

HALTON BOROUGH COUNCIL



*Municipal Building,
Kingsway,
Widnes.
WA8 7QF*

12 May 2026

**TO: MEMBERS OF THE HALTON
BOROUGH COUNCIL**

You are hereby summoned to attend an Annual Meeting of the Halton Borough Council to be held in the Council Chamber, Runcorn Town Hall on Wednesday, 20 May 2026 commencing at 6.30 p.m. for the purpose of considering and passing such resolution(s) as may be deemed necessary or desirable in respect of the matters mentioned in the Agenda.

A handwritten signature in black ink that reads 'A. Jonsson'.

Chief Executive

-AGENDA-

Item No.		Page No.
1.	ELECTION OF MAYOR AND DEPUTY MAYOR To be moved by Councillor Abbott and seconded by Councillor Hill. “That Councillor Pamela Wallace be elected Mayor of the Borough for the Municipal Year 2026/27” To be moved by Councillor Thompson and seconded by Councillor Dourley. “That Councillor Mike Wharton be elected Deputy Mayor of the Borough for the Municipal Year 2026/27	
2.	APOLOGIES FOR ABSENCE	
3.	COUNCIL MINUTES	1 - 8
4.	THE MAYOR'S ANNOUNCEMENTS	
5.	DECLARATIONS OF INTEREST	
6.	MUNICIPAL ELECTION RESULTS 2026/27 To submit for information the municipal election results (see	9 - 14
7.	EXECUTIVE BOARD (SELECTION COMMITTEE) 19 MAY 2026 To formally approve the following recommendations of the Executive Board (Selection Committee). (N.B. The Executive Board will be meeting on 19 May 2026 to consider these recommendations. Any amendments will be reported to Council). a) Leader and Deputy Leader of the Council To be moved by the Mayor and seconded by the Deputy Leader:- “That Councillor Wharton be appointed as Leader of the Council for the Municipal Year 2026/27. To be moved by the Mayor and seconded by the Deputy Mayor: - “That Councillor Thompson be appointed as Deputy Leader of the Council for the Municipal Year 2026/27”.	

8. BOARDS, COMMITTEES AND PANELS

To be moved by the Mayor and seconded by the Deputy Mayor:

“That the following Boards, Committees and Panels be constituted with the membership as shown for the Municipal Year 2026/27”

(N.B. information regarding membership will be circulated as soon as possible.

9. APPOINTMENT OF SCRUTINY CO-ORDINATOR

To be moved by the Mayor and seconded by the Deputy Mayor:-

“To appoint a Scrutiny Co-ordinator for the Municipal Year 2026/27 as set out in the tabled document”

10. APPOINTMENT OF CO-OPTEE

To be moved by the Mayor and seconded by the Deputy Mayor:-

“That the following appointment be confirmed:

- 1) The appointment of Lydia Hughes as the Healthwatch Halton representative and non-voting Co-optee to the Health and Social Care Policy and Performance Board for the Municipal Year 2026/27.

11. APPOINTMENT OF OUTSIDE BODIES

To be moved by the Mayor and seconded by the Deputy Mayor:-

“That Council approve the appointments to the list of outside bodies circulated”.

12. EXECUTIVE BOARD PORTFOLIOS

The Executive Board Portfolio holders for the Municipal Year 2026/27 have been circulated for information.

13. UPDATES TO COUNCIL CONSTITUTION (MINUTE EXB117 REFERS)

Executive Board considered a report of the Director – Legal and Democratic Services, which sought approval of a number of changes to the Council’s Constitution.

RECOMMENDED: That Council approve the revised Constitution, including the matters set out in the appendices.

15 - 34

14. ELECTION MATTERS

35 - 38

RECOMMENDED: That Council appoint the Chief Executive Andrew Donaldson to carry out the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and the Returning Officer Functions for Parliamentary, Local, Parish, Combined Authority Mayoral, Police & Crime Commissioner Elections and Referenda under all relevant legislation and to act as the Proper Officer for all related functions and relevant legislation with immediate effect.

15. ABSENCE OF A MEMBER

Under Section 85 of the Local Government Act 1972, permission is sought for:

- Councillor McDonough and Councillor Stretch to be granted a period of absence from attending Council meetings for a period of 6 months, due to personal reasons.

16. CIVIC SUNDAY

To note that the Mayor's Civic Sunday Service will be held at St Mary's Church, West Bank, Widnes, on 14th June 2026 at 10.00 am.

COUNCIL

At a meeting of the Council on Wednesday, 4 March 2026 in the Council Chamber, Runcorn Town Hall

Present: Councillors Abbott, Ball, Baker, Begg, Bevan, Bramwell, Carlin, Connolly, Dennett, Davidson, Dourley, Fry, Gilligan, Goodall, Harris, Hughes, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, C. Loftus, K. Loftus, McDermott, A. McInerney, T. McInerney, Nelson, L. Nolan, P. Nolan, Philbin, Polhill, N. Plumpton Walsh, Ratcliffe, Ryan, Stockton, Skinner, Teeling, Thompson, Thornton, Wainwright, Wall, Wallace, Wharton, Woolfall and Wright

Apologies for Absence: Councillors Garner, S. Hill, V. Hill, Hutchinson, Logan, A. Lowe, McDonough, C. Plumpton Walsh, Rowe and Stretch

Absence declared on Council business: None

Officers present: M. Reaney, G. Cook, E. Dawson, G. Ferguson and R. Rout

Also in attendance: 4 members of the public and 1 member of the press

Action

COU61 COUNCIL MINUTES

The minutes of the meeting of Council held on 3 December 2026, were taken as read and signed as a correct record

COU62 THE MAYOR'S ANNOUNCEMENTS

At the commencement of the meeting the Mayor asked the everyone to stand for a minute's silence in honour of Councillor Valerie Hill and Mr Bryant (a former Councillor) who had both sadly passed away. On behalf of the Council, she sent her condolences to both families.

