

Statutory Officers**Purpose****To appoint**

- (a) the Monitoring Officer; and**
- (b) a Deputy Electoral Registration Officer**

Monitoring Officer

1. The Council is required by Section 5 of the Local Government and Housing Act 1989 to designate one of its officers as the officer responsible for performing the duties imposed by this section (known as the monitoring officer). The duties of this post must be carried out personally.
2. At its meeting on 22 February 2012, the Council agreed that Mr Richard Payne be appointed as the Council's Monitoring Officer until further notice. This was an interim arrangement pending the planned Management Restructure. The Management Restructure had resulted in the creation of the post of the Head of Legal Services, the holder of which would be designated as the Council's Monitoring Officer.
3. The Appointments Committee at its meeting on 30 November 2012 agreed to appoint Ms Karen Limmer as the Head of Legal Services and recommended that Ms Limmer be appointed as the Council's Monitoring Officer.

Deputy Electoral Registration Officer

4. In accordance with the requirements of the Representation of the People Act the Council, at its meeting on 13 October 2010, appointed Mrs Karen Whelan, Chief Executive, as the Returning Officer and the Electoral Registration Officer (ERO).
5. The ERO is responsible for the preparation and maintenance of the electoral register for the area. The Council does not currently have a Deputy ERO. However, should the Chief Executive be absent for a period there may be a need for a deputy to act in her place. In accordance with the legislation the appointment of Deputy ERO requires a decision by the Council.
6. It is, therefore, recommended that a permanent appointment is made and that Mr Richard Payne, Executive Head – Corporate be appointed to this role.

Recommendation

7. The Council is advised to RESOLVE that
 - (i) Ms Karen Limmer be appointed as the Council's Monitoring Officer upon her commencing her employment with the Council as Head of Legal Services; and

- (ii) Mr Richard Payne be appointed as the Deputy Electoral Registration Officer to act in the absence of the Electoral Registration Officer.

Background Papers:

None

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Head of Service

Chief Executive