

Meeting of:	COUNCIL
Date of Meeting:	23 JULY 2025
Report Title:	ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER
Report Owner / Corporate Director:	MONITORING OFFICER
Responsible Officer:	LAURA GRIFFITHS GROUP MANAGER LEGAL AND DEMOCRATIC SERVICES
Policy Framework and Procedure Rules:	There is no effect upon the policy framework and procedure rules.
Executive Summary:	To consider the appointment of the Electoral Registration Officer and Returning Officer.

1. Purpose of Report

- 1.1 The purpose of the report is to seek Council approval to appoint the Electoral Registration Officer (ERO), Returning Officer and the Deputy ERO.

2. Background

- 2.1 It is a requirement of section 8 of the Representation of the People Act 1983 that the Council appoints an Electoral Registration Officer. The Act also requires the Council to appoint an officer of the Council to be the Returning Officer in local elections. This role is usually carried out by the ERO. Failure to appoint to the roles could lead to the Council being challenged in failing to meet its statutory duties. The ERO is the person with statutory responsibility amongst other things for the creation and maintenance of the register of electors and the absent voters list. This person takes responsibility for publishing a revised electoral register and issuing monthly alterations notices.

3. Current situation / proposal

- 3.1 At its meeting on 2 April 2025, Council appointed Jake Morgan as the Chief Executive and Head of Paid Service of the Council. The Council is required to comply with the requirements under the Representation of the People Act 1983, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer. These are statutory roles which the Council is obliged to appoint to. These roles are included in the Job Description of the Chief Executive and it is therefore recommended that the new Chief Executive, be formally appointed to undertake these roles.

3.2 The appointment of a Deputy ERO Electoral Registration Officer is also a function of the Council and is required to ensure that the necessary electoral decisions can be implemented when the ERO is not available. Without such an appointment there is a risk that electors may be disadvantaged. It is recommended that the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy be appointed as the Deputy ERO with full powers, enabling her to act in the incapacity or absence of the ERO as necessary.

3.3 To allow for further flexibility, it is proposed that delegated authority be given to the Chief Executive to appoint more deputies and to revoke or vary the appointments as necessary.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change and Nature Implications

6.1 There are no climate change and nature implications.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications.

8. Financial Implications

8.1 There are no financial implications as a result of the report.

9. Recommendations

It is recommended that Council:

9.1 approve the appointment of the Chief Executive as the Electoral Registration Officer and Returning Officer;

9.2 approve the appointment of the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy as the Deputy Electoral Registration Officer;

- 9.3 delegate authority to the Chief Executive to appoint more deputies and to revoke or vary such appointments as necessary.

Background documents:

None