COU63 LEADER'S REPORT

The Leader in his report to Council:

- noted Councillor C Loftus's announcement that he had resigned as a member of the Labour Party and was now an Independent member of the Council;
- passed on his condolences to Councillor Valerie Hill's family;

- welcomed the appointment of Andrew Donaldson who would commence his post as Chief Executive of Halton Council on 9 March 2026;
- acknowledged the work of that had taken place setting a Council budget for 2026/27, the forecast overspend in the Budget for 2025/26 had been eradicated;
- advised that a report from Cipfa had been circulated to Councillors and officers were working on the recommendations outlined in the document. This included establishing an Independent Board to review the Council's finances;
- Halton had successfully hosted a job fair on 28 January which offered a range of programmes for those aged 18 to 24 years; and
- he thanked Wesley Rourke – Director of Environment and Regeneration for his 23 years service at Halton and on behalf of the Council wished him well for his retirement.

COU64 URGENT DECISIONS

Council considered a report of the Interim Chief Executive, on the urgent decisions taken since the last meeting of the Council.

RESOLVED: That Council note the report.

COU65 MINUTES OF THE EXECUTIVE BOARD

Council considered the minutes of the Executive Board meetings on 11 December 2025, 15 January 2026 and 12 February 2026.

RESOLVED: That the minutes be received.

COU66 MINUTES OF THE HEALTH AND WELLBEING BOARD

The Council considered the minutes of the Health and Wellbeing Board meeting on 14 January 2026.

RESOLVED: That the minutes be received.

COU67 QUESTIONS ASKED UNDER STANDING ORDER 8

It was noted that no questions had been submitted

under Standing Order No. 8.

COU68 CALENDAR OF MEETINGS 2026-27 (EXB92 REFERS)

Council considered a report of the Interim Chief Executive, on a calendar of meetings for the 2026/27 Municipal Year.

RESOLVED: That the calendar of meetings for the 2026/27 Municipal Year, as appended to the report, be approved.

COU69 BUDGET 2026-27 - KEY DECISION (EXB93 REFERS)

The Executive Board had considered a report setting out a recommendation to Council in respect of the revenue budget, capital programme and council tax for 2026/27.

The Executive Board had recommended that Council adopt the resolution set out in Appendix A of the report, which included setting the budget at £224.237m, the Council Tax requirement of £71.959m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,938.81.

Councillor Dennett, Corporate Services Portfolio holder, thanked all Officers involved, for their support in producing this challenging budget and wished to record his thanks to the Members for their contribution.

In accordance with Standing Order 16 (3), a recorded vote was taken.

The following Members voted FOR the motion:

Councillors Abbott, Ball, Baker, Begg, Bevan, Bramwell, Carlin, Connolly, Dennett, Dourley, Fry, Gilligan, Goodall, Harris, Hughes, Jones, Leck, M. Lloyd Jones, P. Lloyd Jones, McDermott, A. McInerney, T. McInerney, Nelson, L. Nolan, P. Nolan, Philbin, N. Plumpton Walsh, Polhill, Ratcliffe, Ryan, Skinner, Stockton, Teeling, Thompson, Thornton, Wall, Wallace, Wharton, Woolfall, and Wright.

Councillors Davidson, C. Loftus and Wainwright voted AGAINST the motion.

Councillor K. Loftus abstained.

RESOLVED: That Council

- 1) adopt the resolution set out in Appendix A, which includes setting the budget at £224.237m, the Council Tax requirement of £71.959m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,938.81;
- 2) approve the capital programme set out in Appendix D;
- 3) approve the budget savings set out in Appendix E.

COU70 2025/26 SPENDING AS AT 30 NOVEMBER 2025 (EXB83 REFERS)

Council was asked to approve revisions to the Capital Programme as outlined in the attached report.

RESOLVED: That

- 1) Executive Directors continue to implement the approved 2025/26 savings proposals as detailed in Appendix 4;
- 2) Executive Directors continue to identify areas where they can further reduce their directorate's spending or generate income, in order to ensure the councilwide forecast outturn overspend position for the year remains within the budget;
- 3) this report be shared with each Policy and Performance Board in order to ensure they have a full appreciation of the councilwide financial position, in addition to their specific areas of responsibility;
- 4) Council be asked to approve the revisions to the capital programme set-out in paragraph 3.31 and incorporated within Appendix 5; and
- 5) the forecast position for High Needs set-out in Para 3.19 to 3.24 and Appendix 3, be noted.

COU71 TREASURY MANAGEMENT STRATEGY STATEMENT 2026/27 (EXB95 REFERS)

Council considered a report of the Director - Finance, on the Treasury Management Statement, which incorporated the Annual Investment Strategy and the Minimum Revenue Provision Strategy for 2026/27.

RESOLVED: That Council adopt the policies,

strategies, statements, prudential and treasury indicators, outlined in the report.

COU72 CAPITAL STRATEGY 2026/27 (EXB94 REFERS)

Council considered a report of the Director - Finance, on the Council's Capital Strategy for 2026/27.

Members noted that the Capital Strategy should be read in conjunction with the Treasury Management Statement, also considered at this meeting. The successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council approve the 2026/27 Capital Strategy, as presented in the Appendix attached to the report.

COU73 INTEGRATION OF HR AND PAYROLL MODULE INTO THE UNIT4 FINANCE SYSTEM (EXB98 REFERS)

Council considered a report which sought approval to integrate a HR and Payroll module into the Unit4 ERP (Enterprise Resource Planning) Finance System and the inclusion of the project within the Capital Programme.

RESOLVED: That

- 1) the integration of the HR and Payroll Module into the Unit4 ERP Finance System, be approved; and
- 2) Council approve the request to include the project within the Capital Programme at an estimated cost of £456,459 as outlined in paragraph 5.1.

COU74 PUBLIC SECTOR DECARBONISATION FUND - PICOW FARM ROAD DEPOT (EXB102 REFERS)

Executive Board had previously considered a report which set out details of grant funding awarded to the Council via the Public Sector Decarbonisation Fund (PSDF). The report requested Council approval to include £1,161,300 total estimated cost of the energy efficiency works at Picow Farm Road within the Capital Programme, to be funded by grant funding from the Public Sector Decarbonisation Fund and including a Council contribution of between £162,000 - £200,000.

