

## Summary Sheet

### **Name of Committee and Date of Committee Meeting**

Council – 28 February 2018

### **Report Title**

Appointment of a Local Returning Officer for the Combined Authority Mayoral Election on 3 May 2018

### **Is this a Key Decision and has it been included on the Forward Plan?**

No

### **Strategic Director Approving Submission of the Report**

Judith Badger, Strategic Director Finance & Customer Services

### **Report Author(s)**

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### **Ward(s) Affected**

All wards

## Summary

The Combined Authority Mayoral election is to be held on 3 May 2018. The Chief Executive of the Sheffield City Region Combined Authority is the Combined Authority Returning Officer and is responsible for the overall conduct of the combined authority mayoral election, and for liaising with and co-ordinating the work of Local Returning Officers within the combined authority area.

The Combined Authority (Mayoral Elections) Order 2017 requires the Council to appoint an officer of the Council to be the Local Returning Officer for the election of a Combined Authority Mayor. The Local Returning Officer is responsible for running the election at a local level. The Local Returning Officer will be personally responsible for the conduct of the poll, including the provision of polling stations, the issue and receipt of postal ballot papers and the verification and counting of the votes in their area.

This report recommends that the Chief Executive be appointed as the Local Returning Officer.

**Recommendations**

That Council appoint the Chief Executive as the Local Returning Officer for the Combined Authority Mayoral elections on 3 May 2018.

**List of Appendices Included**

None

**Background Papers**

[The Combined Authority \(Mayoral Elections\) Order 2017](#)

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

## **Appointment of a Local Returning Officer for the Combined Authority Mayoral Election on 3 May 2018**

### **1. Recommendations**

- 1.1 That Council appoint the Chief Executive as the Local Returning Officer for the Combined Authority Mayoral elections in May 2018.

### **2. Background**

- 2.1 The Combined Authority Mayoral election is to be held on 3 May 2018. The Chief Executive of the Sheffield City Region Combined Authority is the Combined Authority Returning Officer and is responsible for the overall conduct of the combined authority mayoral election, and for liaising with and co-ordinating the work of local Returning Officers within the combined authority area.
- 2.2 The Combined Authority (Mayoral Elections) Order 2017 requires the Council to appoint an officer of the Council to be the Local Returning Officer for the election of a Combined Authority Mayor. The Local Returning Officer is responsible for running the election at a local level. The Local Returning Officer will be personally responsible for the conduct of the poll, including the provision of polling stations, the issue and receipt of postal ballot papers and the verification and counting of the votes in their area.

### **3. Key Issues**

- 3.1 Returning Officers from each constituent council are responsible for the management of the poll in their area, with reference to the Combined Authority Returning Officer, who is appointed by the Combined Authority. For the poll to be held on 3 May 2018, the Combined Authority Returning Officer is the Chief Executive of the Combined Authority, Dave Smith.
- 3.2 The appointment of an officer of the Council to be the Local Returning Officer for the election of a Combined Authority Mayor is a statutory requirement.
- 3.3 The Local Returning Officer will appoint Deputies to undertake duties on their behalf or take on the role of Local Returning Officer in their absence.

### **4. Options considered and recommended proposal**

- 4.1 The only lawful option is for the Council to appoint an officer of the Council to be the Local Returning Officer for the election of a Combined Authority Mayor.
- 4.2 It is recommended that the Chief Executive is appointed as the Local Returning Officer to achieve consistency with the arrangements for other elections.

### **5. Consultation**

- 5.1 None required.

## **6. Timetable and Accountability for Implementing this Decision**

6.1 To take effect immediately following the Council meeting on 28 February 2018.

## **7. Financial and Procurement Implications**

7.1 None arising directly from this report.

## **8. Legal Implications**

8.1 The Combined Authority (Mayoral Elections) Order 2017 requires local authorities such as the Council to appoint an officer of the Council to be the Local Returning Officer for the election of a Combined Authority Mayor.

## **9. Human Resources Implications**

9.1 None arising directly from this report.

## **10. Implications for Children and Young People and Vulnerable Adults**

10.1 None arising directly from this report.

## **11. Equalities and Human Rights Implications**

11.1 None arising directly from this report

## **12. Implications for Partners and Other Directorates**

12.1 None arising directly from this report.

## **13. Risks and Mitigation**

13.1 Failure to appoint a Local Returning Officer could lead to the Council acting unlawfully and being unable to deliver its element of the Mayoral Combined Authority election.

## **14. Accountable Officer(s)**

Dermot Pearson, Assistant Director (Legal Services)

Approvals Obtained from:-

Strategic Director of Finance and Customer Services: 12 February 2018

Assistant Director of Legal Services: 12<sup>th</sup> February, 2018

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