

DELEGATIONS OF AUTHORITY: ELECTION MATTERS – NON-EXECUTIVE FUNCTIONS

This document replaces any previous delegations given in writing or verbally. It sets out the circumstances in which a Deputy Returning Officer is able to exercise delegated powers on behalf of the Chief Executive. For the avoidance of doubt, the Deputy Returning Officer is able to exercise all powers delegated to the Chief Executive which relate to the Elections function where:

- The Chief Executive is unable to act owing to absence or illness; and
- The matter is so urgent that it cannot await the return of the Chief Executive.

If any matter is not urgent, officers are only entitled to act in the circumstances set out below:

Reference No	Function	Authorised Officer(s)	Consultation/Limitation
C1	Make an Order under Section 39(4) of the Representation of the People Act 1983 in relation to a Parish Council	Deputy Returning Officer	
C2	Pay expenses properly incurred by electoral registration officer	Deputy Returning Officer	
C3	Fill vacancies in the event of insufficient nominations in relation to a Parish Council	Deputy Returning Officer	
C4	Declare a vacancy in office where a member ceases to be qualified, is disqualified or ceases to be a member of the authority	Deputy Returning Officer	
C5	Give public notice of a casual vacancy	Deputy Returning Officer	
C6	Make temporary appointments to Parish Councils	Deputy Returning Officer	
C7	Deal with publicity requirements where the Council has decided on a change of scheme for elections	Deputy Returning Officer	
C8	Deal with notice to Electoral Commission where the Council has decided on a change of scheme for elections	Deputy Returning Officer	
C9	Designate an alternative polling place should one become unavailable at short notice before an election	Deputy Returning Officer	

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C10	Designate an alternative polling place should one become unavailable at short notice before an election.	Deputy Returning Officer	

Dated: 31.03.2025

Chief Executive:



Mike Hill