RESOLVED: That Council be requested to include

£1,161,300 total estimated cost of the energy efficiency works at Picow Farm Road within the Capital Programme, to be funded by grant funding from the Public Sector Decarbonisation Fund and including a Council contribution of between £162,000 - £200,000.

COU75 ABSENCE OF A MEMBER

Under Section 85 of the Local Government Act 1972, permission is sought for:

- Councillor Lowe be granted a period of absence from attending Council meetings for a period of 3 months, concluding on 4 June 2026, due to personal reasons; and
- Councillor Stretch be granted a period of absence from attending Council meetings for a period of 3 months, concluding on 4 June 2026, due to personal reasons.

RESOLVED: That approval be given for the Member absence as outlined above.

COU76 MINUTES OF THE POLICY AND PERFORMANCE BOARDS AND THE AUDIT AND GOVERNANCE BOARD

The Council considered the reports of the following Boards in the period since the meeting of Council on 3 December 2025:-

- Children, Young People and Families
- Local Economy;
- Health and Social Care;
- Corporate and Inclusion.

COU77 COMMITTEE MINUTES

The Council considered the reports of the following Committees in the period since the meeting of Council on 3 December 2025:-

- Development Management;
- Appointments; and
- Regulatory Sub Committee

COU78 RECOMMENDATION FROM MAYORAL COMMITTEE

The Mayoral Committee had considered a Part II item which made recommendations for the appointment of Mayor and Deputy Mayor for the 2026/27 Municipal Year.

Formal confirmation would be sought at the Annual meeting of Council.

RESOLVED: That Council note that

- 1) Councillor Pamela Wallace be appointed as Mayor; and
- 2) Councillor Mike Wharton be appointed as Deputy Mayor.

COU79 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

COU80 DCBL STADIUM - PITCH REPLACEMENT - KEY DECISION (EXB90 REFERS)

Council considered a report that sought approval to

proceed with the necessary works for the replacement of the pitch at DCBL Stadium as outlined in the report.

Reason(s) for Decision

To agree capital investment to enable replacement of the artificial pitch at the DCBL Halton Stadium.

Alternative Options Considered and Rejected

None. The pitch is required to be compliant with Rugby League specifications as set out in 3.3 and 3.4.

Implementation Date

To commence in September 2026.

RESOLVED: That

- 1) Members give approval to proceed with the works as identified in the report;
- 2) Executive Board approval is given for recommendation to Full Council for an adjustment to the capital programme of up to £546,000; and
- 3) approval of the detailed costs and the option to be undertaken, be delegated to the Executive Director Environment and Regeneration, in consultation with the Portfolio Holder for Employment Learning, Skills and Community.

Meeting ended at 8.15 p.m.

Local Elections Thursday, 7th May 2026

Surname	Forename	Party	Votes	Elected
Appleton				
Dean	Elaine	The Conservative Party Candidate	95	
Musker	Paul David	Reform UK	690	Elected
Robinson	Sue	Green Party	244	
Teeling	Angela	Labour Party	606	
Bankfield				
Aberdeen	Claire Louise	Reform UK	682	Elected
Bevan	Laura	Labour Party	623	
Forder	Susan Mary	The Conservative Party Candidate	104	
Ray	Nicholas	Green Party	201	
Beechwood and Heath				
Clarke	Dan	Libertarian Party	69	
Gardiner	Julian David	Green Party	356	
Roberts	David	Reform UK	1063	
Stockton	Gareth Charles	Liberal Democrats	1201	Elected
Birchfield				
Coopersmith	James Michael	Reform UK	837	Elected
Fry	Mike	Labour Party	835	

Surname	Forename	Party	Votes	Elected
Powell	John Robert	The Conservative Party Candidate	339	
Scholes	Joseph Christopher	Green Party	340	
Bridgewater				
Brooks	Deborah	Green Party	348	
Davies	Sarah	Reform UK	876	Elected
Dennett	Mark David	Labour Party	561	
Howard	Suzanne Nicola	Liberal Democrats	90	
Quinn	Matthew John	Conservative and Unionist Party	64	
Central and West Bank				
Kelly	Aubrey	Green Party	208	
Mackie	Jonathan David	Reform UK	662	Elected
Powell	Julie	The Conservative Party Candidate	45	
Wall	Ian	Labour Party	369	
Daresbury Moore and Sandymoor				
Biggs	Christopher William	Green Party	353	
Eaton	Dylan Anthony	Reform UK	725	Elected
Jones	Jo	Labour Party	664	

Surname	Forename	Party	Votes	Elected
Logan	Geoffrey Michael	Labour Party	609	
McClennan	Robert John	Green Party	318	
Scott	John David	Reform UK	728	Elected
Secker	John Segrue	Liberal Democrats	249	
Wakefield	Sara Louise	Conservative and Unionist Party	317	
Ditton Hale Village and Halebank				
Anderton	John	Reform UK	923	Elected
Richards	Niamh	Green Party	220	
Staniszewski	Ksawier	The Conservative Party Candidate	89	
Wright	Marie	Labour Party	510	
Farnworth				
Harper	Philip	The Conservative Party Candidate	308	
McGauley	Helen Elizabeth	Green Party	315	
Simpson	Frank	Reform UK	836	
Williams	Luke	Labour Party	837	Elected
Grange				
Baker	Daniel James	Independent	79	
O`Day	Michael James	Green Party	277	

Surname	Forename	Party	Votes	Elected
Oates	Gary	Reform UK	695	Elected
Smith	Wolfie	Independent	168	
Stewart	Frances	Labour Party	498	
Halton Castle				
Carlin	Chris	Labour Party	510	
Davies	John Paul	Reform UK	594	Elected
Ferguson	Iain James	Green Party	248	
Whyte	Darrin	Independent	138	
Halton Lea				
Bell	Joshua Richard	Green Party	286	
Hanson	Luke Jon	The Conservative Party Candidate	59	
Hayes	Nia Meagan	Labour Party	492	
Raftree	Jack Bernard	Reform UK	695	Elected
Halton View				
Curzon	Damian James	Reform UK	898	Elected
Nolan	Louise	Labour Party	619	
Powell	James Robert Mathias	The Conservative Party Candidate	118	
Watson	Josh	Green Party	243	
Highfield				

