

## PLYMOUTH CITY COUNCIL

**Subject:** Appointment of Deputy Electoral Registration Officer  
**Committee:** City Council  
**Date:** 17 September 2018  
**Cabinet Member:** Councillor Peter Smith  
**CMT Member:** Tracey Lee (Chief Executive)  
**Author:** Glenda Favor-Ankersen (Head of Electoral Services)  
**Contact details** Tel: 01752 398073  
email: glenda.favor-ankersen@plymouth.gov.uk  
**Ref:** DERO/REG 2018  
**Key Decision:** No  
**Part:** I

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### **Purpose of the report:**

This report proposes that the Council appoint the Head of Electoral Services as Deputy Electoral Registration Officer (DERO) to carry out the Electoral Registration Officer's (ERO) functions in case the ERO is unable to act personally.

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### **Corporate Plan**

This report complies with statutory obligations and requirements and supports the Corporate value of being democratic.

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### **Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land**

There are no financial implications to this appointment.

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### **Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:**

The appointment of the Deputy Electoral Registration Officer will mitigate risks in the event that the Electoral Registration Officer is unavailable as her deputy will be able to make legal judgments regarding the Electoral Register on her behalf.

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### **Equality and Diversity**

Has an Equality Impact Assessment been undertaken?

No

In preparing this report and the recommendations, due regard has been given to public sector equality.

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

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**Recommendation and Reasons for recommended action:**

That the Head of Electoral Services be appointed as the DERO, with full powers of the ERO in her absence.

Reason for recommended actions:

The Council is required, by law, to appoint an Officer to the position of ERO. This post is responsible for maintaining the Electoral Register.

If there were a legal challenge to any act of including, or refusing to include, any person within the register of electors, it is the ERO that would convene and conduct the hearing required by statute.

Council can appoint a DERO who could carry out the duties of the Electoral Registration Officer in her absence.

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**Alternative options considered and rejected:**

None

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**Published work / information:**

The Representation of the People Act 1983, Sections 8 and 52

[www.legislation.gov.uk/ukpga/1983/2](http://www.legislation.gov.uk/ukpga/1983/2)

**Background papers:**

Only published material has been used in the preparation of this report.

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**Sign off:**

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Originating SMT Member: Giles Perritt														
Has the Cabinet Member(s) agreed the contents of the report? Yes														

## **1.0 Electoral Registration Officer**

1.1 Under Section 8(2) of the Representation of the People Act 1983, Full Council must appoint an Officer to the position of Electoral Registration Officer. This position is responsible for maintaining the Electoral Register for the area. The Chief Executive – Tracey Lee is the appointed Electoral Registration Officer in Plymouth City.

1.2 The Electoral Registration Officer is the person with statutory responsibility for the creation, maintenance, security and distribution of the register of electors and the absent voters list. The register of electors is based on an annual canvass and monthly rolling registration of all properties where electors reside.

1.3 The Electoral Registration Officer takes responsibility for publishing a revised electoral register and issuing monthly alterations notices.

1.4 At an election the Electoral Registration Officer has a statutory obligation to provide registers and absent voters lists for each polling station as well as to candidates at the election and to the Returning Officer.

## **2.0 Deputy Electoral Registration Officer**

2.1 Under Section 52(2) of the Representation of the People Act 1983, the Council may appoint a Deputy Electoral Registration Officer who is able to perform and exercise any of the duties and powers of the Electoral Registration Officer.

2.2 The Head of Electoral Services is willing to undertake this role and it is recommended that she be appointed as Deputy Electoral Registration Officer. The Head of Electoral Services has considerable experience of the statutory duties on electoral registration and elections, having been previously appointed to these roles.

