



Leicester  
City Council

Democratic and Civic  
Support  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

13 February 2024

Sir or Madam

I hereby summon you to a meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on WEDNESDAY, 21 FEBRUARY 2024 at FIVE O'CLOCK in the afternoon, for the business hereunder mentioned.

**Monitoring Officer**

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**AGENDA**  
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**AUDIO STREAM OF MEETING**

A live audio stream of the meeting can be heard on the following link:  
<https://www.youtube.com/@leicestercitycouncildemocr5339>

- 1. LORD MAYOR'S ANNOUNCEMENTS**
- 2. DECLARATIONS OF INTEREST**

**3. APPOINTMENT OF RETURNING OFFICER AND  
ELECTORAL REGISTRATION OFFICER**

Council are recommended to approve the permanent appointment of Alison Greenhill, Chief Operating Officer and Head of Paid Service as Returning Officer and Electoral Registration Officer in accordance with the Representation of the People Act 1983.

**4. ANY OTHER URGENT BUSINESS**

## Information for members of the public

### Fire & Emergency Evacuation Procedure

- The Council Chamber Fire Exits are the two entrances either side of the top bench or under the balcony in the far-left corner of the room.
- In the event of an emergency alarm sounding make your way to Town Hall Square and assemble on the far side of the fountain.
- Anyone who is unable to evacuate using stairs should speak to any of the Town Hall staff at the beginning of the meeting who will offer advice on evacuation arrangements.
- From the public gallery, exit via the way you came in, or via the Chamber as directed by Town Hall staff.

### Meeting Arrangements

- Please ensure that all mobile phones are either switched off or put on silent mode for the duration of the Council Meeting.
- Please do not take food into the Council Chamber.
- Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. Will all Members please ensure they use their microphones to assist in the clarity of the audio recording.

You have the right to attend, view, formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at <https://cabinet.leicester.gov.uk/>, or by contacting us using the details below.

### Making meetings accessible to all

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/facility availability).

### Further information

If you have any queries about any of the above or the business to be discussed, please contact:

email [francis.connolly@leicester.gov.uk](mailto:francis.connolly@leicester.gov.uk) or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**



# **Appointment of Returning Officer and Electoral Registration Officer**

Decision to be taken by: Full Council

Date of meeting: 21 February 2024

Lead director/officer: Director of Delivery,  
Communications and Political Governance

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### **Useful information**

- Ward(s) affected: N/A
- Report author: Miranda Cannon
- Author contact details: Miranda.cannon@leicester.gov.uk
- Report version number: 0.1

## **1. Summary**

The statutory roles of Returning Officer and Electoral Registration Officer have been fulfilled by Miranda Cannon, Director of Delivery, Communications and Political Governance since 2012. Miranda leaves Leicester City Council on 25<sup>th</sup> February 2024 for a new role elsewhere. Council therefore needs to formally appoint a senior officer to fulfil the roles of Returning Officer and Electoral Registration Officer.

## **2. Recommended actions/decision**

Council are recommended to:

- approve the permanent appointment of Alison Greenhill, Chief Operating Officer and Head of Paid Service as Returning Officer and Electoral Registration Officer in accordance with the Representation of the People Act 1983.

## **3. Detailed report**

Under the Representation of the People Act 1983 the Council must appoint an officer of the Council to be the Electoral Registration Officer with the statutory responsibility for the creation and maintenance of the register of electors and the lists of absent voters. This person takes overall responsibility for publishing a revised electoral register and issuing monthly alteration notices. The Electoral Registration Officer is an officer of the Council but the role is a personal responsibility, independent and separate from their duties as an employee of the Council. The Electoral Services Manager (Alison Saxby) and Senior Electoral Services Officer (Boby Stefanov) will continue as Deputy Electoral Registration Officers as previously appointed by Full Council.

Under the same act, Council must also appoint an officer to the role of Returning Officer. The Returning Officer is an officer of the Council but this role is also independent and separate from their duties as an employee of the Council, and in carrying out this duty they have personal responsibility for the conduct of elections and are directly accountable to the High Court. The Returning Officer may appoint one or more persons (Deputy Returning Officers) to discharge all or any of his/her functions.

In the majority of Councils, the roles of Returning Officer and Electoral Registration Officer are typically combined and performed by a single person, often the Chief Executive/most senior officer of the Council.

Council previously appointed Miranda Cannon, Director of Delivery, Communications and Political Governance to undertake these roles which she has done since 2012. Miranda leaves the employment of Leicester City Council on 25<sup>th</sup> February 2024 to take up a new

role elsewhere and it is therefore necessary for Council to make an appointment to the statutory roles of Returning Officer and Electoral Registration Officer. Following some changes to the senior management structure and reporting arrangements, Electoral Services will now directly report to Alison Greenhill, Chief Operating Officer and Head of Paid Service, and it is recommended that Alison Greenhill is appointed to the statutory roles of Returning Officer and Electoral Registration Officer. Alison has had close involvement in a significant number of elections and undertaken a Deputy Returning Officer role on a number of occasions.

#### **4. Financial, legal, equalities, climate emergency and other implications**

##### **4.1 Financial implications**

There are no financial implications arising from this report.

Martin Judson, Head of Finance

##### **4.2 Legal implications**

These Proper Officer appointments are a Council function therefore it is appropriate to seek Council approval to appoint to the roles of Electoral Registration Officer and Returning Officer.

Kamal Adatia, City Barrister, Ext 1401

##### **4.3 Equalities implications**

There are no direct equalities implications arising from this report.

Kalvaran Sandhu, Equalities Manager, Ext. 6344

##### **4.4 Climate Emergency implications**

There are no significant climate emergency implications associated with this report.

Aidan Davis, Sustainability Officer, Ext 37 2284

#### **5. Background information and other papers: None**

#### **6. Summary of appendices: None**

