
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

Useful information

- Ward(s) affected: N/A
- Report author: Miranda Cannon
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- 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 25th 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 25th 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