

**Council**

Item

11 December 2025

Public

Appointment of Interim Chief Executive, Returning Officer & Electoral Registration Officer

Responsible Officer:	Tim Collard		
email:	Tim.collard@shropshire.gov.uk	Tel:	01743 252756
Cabinet Member (Portfolio Holder):	Heather Kidd		

1. Synopsis

This report deals with the appointment of officers to the statutory roles of Chief Executive (Head of Paid Service), Returning Officer and Electoral Registration Officer.

2. Executive Summary

- 2.1. The Council is required by the Local Government and Housing Act 1989 to appoint one of its officers to the role of Head of Paid Service (Chief Executive).
- 2.2. The Council is required by the Representation of the People Act 1983 to appoint officers to the roles of Returning Officer and Electoral Registration Officer. The Act provides also that the Council may appoint a Deputy Electoral Registration Officer.

3. Recommendations

- 3.1. That Tanya Miles be appointed as Interim Chief Executive in accordance with section 4 of the Local Government and Housing Act 1989
- 3.2. That Tanya Miles (Interim Chief Executive) be appointed as Returning Officer in accordance with section 35(1) of the Representation of the People Act 1983 with immediate effect.

- 3.3. That Tanya Miles (Interim Chief Executive) be appointed as the Electoral Registration Officer in accordance with section 8(2)(a) of the Representation of the People Act 1983 with immediate effect
- 3.4. That Tim Collard (Service Director – Legal, Governance and Planning (Monitoring Officer)) be appointed as the Deputy Electoral Registration Officer in accordance with section 52(2) of the Representation of the People Act 1983 with immediate effect

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. The recommendations enable Shropshire Council to comply with the requirements for the appointment of statutorily required officers.

5. Financial Implications

- 5.1. There are no additional costs associated with these appointments.

6. Climate Change Appraisal

- 6.1. There are no climate change implications from this report

7. Background

- 7.1. The Council is required to appoint a Head of Paid Service (Chief Executive) in accordance with Section 4 of the Local Government and Housing Act 1989. Tanya Miles initially agreed to the appointment with the Leader of the Council and Council is now asked to formally agree that Tanya Miles is appointed as Interim Chief Executive. Recruitment to the permanent position will commence in the new year.
- 7.2. The Council is required to appoint a Returning Officer in accordance with Section 35(1) of the Representation of the People Act 1983 to administer local elections. Elections are conducted by the Returning Officer who has a personal responsibility in law independent and separate from their duties as an employee of the Council. To ensure electoral procedures are not jeopardised in the event of the absence of the Returning Officer the Returning Officer can appoint one or more deputies. Council is asked to agree that Tanya Miles is appointed as Returning Officer.
- 7.2 The Council is required to appoint an Electoral Registration Officer in accordance with Section 8(2)(a) of the Representation of the People Act 1983. The Electoral Registration Officer is the person with statutory responsibility for the creation and maintenance of the register of electors. Council is asked to agree that Tanya Miles is appointed as Electoral Registration Officer. For parliamentary elections the Electoral Registration Officer is designated to be the Acting Returning Officer, the Returning Officer being the Sheriff of the county. If the Council does not appoint

an Electoral Registration Officer, should a parliamentary election or by-election be called, the Chief Executive would assume the role of Acting Returning Officer

- 7.3 Section 52 (2) & (3) of the Representation of the People Act 1983 Act allows for discharge of the Electoral Registration Officer duties by any Deputy approved by the Council who appointed the Electoral Registration Officer. Council is asked to agree that Tim Collard is appointed as Deputy Electoral Registration Officer.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Representation of the People Act 1983

Local Member: N/A

Appendices

None