Surname	Forename	Party	Votes	Elected
Gilligan	Bob	Labour Party	816	Elected
McDermott	Pamela Ann	The Conservative Party Candidate	112	
O` Connor	Dave	Reform UK	809	
Oldfield	Kiel Joseph	Green Party	226	
Hough Green				
Atherton	Thomas	Reform UK	760	Elected
Harris	Phil	Labour Party	688	
Parry	Nicholas Edward	Green Party	217	
Roberts	Raymond Evan	The Conservative Party Candidate	103	
Mersey and Weston				
Davidson	Siân Fiona Alexandra	Reform UK	784	Elected
Harper	Colleen Mary	The Conservative Party Candidate	74	
Lunt	John Martin		179	
Plumpton-Walsh	Norman Lee	Labour Party	567	
Rowe	Joanne Allison	Liberal Democrats	154	
Smith	Hayley Michelle	Green Party	327	
Norton North				
Davies	William Trevor	Reform UK	846	Elected

Surname	Forename	Party	Votes	Elected
Fitzpatrick	Nathan William David	Labour Party	595	
Hanson	Mary Elizabeth	Conservative and Unionist Party	145	
Hickton	Lauren	Green Party	280	
Inch	Diane Marie	Liberal Democrats	254	
Norton South and Preston Brook				
Brown	Emma Samantha	Green Party	264	
Burnett	Adam Robert	The Conservative Party Candidate	119	
Davidson	Peter	Reform UK	618	Elected
Lloyd Jones	Martha	Labour Party	485	

Overall Turnout

REPORT TO: Executive Board

DATE: 16 April 2026

REPORTING OFFICER: Director – Legal and Democratic Services

PORTFOLIO: Corporate Services

SUBJECT: Annual Review of Constitution 2026

WARDS: Borough-wide

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to ask the Board to seek the approval of the Council to a number of changes to the Constitution.

2.0 RECOMMENDATION: That Executive Board recommends Council to approve the changes to the Constitution including the matters set out in Appendix 1.

3.0 BACKGROUND

3.1 The revised version of the Constitution picks up the changes to the Council's working arrangements that have taken place during the year, as well as other changes which are intended to assist the Council to operate more effectively.

3.2 The proposals for change have been considered by the Chief Executive and the Portfolio Holder for Corporate Services in accordance with Article 16.02. Apart from the purely technical changes, the proposed amendments that are considered to be of particular significance are listed in Appendix A to this report.

4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS

4.1 All legislative changes have been considered. However, no further amendments, over and above those already outlined, are required at the present time. Any other required changes during the period 2026/27 will be the subject of further reports when dates and details are available.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The changes proposed are designed to support the continued delivery of the Council's priorities.

6.0 RISK ANALYSIS

- 6.1 The Council needs to ensure that its Constitution is regularly updated so that it continues to support efficient, transparent and accountable decision-making by the authority.

7.0 EQUALITY AND DIVERSITY ISSUES

- 7.1 None.

8.0 CLIMATE CHANGE IMPLICATIONS

- 8.1 There are no implications.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

Appendix 1

Proposed Significant Changes to the Constitution

Finance Standing Orders

Para 4.1.2 The Director - Finance shall prepare each year a Financial Strategy covering a period of up to **five** years, which shall include forecasts of both spending needs and available resources. **(increased from three years)**

Para 5.2.1 (final paragraph) - The Director - Finance shall monitor the Council's overall budget and report thereon **regularly** to the Executive Board. **(replacing quarterly reporting)**

Para 5.2.2.3 - When potential overspends ~~impacting on current and future year budgets cannot be virement is not allowed~~ **are driven by new service responsibilities or excessive service demand increases**, an application for a contribution from the contingency budget may be necessary. **(amended wording)**

Para 6.4.2 – Add **Head of Procurement** to the certification list for cheques bank transfer etc. **Also, change job title of 'Head of Audit, Procurement and Operational Finance' to 'Head of Audit and Operational Finance'. The job title changes need making throughout the document.**

Para 6.4.3 - All cheque stationery shall be ordered and controlled by the Director - Finance who shall make proper arrangements for its safe custody. – **DELETE as cheque stationery is no longer ordered.**

Para 9.1.2 - To be added - **With regard to services provided by the MOT, Service and Repair Centre, authority to approve annually the fees and charges for these services is delegated to the Director of Planning and Transportation, in consultation with the relevant Executive Board Portfolio Holder.**

In section 6.4.2 include the Head of Procurement as an additional bank signatory.

6.2 INTERNAL AUDIT

6.2.1 Internal Audit Charter

- (a) Section 151 of the Local Government Finance Act requires that 'every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs'. The Council has designated this statutory responsibility to the Director - Finance. As such, the Director- Finance is the statutory officer responsible for

ensuring that the Council’s internal audit arrangements conform to the ~~Public Sector Internal Audit Standards~~ **Global Internal Audit Standards in the UK Public Sector**, which represent mandatory proper practice for internal audit in local government. **(replacing Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector)**

- (b) ~~The Public Sector Internal Audit Standards~~ **The Global Internal Audit Standards in the UK Public Sector** require that the purpose, authority and responsibility of the internal audit activity are formally defined in an internal audit charter. The provisions contained within Section 6.2 of Finance Standing Orders shall therefore constitute the Council’s Internal Audit Charter. **(replacing Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector)**

6.2.2 Definitions

~~The Public Sector Internal Audit Standards~~ **The Global Internal Audit Standards in the UK Public Sector** require that the following terms be defined in respect of the internal audit function: **(replacing Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector)**

Chief Audit Executive:	The Head of Audit, Procurement & Operational Finance. The Head of Audit and Operational Finance (change job title of ‘Head of Audit, Procurement and Operational Finance’ to ‘Head of Audit and Operational Finance’)
-------------------------------	---

6.2.4 Core Principles for the Professional Practice of Internal Auditing

~~The Public Sector Internal Audit Standards outline ten core principles for the provision of an effective internal audit:~~

