

Dunbartonshire and Argyll and Bute Joint Board

Delegated Powers

Assessor and Electoral Registration Officer

1. Purpose of Report:

- 1.1 To provide a scheme of delegated powers to the Assessor and Electoral Registration Officer to ensure the smooth and efficient management of the affairs of the Joint Board.

2. Background:

- 2.1 The Joint Board has been created by statute and in order that the business of the Board can be effectively and efficiently discharged, it is recommended that a scheme of delegation of powers to the Assessor and Electoral Registration Officer be put in place.
- 2.2 Accordingly, a scheme of delegation of powers from the Board to the Assessor and Electoral Registration Officer has been prepared, discussed with him, and submitted for the Board's consideration.

3. Powers to be Delegated:

- 3.1 The Assessor and Electoral Registration officer is responsible for the appointment of all staff below Depute Assessor level and for the management, supervision and discipline of all such staff.
- 3.2 To determine appropriate car and telephone allowances, if any, to be applied to members of staff subject to such allowances being within the Local Government Scheme of Conditions.
- 3.3 To devise and issue, as required, job descriptions in respect of all officers employed by the Joint Board (other than temporary workers) in respect of canvassing work for electoral registration purposes.
- 3.4 To apply the Conditions of Services adopted by the Joint Board as agreed nationally in respect of the Local Government Conditions of Service and any local variation thereof agreed by the Joint Board.
- 3.5 To authorise the attendance of officers at part-time courses of study and the payment of appropriate fees provided such are provided for within the approved estimates of the Joint Board.

- 3.6 To permit any member of staff to be occasionally absent temporarily from work for the purpose of attendance to duties or services of a civic, honorary, charitable, academic or social nature, provided that these do not interfere with the efficient discharge of the functions of the Joint Board and that such arrangements are within the scheme of Local Government service.
- 3.7 To approve the attendance of officers at conferences or meetings within the United Kingdom where he considers it to be in the interests of the Joint Board and relevant to the statutory functions thereof. Such authorisation is not to exceed £350 per officer but where this is exceeded, approval will be granted subject to the agreement of the Convenor. At the discretion of the Assessor, permission is granted for staff to attend the Association of Electoral Administrators annual conference. In addition, subsistence and other ancillary expenses may be paid but such will not exceed the approved Local Government rates.
- 3.8 To transfer staff between the offices of the Joint Board and to authorise the payment of transfer expenses in respect thereof in accordance with the provisions of Appendix 'D'(2) of the Scheme of Salaries and Conditions of Service. The amount of any expenses to be paid will be limited to the appropriate Scheme of Conditions of Service operated by West Dunbartonshire Council.
- 3.9 To employ temporary staff for electoral registration canvass work on the discharge of the statutory duties of the Board on such terms and conditions as may be appropriate subject to the proviso that any payments can be met from the approved Revenue Budget.
- 3.10 Within the approved budget and the provisions of Standing Orders on the placing of contracts, to purchase necessary supplies and equipment.
- 3.11 To maintain proper security for staff, buildings, stocks, stores, furniture equipment and similar items under his control.
- 3.12 To arrange insurance and/or to arrange for inclusion in the insurance arrangements of the lead authority.
- 3.13 To ensure that all activities undertaken by him and the staff are within the legal powers of the Joint Board or the Assessor and Electoral Registration Officer.
- 3.14 Where he considers it to be in the best interests of the Joint Board, to approve the provision of reasonable hospitality for representatives of other authorities, organisations, officers of the Joint Board and others up to a maximum of (£200 is suggested) in relation to any one occasion.
- 3.15 To authorise the payment of accounts due by the Joint Board for goods and services properly supplied and for which there is adequate provision in the Revenue Budget.

- 3.16 To authorise the working of overtime in accordance with the Conditions of Service adopted by the Joint Board and subject to there being provision in the approved estimates by the Joint Board for such expenditure.
- 3.17 Within the statutory functions of the Joint Board and in exercise of the powers of the Assessor and Electoral Registration Officer, to sign documents.
- 3.18 To take such measures as may be required in emergency situations on any matter for which the Joint Board's approval would normally be necessary subject to advising the Convener and/or Vice-Convener of the Joint Board, where possible, and reporting to the Joint Board as soon as practicable thereafter.
- 3.19 To place contracts for the production and printing of the Valuation Roll, the Council Tax list, the Register of Electors and related documentation/forms at such reasonable cost as may be necessary to ensure the timeous procurement of these documents for the discharge of statutory functions.
- 3.20 To set fees for the sale of the Valuation Roll and other documents and services where the level of such fees is not prescribed by statute.
- 3.21 To engage Solicitors or Counsel in respect of representation at Judicial or quasi Judicial proceedings.