

**Report to** Council  
17 March 2020  
**Report of** Director of resources  
**Subject** Appointment of Electoral Registration Officer and  
Returning Officer

**Item**

**7**

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**Purpose**

To appoint an Electoral Registration Officer and Returning Officer.

**Recommendation**

To appoint Stephen Evans, chief executive officer, as the Electoral Registration Officer and Returning Officer for Norwich City Council

**Corporate and service priorities**

The report helps to meet the corporate priority of a healthy organisation

**Financial implications**

In relation to the duties of Returning Officer or any other electoral, referendum, or polling duties arising from such an appointment, the Returning Officer shall be entitled to be remunerated in accordance with the approved scale of fees for local elections or the relevant scale of fees prescribed by a fees order in respect of national or local elections or referendums.

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

**Contact officers**

Stuart Guthrie, Democratic and elections manger

01603 212055

**Background documents**

None

# Report

1. Under Section (2) of the Representation of the People Act 1983, the council must appoint to the position of Electoral Registration Officer. This position is responsible for maintaining the electoral register for the area.
2. In England, the Electoral Registration Officer is also responsible for electoral registration for any parliamentary constituency situated in the local authority area. It is important to note that the Electoral Registration Officer is also required to discharge the responsibilities of (Acting) Returning Officer at UK Parliamentary elections.
3. Under Section (35) of the Representation of the People Act 1983, the council must appoint to the position of Returning Officer for all other national or local elections and referendums.
4. Traditionally a local authority will appoint its chief executive officer as the Electoral Registration Officer and local Returning Officer. The chief executive officer post is held by Stephen Evans.
5. The recommendation will combine all responsibilities for the conduct of elections and electoral registration under one post holder.

## 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 the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

Committee:	Council
Committee date:	17 March 2020
Director / Head of service	Anton Bull
Report subject:	Appointment of an Electoral Registration Officer and Returning Officer
Date assessed:	

	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"/>	In relation to the duties of Returning Officer or any other electoral, referendum, or polling duties arising from such an appointment, the Returning Officer shall be entitled to be remunerated in accordance with the approved scale of fees for local elections or the relevant scale of fees prescribed by a fees order in respect of national or local elections or referendums.
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"/>	

	Impact			
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"/>	
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"/>	

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Electoral Registration Officer has statutory responsibility for the proper administration of electoral registration and part of that role is ensuring that risks are identified, assessed and managed accordingly. The Returning Officer also has statutory responsibility for the proper administration of elections and part of that role is ensuring that risks are identified, assessed and managed in respect to this process.

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

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