- ~~- Demonstrates integrity~~
- ~~- Demonstrates competence and due professional care~~
- ~~- Is objective and free from undue influence (independent)~~
- ~~- Aligns with the strategies, objectives and risks of the organisation~~ ~~- Is appropriately positioned and adequately resourced~~
- ~~- Demonstrates quality and continuous improvement~~
- ~~- Communicates effectively~~
- ~~- Provides risk-based assurance~~
- ~~- Is insightful, proactive and future-focused~~

~~Promotes organisational improvement~~

Replace all the above with:-

The Global Internal Audit Standards in the UK Public Sector outline 15 core principles for the provision of an effective internal audit:

- Demonstrate Integrity
- Maintain Objectivity
- Demonstrate Competency
- Exercise Due Professional Care
- Maintain Confidentiality
- Authorised by the Board
- Positioned Independently
- Overseen by the Board
- Plan Strategically
- Manage Resources
- Communicate Effectively
- Enhance Quality
- Plan Engagements Effectively
- Conduct Engagement Work
- Communicate Engagement Results and Monitor Action Plans

6.2.5 Professionalism and Ethics

- (a) Internal audit activity is governed by adherence to the ~~Public Sector Internal Audit Standards~~ **Global Internal Audit Standards in the UK Public Sector**. This guidance constitutes principles of fundamental requirements for the professional practice of internal auditing and for the evaluating the effectiveness of internal audit activity. **(replacing Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector)**
- (b) The Chief Audit Executive is responsible for managing the internal audit activity in accordance with the internal audit charter, ~~and the Definition of Internal Auditing the Code of Ethics and the Standards~~. The Chief Audit Executive must hold a professional qualification (CMIIA, CCAB or equivalent) and be suitably experienced. **(Deleted 'and' and 'the Code of Ethics')**
- (c) ~~The Public Sector Internal Audit Standards~~ **The Global Internal Audit Standards in the UK Public Sector** contain ~~a Code of Ethics~~ **standards of ethics and professionalism**, which are mandatory for all persons involved in internal audit activity in the public sector. **(replacing Public Sector**

Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector and amended wording)

6.2.10 Reporting

- (a) The findings and agreed action plans from each internal audit engagement shall be reported to the:
- Appropriate service manager(s)
 - Appropriate Executive Director, Director and Head of Service
 - Director – Finance
 - Chief Executive
 - Portfolio Holder – Corporate Services
 - External Audit

(Added bullet point - Portfolio Holder – Corporate Services)

6.2.11 Quality Assurance & Improvement Programme

- (a) ~~The Public Sector Internal Audit Standards~~ **The Global Internal Audit Standards in the UK Public Sector** require a Quality Assurance & Improvement Programme (QAIP) to be developed and maintained that covers all aspects of internal audit activity. (replacing **Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector**)
- (b) The Chief Audit Executive is responsible for ensuring that the QAIP conforms to the requirements of the ~~Public Sector Internal Audit Standards~~ **Global Internal Audit Standards in the UK Public Sector** and provides reasonable assurance to key stakeholders that Internal Audit: (replacing **Public Sector Internal Audit Standards with Global Internal Audit Standards in the UK Public Sector**)

Para 4.1.2 The Director - Finance shall prepare each year a Financial Strategy covering a period of up to **five** years, which shall include forecasts of both spending needs and available resources. (increased from **three years**)

Para 5.2.1 (final paragraph) - The Director - Finance shall monitor the Council's overall budget and report thereon **regularly** to the Executive Board. (replacing **quarterly reporting**)

Para 5.2.2.3 - When potential overspends ~~impacting on current and future year budgets cannot be virement is not allowed~~ **are driven by new service**

responsibilities or excessive service demand increases, an application for a contribution from the contingency budget may be necessary. (amended wording)

Para 6.4.2 – Add **Head of Procurement** to the certification list for cheques bank transfer etc. Also, change job title of 'Head of Audit, Procurement and Operational Finance' to 'Head of Audit and Operational Finance'. The job title changes need making throughout the document.

Para 6.4.3 - All cheque stationery shall be ordered and controlled by the Director - Finance who shall make proper arrangements for its safe custody. – **DELETE as cheque stationery is no longer ordered.**

Procurement Standing Orders

Page 109 - Para 1.9.2 Acceptance of tender by **Operational Director** - change job title of **Operational Director** to Director. The job title changes need making throughout the document

Page 113 - Para 1.2.4 Officers must consult with the **Head of Audit, Procurement and Operational Finance** - change job title of 'Head of Audit, Procurement and Operational Finance' to 'Head of Procurement. The job title changes need making throughout the document.

Page 118 - Para 1.5.5 – Direct Award – In Special Cases
The contracting authority notifies the market that it intends to award a contract without running a competitive procedure in compliance with the procurement legislation.

Direct Award justifications include:

- (i) the contract is for production of a prototype or otherwise novel goods/services
- (ii) only a single supplier can supply the requirement
- (iii) the procurement is for additional/repeated goods, services or works
- (iv) the contract is for a commodity (e.g. raw materials where tendering in the usual way would not be appropriate)

The contracting authority must publish a Transparency Notice in compliance with procurement legislation before confirming the intention to directly award a contract.

Replace red text above with the text below which provides the list of justifications as set out in Schedule 5 of the PPA23 procurement legislation.

Direct Award justifications include:

- (v) Prototypes and development: the contract is for production of a prototype or otherwise novel goods or services that is designed or developed at the request of the Council.

- (vi) Single suppliers – there are three direct award justifications under this heading:
 - (a) artworks: the contract concerns the creation or acquisition of a unique work of art or artistic performance;
 - (b) exclusivity: a particular supplier is in possession of intellectual property or other exclusive rights and there are no reasonable alternatives, which means only the supplier with those rights can deliver the goods, services or works.
 - (c) technical exclusivity: due to an absence of competition for technical reasons, and provided there are no reasonable alternatives, only a particular supplier can supply the goods, services or works required.

