



UTTLESFORD DISTRICT COUNCIL

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Chief Executive: John Mitchell



Stuart Hardwicke Carruthers

30 September 2008

Request-2944-c4082275@whatdotheyknow.com

Your ref: PS/ld

Our ref: F3

Please ask for Peter Snow on 01799 510430
email: psnow@uttlesford.gov.uk

Dear Mr Hardwicke-Carruthers

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Your request for information has now been considered and the information requested is enclosed.

Please refer to the attached document detailing all appointments of Electoral Registration Officer and Returning Officer made during the last six years. You will see that the posts of ERO/RO are not referred to specifically in the resolution appointing Alasdair Bovaird as Chief Executive. This is clearly an oversight as the Council's Chief Executives have always acted in this role. The Council's Assistant Chief Executive confirms that it was the Council's intention to appoint Mr Bovaird accordingly but this was not reflected in the Minute, although the matter was dealt with verbally at the meeting. Mr Bovaird acted in this role until his departure at the end of February this year.

The Monitoring Officer has not produced any reports relating to these positions in the last six years.

Please do not hesitate to contact me if you have any further queries or concerns.

If you are dissatisfied with the handling of your enquiry then please contact the Council's Monitoring Officer Mr Michael Perry at the address given above or on mperry@uttlesford.gov.uk. Mr Perry will investigate your complaint and inform you of his decision. If you are not satisfied with the outcome of Mr Perry's investigations you may ask the Interim Chief Executive Mr John Mitchell to review his investigation and findings. Mr Mitchell may also be contacted at these offices or on JMitchell@uttlesford.gov.uk. If you do not accept Mr Mitchell's findings you have a right of appeal to the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire
SH9 5AF Telephone: 01625 545 700 www.informationcommissioner.gov.uk

Yours sincerely

Peter Snow
Democratic & Electoral Services Manager

Enc.

Extract from Council meeting on 22 July 2003

C37 APPOINTMENT OF REGISTRATION OFFICER / RETURNING OFFICER

It was reported that Section 8 of the Representation of the Peoples Act 1983 required the Council to appoint one of its Officers to be Registration Officer for the Council. Also, Section 35 of the Act required the Council to appoint one of its Officers to be the Returning Officer for the purpose of local elections and parish elections within the District. The former Chief Executive was both Registration Officer and Returning Officer for the Council and it was considered appropriate for the Acting Chief Executive to act in these roles until such time as the new Chief Executive took up the appointment.

RESOLVED that the Acting Chief Executive be appointed as Registration Officer and Returning Officer for the Council pending the appointment of a new Chief Executive and the appointee taking up post.

Extract from Extraordinary Council meeting on 18 September 2003

C26 RESOLVED that the recommendation of the Appointment Panel that Mr Alasdair Bovaird be appointed Chief Executive of this Council subject to formal offer and his acceptance of the appointment be approved.

Extract from Council meeting on 19 February 2008

C88 RESOLVED that, subject to the outcome of the part II item to be considered later in this meeting, the following interim arrangements be put in place pending the appointment of a new Chief Executive:

- John Mitchell be appointed Acting Chief Executive and Head of Paid Service.
- Michael Perry be appointed Acting Electoral registration Officer and Acting Returning Officer.
- Adrian Webb be appointed Acting Director of Central Services.

And that the appointments take effect as from Saturday, 1 March 2008.

APPOINTMENT OF CHIEF EXECUTIVE

The Leader of the Council reported the recommendation of the Appointments Committee to appoint John Mitchell as Chief Executive, Returning Officer, Electoral Registration Officer, and Head of Paid Service. He proposed adoption of the recommendation and the motion was seconded by Councillor Chambers.

The motion was declared carried.

RESOLVED that John Mitchell be appointed Chief Executive, Returning Officer, Electoral Registration Officer, and designated as Head of Paid Service, with immediate effect.