

**ELECTION SERVICES SUPPLEMENTARY BUDGET REQUEST
REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE
DIRECTION)**



WARDS AFFECTED: ALL WARDS (CORPORATE ISSUE)

1. PURPOSE OF REPORT

- 1.1 To request a supplementary budget in order to continue to provide essential cover to the Elections Team.

2. RECOMMENDATION

- 2.1 That members support the ongoing use of agency cover whilst a business case is developed for potential structure changes within the team.

- 2.2 The provision of a supplementary budget of £33,205 be approved.

3. BACKGROUND TO THE REPORT

- 3.1 The previous Electoral Services Officer post holder gave notice in December 2014 with a leaving date for early February 2015. As it was a critical time period for a high risk service, owing to the forthcoming combined elections (an almost unprecedented situation), the Returning Officer decided to fill the post on a temporary basis whilst recruitment took place.

- 3.2 A consultant was appointed via the Association of Electoral Administrators (AEA) and a supplementary budget for the initial period was approved under delegated authority. This period was to cover the elections period and any notice period that a successful applicant would have to serve.

- 3.3 Unfortunately, there were no applications received for the post, and this is likely due to the timing. It was therefore agreed to re-advertise following the elections.

- 3.4 It is therefore proposed to extend the temporary arrangements for a further period to cover the following:

- Fresh recruitment timetable and notice period
- Post election administration
- Preparation and execution of Annual Canvass linked to changes arising from Individual Electoral Registration
- Stanton under Bardon Parish Council Election
- Planning for Market Bosworth Neighbourhood Development Plan Referendum (subject to Council approval)

- 3.5 Due to the financial implications of this extension, a supplementary budget is required.

4. FINANCIAL IMPLICATIONS [KP]

- 4.1 The cost of the original appointment period for the officer (Jan – May 2015) was £57,781 gross (ie before salary savings). Two supplementary budgets have been authorised for this cost by the Chief Executive and Deputy Chief Executive (Corporate Direction) in accordance with Financial Procedure Rules.

4.2 The cost of the additional appointment period (June – August 2015) has been calculated as £40,761. This budget can be offset by the salary budget for the vacant Electoral Services Officer post (£7,466 for 3 months).

4.3 The net supplementary budget £33,205 requires approval by Executive in accordance with Financial Procedure Rules. This will be funded from the General Fund.

5. LEGAL IMPLICATIONS [MM]

5.1 The services are part of the Council's statutory functions with deadlines, adequate resources are required to support that function, part of which includes the Annual Canvass and Individual Electoral Registration. Neighbourhood Plans require adequate support to ensure robust procedures are adopted to avoid the risk of Judicial Review

6. CORPORATE PLAN IMPLICATIONS

6.1 This report is a corporate matter and relates to all aspects of the Corporate Plan.

7. CONSULTATION

7.1 This is not a matter for consultation.

8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Disruption to service delivery	Effective planning	JK
Failure to recruit to permanent post	Business case for potential restructure	JK

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 The recommendation within this report does not impact any particular group or community as it relates to a corporate matter.

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications

- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: None

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