- (vii) additional or repeat goods, services or works: There are two direct award justifications under this heading:-
 - (a) the contract concerns the purchase of additional or partial replacement of existing goods, services or works, which are the same or compatible with existing provision.
 - (b) the contract has previously been awarded under a competitive tendering procedure and the tender documents or tender notice set out that the intention was to carry out a subsequent procurement of similar goods, services or works by direct award. The direct award must be made within 5 years of the original contract being awarded.

- (viii) commodity markets: the contract concerns goods purchased on a commodity market

- (ix) Advantageous terms on insolvency: the award of the public contract to a particular supplier will ensure terms particularly advantageous to the contracting authority due to the fact that a supplier (whether or not the one to which the contract is to be awarded) is undergoing insolvency proceedings.

- (x) Urgency: the contract cannot be awarded on the basis of a competitive tendering procedure because the goods, services or works are strictly necessary for reasons of extreme and unavoidable urgency.

- (xi) User choice preference: the contract is for the supply of user choice services where the individual to whom the services are to be supplied (or their carer) have expressed a preference as to who should supply the services, and the Council considers

that it is not in the best interests of individual to award the contract under a competitive procedure.

The contracting authority must publish a Transparency Notice in compliance with procurement legislation before confirming the intention to directly award a contract, except where the contract is for user choice services.

Page 120 - Para 1.8.2 (iii) All panel members and individuals/teams relevant to the procurement of the contract, must sign and date a conflict-of-interest declaration form prior to participating in the procurement process **and at relevant stages throughout the procurement of the contract**. Include new text in green in compliance with the PPA23 procurement legislation requirements for contracting authorities to seek a conflict-of-interest declaration throughout the whole lifecycle of a procurement process.

Page 120 - **New** Para 1.8.2 (iv) **The Head of Procurement will regularly review and revise the conflict assessment throughout the procurement process. After the contract is entered into responsibility for maintaining the conflict assessment will transfer to the client department who will review and revise through to the end of the contract including any pre-determined extension periods**. Include new text in green in compliance with the PPA23 procurement legislation requirements for contracting authorities to maintain a conflict-of-interest assessment throughout the whole lifecycle of a procurement process and after the award of the contract until such a time that the contract expires.

Page 124 – Para 1.11.4 **Signed Contracts**

Contracts with a value not exceeding £1M shall be signed in accordance with Finance Standing Order 3.4.1. Contracts with a value exceeding £1M shall be signed in accordance with the requirements of Article **15.04** of the Council's Constitution. Such contracts must either be signed by an Officer of the Authority at Director level, together with another Officer of the Authority nominated by the said Director, or made under the common seal of the Council attested by the Director (Legal and Democratic Services) or his/her nominee. Replace **15.04** with 13.04

Page 124 – Para 1.11.5 **Common Seal of the Council**

The Common Seal will be affixed to those documents which in the opinion of the Director (Legal and Democratic Services) should be sealed in accordance with the requirements of Article **15.05** of the Council's Constitution. Replace **15.05** with 13.05

Compliant Procurement Routes

Page 131 PPA23 and PCR24 should read are not retrospective and not **retroactive**.

Page 131 Procurement Legislation Value Thresholds **2024/25*** replace with 2026/27.

Page 131 Supplies and Services exclusive of VAT **179,086** replace with 173,100

Page 131 Supplies and Services inclusive of VAT **214,904** replace with 207,720

Page 131 Works exclusive of VAT **4,477,174** replace with 4,327,500

Page 131 Works inclusive of VAT **5,372,609** replace with 5,193,000

Procurement Procedures Table

Page 132 - Up to £25,000 – standing order **3.3** replace with 3.4

Page 132 - £25,000 up to value threshold – standing order **3.2** replace with 3.3

Standing Orders Relating to Duties of Proper Officers and Delegation to Officers

Some minor updates to reflect changes in legislation; areas affected include a number of licenses and numerous new Acts.

List of changes identified & agreed 2026/27

Item ref	Topic	Working Group Lead Officer	Changes required/location in document	Action
1	Senior Management Structure page 233 Duties of Proper Officers Page 283	Andrew Plant	<ul style="list-style-type: none"> • on Page 233 can Director of Policy, Planning and Transportation be changed to Director Planning and Transport • On standing orders in the list DPPT - Director of Policy, Planning and Transportation be changed to DPT - Director Planning and Transport • All D-PPT references to D-PT • Power 151 add D-PT and delete "(2)" from 151 • Add power for D-PT for Anti-social Behaviour, Crime and Policing Act 2014 ('ABCPA 2014') Community Protection Warnings and Notice (CPW) & (CPN) • Add D-PT to power 163 • Add power for D-PT to take action Obstructing the highway under 149 and s143 of the Highways Act 1980 ('HA 1980'). Unless this is caught by power 133 	
2	Duties of Proper Officers Page 283	Tim Gibbs	Amend delegation 123 (page 306) to read as follows: 123. To exercise the powers and duties of the Council under Part I (permanent traffic regulation orders), Part II (temporary prohibition or restriction of traffic on roads, including prohibition or restriction in connection with certain special events), and Part VI (speed limits) of the Road Traffic Regulation Act	

			<p>1984 and Section 21 of the Town Police Clauses Act 1847 (power to make orders for preventing obstructions in the streets during public processions, etc.).</p> <p>Also, extend delegation 139 to include new Acts:</p> <p>139 To exercise all the Council's powers and functions under Part IIA of the Environmental Protection Act 1990, and to appoint authorised officers under Section 108 of the Environment Act 1995 to enter premises and to exercise the powers contained in Part IIA of the Environmental Protection Act 1990 relating to contaminated land. To exercise all the Council's powers and functions under the Planning and Infrastructure Act 2025, the Levelling-up and Regeneration Act 2023, the Environment Act 2021, the Housing and Planning Act 2016.</p>	
3	Regulatory Committee Table 1	Stephen Burrows	<ul style="list-style-type: none"> Page 281 and 282 A number of licenses within table 1 are now granted by officers under delegated powers (see page 327) and not the regulatory committee. <p>These licenses include</p> <p>Animal Boarding Establishments Animal Welfare Dangerous Wild Animals Dog Breeding Dog Boarding Pet Shops Performing animals Riding Establishments Zoos</p>	

