

Report to: Cabinet



Date of Meeting 31 January 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Appointment of Elections Support

Report summary:

To invite Cabinet to agree a supplementary budget of up to £15K to be met from the Transformation Reserve to be utilised to procure some additional Elections support if and when required for the Police and Crime Commissioner election and General Election.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Cabinet

- (1) delegate authority to the Returning Officer to procure some additional support to assist the Elections team (as required) in the run up to the Police and Crime Commissioner Elections and the General Election
- (2) recommend to Council that a supplementary budget is agreed of up to £15K to meet from the Transformation reserve to cover the cost of such support.

Reason for recommendation:

To provide additional support to the Elections team for the 2024/25 election(s)

Officer: Melanie Wellman Director of Governance and Licensing and Returning Officer
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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Communications and Democracy
- Economy
- Finance and Assets
- Strategic Planning
- Sustainable Homes and Communities
- Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Medium Risk; It is essential that the Elections Team has sufficient resources in place. The procuring of some additional support will ensure that additional resource is available if needed.

Links to background information N/A

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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Report in full

The Returning Officer and Electoral Services Manager are seeking to procure some additional resource to assist the Elections Team with the Police and Crime Commissioner and General Election. The proposal is to procure some resource that can be called upon as and when required. The reason for the request is to ensure that the team have the right level of support in place due to there having been a significant period of change within the service area, with the retirement of the long-standing Returning Officer and two out of three members of the team being new to the service in 2023.

The Interim Returning Officer is in the process of setting up a Project team for the 2024 election(s) and wishes to ensure that there is access to external support should this be needed. Members are invited to earmark a sum of up to £15K, to be funded from the Transformation reserve. The support will be procured in accordance with Contract Procedure rules.

Financial implications:

The financial details are contained within the report with a supplementary budget request of £15k.

Legal implications: The support will be procured in accordance with Contract Procedure Rules.