

TITLE OF REPORT: ELECTORAL SERVICES – SCALE OF FEES 2017/18

REPORT OF THE CHIEF EXECUTIVE
EXECUTIVE MEMBER: COUNCILLOR JULIAN CUNNINGHAM

1. SUMMARY

- 1.1 The purpose of this report is to assist Council in setting a scale of fees for certain electoral events to be held during the Financial Year 2017/18.

2. RECOMMENDATIONS

- 2.1 That the Scale of Fees (Appendix A) for 2017/18 be approved.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To enable the Council to set a Scale of Fees for 2017/18.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 A zero increase was considered.
- 4.2 This has not been proposed as it is considered that because a general staff pay increase of 1% will be applied on 1 April 2017 a general 1% increase to the Scale is appropriate.

5. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 5.1 Informal consultation with those neighbouring local authorities considered to be competitors for staff, indicates that the Scale recommended will remain competitive for any district by-elections held during 2017/18.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 A scale of fees is required to cover certain costs associated with any election, parish poll, Business Investment District poll (BID) or local referendum. The costs associated with electoral events other than district council elections, local referendums and successful BIDS, are recoverable.

8. ISSUES

- 8.1 Informal soundings indicate that the levels recommended at Appendix A (including a 1% general increase) will be comparable with neighbouring authorities in the key area of polling station staff in a competitive market (residents of North Herts and employees

of the Council have, realistically, six other returning officers to offer their services to). It should be noted that the proposed scale will apply to by-elections and local referendums only. There are no scheduled district council elections for May 2017. Fees for the forthcoming county elections are subject to negotiation with Hertfordshire County Council and are recoverable.

9. LEGAL IMPLICATIONS

- 9.1 The Representation of The People Act 1983, (section 36), requires local authorities to set a Scale of Fees.

10. FINANCIAL IMPLICATIONS

- 10.1 Unforeseen by-elections, emerging during the year, would be subject to the quarterly budget review process.

11. RISK IMPLICATIONS

- 11.1 The Council needs to ensure it complies with the statutory obligations set out in the Representation of the People Act 1983.

12. EQUALITIES IMPLICATIONS

- 12.1 There are no equal opportunities implications.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As the recommendation made does not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no human resource implications.

15. APPENDICES

- 15.1 Appendix A – Recommended Scale of Fees 2017/18.

16. CONTACT OFFICERS

- 16.1 David Miley, Democratic Services Manager

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- 16.2 David Scholes, Chief Executive

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17. BACKGROUND PAPERS

- 17.1 None.

ELECTORAL SERVICES – PROPOSED SCALE OF FEES
1 April 2017 to 31 March 2018

Duty	Fee £
1. Polling staff	
Presiding Officer	215.00
Conveyance of Ballot Box (PO'S)	12.25
Where two polls are combined (P.O.'s)	21.50
Poll Clerk	128.50
Where two polls are combined (P.C.'s)	12.80
2. Counting staff	
Senior Count Supervisor (3 hours)	121.40
Each additional hour thereafter	40.45
Count supervisor (3 hours)	105.00
Each additional hour thereafter	35.00
Counting Assistant (3 hours)	52.50
Each additional hour thereafter	17.50
3. Postal voting staff	
Postal Vote Supervisor – per 3 hr session	70.00
Each additional hour thereafter	23.25
Postal Votes Issue and Receipt - per 3 hour session	35.00
Each additional hour thereafter	11.60
4. Clerical Assistance	
Administration per hour	8.10
Manual per hour	8.10
5. Returning Officer's fees	
(a) For each contested ward:	
Up to 1000 electors	84.10
For each additional 1000 electors or part thereof	41.00
(b) For each un-contested ward/parish	31.30
(c) Where polls are combined	30.05
(d) For each additional parish	10.85
6. Travel	
Car mileage per mile	
Engine Size	
451 – 999	46.9p
1000 – 1199	52.2p
1200 – 1450+	65.0p
7. Training	
Presiding Officer	25.50

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