

AGENDA MANAGEMENT SHEET

Report Title:	Appointment of Returning Officer
Name of Committee:	Extraordinary Council
Date of Meeting:	26 February 2025
Report Director:	Monitoring Officer
Portfolio:	Finance and Performance, Legal and Governance
Ward Relevance:	None.
Prior Consultation:	None
Contact Officer:	Chief Officer Legal & Governance
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	<p>This report relates to the following priority(ies):</p> <p><input type="checkbox"/> A Healthier Rugby – To support people to live healthier, longer, and more independent lives.</p> <p><input type="checkbox"/> A Thriving Rugby – To deliver a thriving economy which brings Borough-wide investment and regenerates Rugby Town Centre.</p> <p><input type="checkbox"/> A Greener Rugby – To protect the environment and ensure the Borough adapts to climate change.</p> <p><input type="checkbox"/> A Fairer Rugby – To reduce inequalities and improve housing across the Borough.</p> <p>Corporate Strategy 2025-2035</p> <p><input checked="" type="checkbox"/> This report does not specifically relate to any Council priorities but</p>
Summary:	To appoint a Returning Officer and Electoral Registration Officer.
Financial Implications:	None arising directly from this report.
Risk Management/Health and Safety Implications:	As set out within the report there is a statutory obligation for these statutory roles to be filled. In the absence of such the Council is not able to discharge its statutory obligations.

Environmental Implications:	None arising directly from this report.
Legal Implications:	Set out within the body of the report.
Equality and Diversity:	None arising directly from this report.
Options:	To approve or reject the proposed recommendation.
Recommendation:	The appointment of Dan Green, Acting Chief Executive, as Returning Officer and Electoral Registration Officer for Rugby Borough Council., be approved.
Reasons for Recommendation:	To ensure the Council is able to discharge its statutory responsibilities as an electoral authority.

Extraordinary Council - 26 February 2025

Appointment of Returning Officer

Public Report of the Monitoring Officer

Recommendation

The appointment of Dan Green, Acting Chief Executive, as Returning Officer and Electoral Registration Officer for Rugby Borough Council., be approved.

1. Executive Summary

- 1.1. The role of both the Returning Officer and Electoral Registration Officer are statutory appointments that must be made by Full Council.
- 1.2. These positions have been held by the Monitoring Officer who will be leaving the Council in May. The proposed recommendation seeks to appoint the Acting Chief Executive to both positions with immediate effect.

2. Background

- 2.1. Following the recent announcement in respect of Local Government Reorganisation the County elections will now proceed in May 2025. Prior to such elections the Council will require an appointed Returning Officer who will act as the Deputy Returning Officer in the upcoming County election.
- 2.2. In addition, the Council's appointed Returning Officer is responsible for running all parish polls, neighbourhood plan referendums, local elections as well as national elections, and unscheduled elections/referendums can occur at any time.
- 2.3. s.35 of the Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be Returning Officer who is the person with overall responsibility for the conduct of elections.
- 2.4. The Returning Officer is an officer of the Council, but the role is independent and separate from their duties as an employee of the Council. In discharging their duty, they have personal responsibility for the conduct of elections and are directly accountable to the High Court.
- 2.5. The Returning Officer may appoint one or more persons to act as Deputy Returning Officers to discharge any of his/her functions.
- 2.6. There is also a requirement for the Council to appoint an Electoral Registration Officer and this is set out within S.8 of the Representation of the People Act 1983. The Electoral Registration Officer has the responsibility to create and maintain the register of electors and list of absent voters. This person takes

responsibility for publishing a revised electoral register and issuing monthly alteration notices. Again, this is a personal responsibility, independent and separate from their duties as an employee of the Council.

3. Conclusion

- 3.1. The proposed recommendation seeks to make the required appointments to ensure the Council can discharge its statutory responsibilities as an electoral authority. This will ensure the required preparation can take place in respect of the upcoming scheduled county elections in May 2025.

Name of Meeting: Council

Date of Meeting: 26 February 2025

Subject Matter: Appointment of Returning Officer

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY ☐ YES ☐ NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

☐ Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A