly in respect of overseeing the election count process.
4. It is therefore proposed that Russell O'Keefe, executive head of strategy, people and democracy be appointed as Norwich City Council returning officer for the duration of the temporary management support arrangements being provided to Great Yarmouth Borough Council.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	18 March, 2014
<b>Head of service:</b>	Laura McGillivray
<b>Report subject:</b>	Returning officer
<b>Date assessed:</b>	14 February, 2014
<b>Description:</b>	To consider the implications of the temporary senior management support provided to Great Yarmouth Borough Council on the role of returning officer at Norwich City Council.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	