


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Approval of a budget of £10,000 for the delivery of the By Election – Camp Hill.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/06/2026 (TS)	Part 3D (3D1 and 3D2) and Part 3E (b i and ii) of the Constitution  Delegated Authority – Section 151 Officer (Strategic Director – Corporate Resources) CB93 a)vii) and CL70 vi) h)
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
22 May 2026	  Tom Shardlow, Chief Executive Officer and Returning Officer

## RECORD OF THE DECISION

### a) The issue:

A vacancy has arisen in Camp Hill requiring a By election to be held in accordance with the Representation of the People Act 1083 and associated regulations. A request for an election was received, and the Notice of Election was published on 20 May 2026. The Camp Hill By election will be held on 25 June 2026.

The Returning Officer is legally responsible for the conduct of the election and must ensure adequate resources are available to deliver a lawful, safe, and efficient poll.

The Returning Officer therefore seeks approval for the allocation of a budget of £10,000 to cover essential costs associated with administering the Camp Hill By election. This funding is required to ensure the election is delivered in accordance with statutory duties, electoral law, and established best practice. Key expenditure in administering this By election includes:

Payment of Polling staff and staff for the verification and count  
Polling Station venue costs  
Printing and postage for statutory notice and ballot papers  
Postal vote production and handling  
Equipment and logistics

The election timetable is fixed in law and cannot be delayed. Failure to approve funding would:

- Prevent the Returning Officer from meeting statutory deadlines
- Risk non-compliance with electoral law
- Create exposure to legal challenge (e.g., judicial review or election petition)
- Undermine the Council's statutory obligations to support the Returning Officer

This expenditure is necessary to ensure compliance with electoral law and to enable the Returning Office to fulfil his statutory duties

### b) The Decision

Approval is required to allocate £10,000 to the Returning Officer for the administration of the by-election in Camp Hill.

## REASON FOR THE DECISION

This expenditure is necessary to ensure compliance with electoral law and to enable the Returning Office to fulfil his statutory duties.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Not approve funding. This is not an option as the By election must take place as it is a statutory requirement.

Reducing the requested budget of £10,000 – This would present significant risk to the proper and lawful conduct of the election.

WARD RELEVANCE

Camp Hill

FINANCIAL AND BUDGET IMPLICATIONS

£10,000 is required to administer the Camp Hill By Election and includes

Polling station and count staffing costs  
Three Polling Station venues - hire costs  
Printing (Including poll cards, ballot papers, statutory notices)  
Postal vote production and processing  
Equipment, transport, and logistics  
Contingency provision

The expenditure will be met from reserves using delegated authority of the Section 151 Officer (Strategic Director – Corporate Resources).

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Consultation has taken place with the Leader and Mayor. Consultation has also taken place with the S151 Officer and the Deputy S151 Officer, Monitoring Officer and the Elections Team.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

Not applicable

EQUALITIES IMPLICATIONS

The election will be run in line with statutory accessibility requirements, ensuring all electors have equal opportunity to participate.

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

£10000 is required to administer the Camp Hill By election.

HEALTH EQUALITIES IMPLICATIONS

None.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None.

RISK MANAGEMENT IMPLICATIONS

Failure to approve adequate funding could result in:

- Non-compliance with electoral law
- Operational issues on polling day or at the count
- Reputational damage to the Council

Risks are mitigated through appropriate budgeting and planning.

ENVIRONMENTAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

Once a vacancy is formally declared and proper notice is given, the Council is legally required to hold a By election. Failing to hold the By election would be unlawful.

Failure to provide adequate funding may result in a breach of statutory duties, an election petition, a judicial review and potential reputational and governance risks.

ANY OTHER COMMENTS

None.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**