	<p>Duties of Proper Officers Page 283</p>		<ul style="list-style-type: none"> • Page 299 Paragraph 76 - Part VI and IX of the Housing Act 1985 – these powers have largely been superseded by Housing Act 2004. So this can be deleted. • Page 299 onwards - A new provision relating to Renters Rights Act 2025 needs to be added to the matters related to Housing section (could replace para 83 if 79 and 83 are consolidated see below) <p>Suggested wording.</p> <p>To Authorise officers to exercise the Enforcement and Investigatory powers provided by the Renters Rights Act 2025. D of PH</p> <ul style="list-style-type: none"> • Page 300 – Para 77 – think should be removed and consolidated with 82 (see below) • Page 300 – Para 79 is restrictive as drafted – and I think could be consolidated with 83 to read To exercise the councils powers under Part 1 of the Housing Act 2004 in relation to Housing Conditions D of PH <p>(suggest removal of “in-conjunction with D-LD” because we don’t routinely consult legal on notices and would hinder emergency action)</p> <ul style="list-style-type: none"> • Page 300 Suggest para 82 is expanded to accommodate selective licensing – and reads To exercise the powers of the council under Part 2 and Part 3 of the Housing Act 2004 in relation to Licensing of HMO’s and Selective Licensing of 	
--	---	--	---	--

			<p>other residential property.</p> <ul style="list-style-type: none"> • There are currently no provisions within the “Matters relating to Housing” section to deal with empty homes. <p>Suggest a new para is added</p> <p>To exercise the powers of the council in relation to Part 4 of the Housing Act 2004 in relation to additional control provisions for residential property.</p> <p>(It is yet to be determined where this function sits – there is a proposal within housing strategy to use developer contributions (section 106) to fund – suggest power delegated to DPPT,D-LD and DoPH)</p> <ul style="list-style-type: none"> • Page 325 onwards The Renters Rights Act 2025 should be also be added to Part 1 and Part 2 of Appendix A • Page 325 onwards the Smoke and Carbon Monoxide (England) Regulations should be added to Part 2 of Appendix a • Page 325 onwards the The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 should be added to Part 1 and Part 2 of appendix a • Page 325 onwards – the Environmental Protection (Single Use Vapes) (England) Regulations 2024 needs to be added to Part 1 of 	
--	--	--	--	--

			<p>Appendix A</p> <ul style="list-style-type: none"> Page 325 - the reference to “Competition and Consumer Act 2024” needs correcting to the Digital Markets, Competition and Consumer Act 2024 	
4	Duties of Proper Officers Page 283	Liz Wilson Lagan	<p>Add definition HoLS Head of Leisure Services</p> <p>Page 285 - Schedule 29 para. 41 Exercise of functions under Section 9 (1) and (2), 13 (2) (h) and 3 (b) and 20 (b) of the Registration Services Act 1953. – amend the Proper Officer from ED-ER to D-CG/ HoLS</p> <p>Delete the following:-</p> <p>Section 13 Registration Service Act 1953 Discharging the functions of the proper officer with regards to the local organisation of the registrars’ service. D-CG</p> <p>And insert:-</p> <p>Registration Service Act 1953 Discharging the powers and duties of the Proper Officer for the purposes of the Registration Service Act 1953, the Marriage Act 1949 and the Marriages and Civil Partnership (Approved Premises) Regulations 2005. D-CG/HoLS</p>	

			<p>Page 292 Add wording in bold below:-</p> <p>19. To authorise, institute, defend, conduct and appear in on behalf of the Council any legal proceedings (whether criminal or civil), or authorise others to do so, and to take all other action necessary to protect and/or further the Council's interests. D-LD</p> <p>Page 295 Add the wording in bold below:-</p> <p>37. To take all necessary steps relating to the demand, collection and recovery of business rates, the business improvement district levy and Council Tax and to issue all necessary notices and statements and to sign any documents and to institute, conduct and appear in civil and criminal proceedings in the Magistrates' Court on behalf of the council as the business rates and Council Tax billing authority. D-F</p> <p>Insert a new delegation (after the above delegation 37)</p> <p>38. To authorise officers under section 223 of the Local Government Act 1972 to conduct proceedings (whether criminal and civil) and appear in the Magistrates' Court on behalf of the council as business rates and Council Tax billing authority. D-F</p>	
--	--	--	---	--

			<p>New delegation (suggest this is added to the section headed "Matters related to Council Policy"):-</p> <p>To appoint one or more Deputy Electoral Registration Officers and to revoke or vary such appointments as necessary – ERO</p> <p>Add new definition on page 283 ERO – Electoral Registration Officer</p>	
5		Wesley Rourke	<ol style="list-style-type: none"> 1. Page 27 refers to a Director of Housing – we don't have one. 2. Page 134 should read Standing Orders not Anding Orders. 3. Page 137 this has been under the Resources Portfolio, but in practice the Deputy Leader is consulted, too. I suggest this is added. 4. Page 200 (g) this will need to be amended if a new scrutiny policy is implemented. 5. Page 233 will need changing e.g. Nicki Goodwin needs adding (replacing Paul Wright). 6. Page 246 appendix 2 – could we consider occasions when confidential data is provided by government departments e.g. Home Office information to officers as not for wider circulation but may require an input from the portfolio holder. How do we deal with this in our protocols? 	
6	Senior Management Structure	Debbie O'Connor	<p>Pg 234 – Exec Director ASC – Zoe Fearon Interim DASS – Debbie O'Connor</p> <p>Director of Commissioning – Sarah Foy</p>	

			Director of Care Management – Debbie O'Connor	
7	Health and Wellbeing Board – Powers and Duties	Ifeoma Onyia	<p>Principle Responsibilities</p> <p>Halton Health and Wellbeing board acts as a forum in which key leaders from the local health and care system can work together to improve the health and wellbeing of the local population living and working in Halton.</p> <ol style="list-style-type: none"> 1. The main duties include: 2. Set the strategic direction to improve health and wellbeing and reduce health inequalities 3. Provide a strong focus on establishing a sense of place. 4. Promoting and encouraging partnership working through joint commissioning and integrated provision between health, children’s services, public health and social care 5. Assessing the health and wellbeing needs in Halton 6. Publishing a joint strategic needs assessment (JSNA) 7. Publishing a joint local health and wellbeing strategy (JLHWS) 8. Publish a pharmaceutical needs assessment (PNA) <p>Other responsibilities:</p> <ul style="list-style-type: none"> • To be responsible for guiding and overseeing the implementation of the ambitions outlined in relevant health and care strategies, guidance and policies that will have an impact on the health and wellbeing of the people living and working in Halton. These include but are not limited to health strategies for England and national operational plans and 	

