

Summary Delegated Powers Report

TITLE	Electoral Services Administration Assistant - Post Creation
DATE OF DECISION	2 nd July 2015
DECISION TAKER	Assurance Assistant Director
SUMMARY OF DECISION	<p>The Cabinet Office has provided funding to Local Authorities so that they are able to comply with new legislation (ERA Act 2013) – which includes the implementation and transition to Individual Electoral Registration.</p> <p>The project to deliver this work has clearly identified that over (at least) the next 12 months, the Electoral Services teams (i.e. Electoral Projects and Electoral Registration) will require full time administrative support.</p> <p>The creation of an additional one year fixed term post of Electoral Services Administration Assistant has is required to fulfil the project goals.</p> <p>The Cabinet Office funding fully covers the cost of the post over the entire period.</p>
SELF-ASSURANCE COMPLETE AND STATEMENT PROVIDED	Yes
AUDIT TRAIL OF DECISION – RETAINED AND WHERE?	Yes – retained by Elections Project Team within the IER project's documentation.

DECISION TAKER'S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

I authorise the above decision

Signed Clair Green

Designation Assurance Assistant Director

Date 2nd July 2015