



<u>Committee and Date</u>
Council
27 September 2012

<u>Item</u>
9
Public

APPOINTMENT OF OFFICERS TO STATUTORY AND OTHER ROLES

Responsible Officer Claire Porter

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1. Summary

1.1. This report deals with the appointment of officers to various statutory and other roles.

2. Recommendations

- a) That David Taylor (Corporate Director - People) be appointed as Acting Head of Paid Service for Shropshire Council with immediate effect.
- b) That Claire Porter (Corporate Head of Legal and Democratic Services) be appointed as Returning Officer in accordance with Section 35(1) of the Representation of the People Act 1983 with immediate effect.
- c) That Stacey Ijewsky (Elections Officer) be appointed as the Deputy Returning Officer in accordance with Section 35(1) of the Representation of the People Act 1983 with immediate effect.
- d) That Claire Porter (Corporate Head of Legal and Democratic Services) be appointed as the Electoral Registration Officer in accordance with Section 8(2)(a) of the Representation of the People Act 1983 with immediate effect.
- e) That Tom McCabe (Corporate Director – Places) be appointed as the Clerk to the Lord Lieutenant of Shropshire with immediate effect.

REPORT

3. Risk Assessment and Opportunities Appraisal

3.1. The recommendations enable Shropshire Council to comply with the requirements for the appointment of statutorily required officers and ensure that Shropshire Council can take decisions and act in accordance with the Constitution.

4. Financial Implications

4.1. There are will be no additional costs for these appointments.

5. Background

5.1. There are certain statutory roles that need to be appointed to or endorsed by the Council and which will therefore enable the Council to comply with the relevant legislation and to act in accordance with the Constitution.

Head of Paid Service

5.2. As defined by the Council's Constitution, the Head of Paid Service's role will:

- Determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers.
- Report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

5.3. David Taylor will also retain all current responsibilities as Corporate Director – People, which includes the statutory roles of Director of Children's Service and Director of Adult Social Care.

5.4. Council are asked to endorse the nomination of David Taylor as the Acting Head of Paid Service to enable him to act formally in the role as described in 5.2 above.

Returning Officer and Deputy Returning Officer

5.5. The Council is required to appoint a Returning Officer in accordance with Section 35(1) of the Representation of the People Act 1983 to administer Local and National Elections and Referendums. Council is asked to agree that Claire Porter is appointed as Returning Officer and that Stacey Ijewsky is appointed as Deputy Returning Officer.

Electoral Registration Officer

5.6. The Council is required to appoint an Electoral Registration Officer in accordance with Section 8(2)(a) of the Representation of the People Act 1983. Council is asked to agree that Claire Porter is appointed as Electoral Registration Officer.

Clerk to Lord Lieutenant of Shropshire

5.7. As Members are aware Shropshire, as other counties, has a Lord-Lieutenant who is the Queen's representative in the county.

5.8. Council are asked to endorse the appointment of Tom McCabe as the Clerk to the Lieutenant of Shropshire.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information) N/A
Cabinet Member (Portfolio Holder) Councillor Keith Barrow
Local Member N/A
Appendices N/A