			<p>local or regional health and wellbeing strategies and action plans.</p> <ul style="list-style-type: none"> • To promote robust joint commissioning, partnership arrangements and integrated, collaborative provision between health, public health, social care, children’s services, the voluntary and third sector. • To support the collaborative delivery and provision of health and social care for people in Halton. • To assess the needs of the local population and support the statutory Joint Strategic Needs Assessment (JSNA). • To identify and monitor the reduction of health inequalities. • To develop and monitor relevant activity and performance. • To ensure effective relationships between the HWBB and other strategic boards operating in Halton. • Halton Health and Wellbeing Board will have oversight of local Combatting Drugs Partnership as well as receive report from other relevant groups. • To contribute to the development of health, care and wellbeing services in Halton which may arise as a result of changes in government policy and relevant legislation. • To provide a voice for Halton residents on all matters relating to the commissioning, and provision of health and social care in Halton. 	
8		Mark Reaney	Throughout – in all delegations to Executive Directors, add ‘and Director of Public Health’.	

	<p>Duties of Proper Officers Page 285</p>		<p>Similarly, in references to Directors, add 'and Consultants in Public Health'</p> <p>Officer Employment Procedure Rules – paragraph 3(b) relating to the constitution of the Appointments Committee – replace 'Leader of the Liberal Democrat Group' and 'Leader of the Conservative Group' with 'Leaders of the two largest Opposition Groups, with tenure to be shared pro-rata in the event of parity'.</p> <p>Statutory Scrutiny Officer – Hayley Hamlett - Director of HR & Corporate Affairs (Interim)</p>	
--	---	--	---	--

REPORT TO:	Council
DATE:	20 May 2026
REPORTING OFFICER:	Director Legal and Democratic Services
PORTFOLIO:	Corporate Services
SUBJECT:	Electoral Matters
WARDS:	Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To recommend to Council that the statutory duties in relation to Electoral Administration and of the Returning Officer in relation to all Elections and Referenda be assigned to the Chief Executive.

2.0 RECOMMENDATION: That Council appoint the Chief Executive Andrew Donaldson to carry out the Electoral Registration Officer Functions for the registration of Parliamentary and Local Government Electors and the Returning Officer Functions for Parliamentary, Local, Parish, Combined Authority Mayoral, Police & Crime Commissioner Elections and Referenda under all relevant legislation and to act as the Proper Officer for all related functions and relevant legislation with immediate effect.

3.0 BACKGROUND INFORMATION

- 3.1 This report is brought before Members because Richard Rout, who is the Council's Electoral Registration Officer, Returning Officer, and Proper Officer for electoral purposes, is leaving the Council in June 2026, and also the recent appointment of Andrew Donaldson as Chief Executive.
- 3.2 In England, every district council is required to appoint "an officer of the Council to be the Electoral Registration Officer for any constituency or part of a constituency situated in the local authority area (Section 8(2), Representation of the People Act 1983)
- 3.3 Every district council in England shall appoint an officer of the council to be the Returning Officer for the elections of councillors of the district and for the election of any parish councillors in its area (Section 35(1), Representation of the People Act 1983 and Section 35(2), Representation of the People Act 1983).
- 3.4 Once appointed, the Returning Officer will have a number of subtly different designations dependent upon the type of election as follows:

UK Parliamentary Election - Acting Returning Officer

☒ Section 28(1), Representation of the People Act 1983

Police and Crime Commissioner Election - Local Returning Officer

☒ Section 54(5), Police Reform and Social Responsibility Act 2011

Combined Authority Mayoral Election - Local Returning Officer

☒ Article 5, Combined Authorities (Mayoral Elections) Order 2017

The Returning Officer for district council elections is also responsible as Counting Officer for the administration of any referendum required under the Local Government Act 2000 (as amended) relating to the executive governance of the authority (Regulation 9, Local Authorities (Conduct of Referendums) (England) Regulations 2012)

The Returning Officer for district council or London borough elections is responsible as Counting Officer for the administration of any referendum required under the Town and Country Planning Act 1990 (as amended) relating to neighbourhood planning (Regulation 9, Neighbourhood Planning (Referendums) Regulations 2012)

- 3.5 Deputies can and should be appointed for the Electoral Registration Officer and the Returning Officer. However, unlike the Returning Officer, the Electoral Registration Officer cannot appoint their own deputy unless the power to do so has been delegated to them by the Council.
- 3.6 The current Elections Manager was appointed by the Council as a deputy Electoral Registration Officer on 8 March 2023. She is due to retire from the Council at the end of May 2026 and the incoming Elections Manager will require appointment as a deputy Electoral Registration Officer.
- 3.7 In order to provide maximum flexibility and avoid the necessity of bringing further reports to Council whenever a deputy requires appointment, constitutional amendments have been recommended delegating this power to the Electoral Registration Officer. This is set out further in the report on the Annual Review of the Constitution found elsewhere in this agenda but is mentioned here for completeness.

4.0 POLICY IMPLICATIONS

- 4.1 Legislation requires that the Council appoint an Electoral Registration Officer and Returning Officer

5.0 FINANCIAL IMPLICATIONS

- 5.1 The post of Returning Officer is remunerated and is paid for from the Elections budget in the case of local elections. The Council is reimbursed for other elections.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

None

7.0 RISK ANALYSIS

7.1 There are no risks requiring a separate assessment. Legislation requires that the Council appoints a suitable Electoral Registration Officer and Returning Officer.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no specific equality & diversity issues arising from this report.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 None under the meaning of the Act.

This page is intentionally left blank