

**BRIGHTON & HOVE CITY COUNCIL**  
**POLICY, RESOURCES & GROWTH URGENCY SUB-COMMITTEE**

**4.00pm 27 APRIL 2017**

**COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 3BQ**

**MINUTES**

**Present:** Councillor Morgan (Chair), Councillor Wealls (Opposition Spokesperson) and Councillor Mac Cafferty (Group Spokesperson)

**PART ONE**

**1 PROCEDURAL BUSINESS**

**(a) Declarations of Substitutes**

1.1 Councillor Wealls was present in substitution for Councillor G. Theobald.

**(b) Declarations of Interest**

1.2 There were no declarations of interests in matters listed on the agenda.

**(c) Exclusion of Press and Public**

1.3 There were no Part Two items listed on the agenda.

**2 GENERAL ELECTION-RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER ROLES**

2.1 The Sub-Committee considered a report of the Executive Lead Officer for Strategy, Governance & Law in relation to General Election-Returning Officer and Electoral Registration Officer Roles. The report sought agreement to formally designate the Chief Executive as the Council's Electoral Registration Officer.

2.2 In response to the Chair the following was explained. At previous general elections the Chief Executive had been designated as the Electoral Registration Officer, and this anomaly had not existed; this would regularise the designation for all future general elections. In relation to meeting the costs of elections, these were recoverable from Central Government. Election staff were usually drawn from Council Officers, with some external appointments, and they were paid for their work; Council staff were also released from their regular duties on polling day if they were working for the election. The Chief Executive also noted that he shared the remuneration paid to the Returning

Officer with other senior staff, whom would otherwise not receive any additional pay for their contributions.

- 2.3 In response to Councillor Mac Cafferty the following was explained. The anomaly had resulted from the creation of the new post of Executive Lead Officer for Strategy, Governance & Law; however, the change proposed in the report would regularise this for all future general elections. A project team would be in place to support the permanent Elections Service in this busy period; plans were already underway in relation to recruitment and training of staff – there was also now a permanent manager in post to oversee the Election Service.
- 2.4 In response to Councillor Wealls it was explained that the whole election would be risk assessed; there would be a dedicated contact within the Police, and there were very experienced staff working as part of the management team.
- 2.5 The Chair then put the recommendations to the vote.
- 2.6 **RESOLVED** - That the function of Electoral Registration Officer be delegated to the Chief Executive and that he be appointed as the Acting Returning Officer for general election purposes and as the Council's Electoral Registration Officer for all purposes.

The meeting concluded at 4.21pm

Signed

Chair

Dated this

day of