

COUNCIL

18 JANUARY 2018

*PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

7

TITLE OF REPORT: ELECTORAL SERVICES – SCALE OF FEES 2018/19

REPORT OF THE CHIEF EXECUTIVE

Non executive decision

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to assist the Council to set a scale of fees (the Scale) for certain electoral events to be held during the Financial Year 2018/19.

2. RECOMMENDATION

2.1 That the Scale of Electoral Services Fees for 2018/19 set out at Appendix A be agreed.

3. REASONS FOR THE RECOMMENDATION

3.1 To enable the Council to remunerate the Returning Officer and the staff he employs to carry out tasks during electoral events.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 Standstill and an increase of 1%. Neither option has been recommended. A general local government staff pay increase of 2% has been recommended by the Local Government Employers' Organisation for application on 1 April 2018. Therefore, a general 2% increase to the Scale is considered appropriate.

5. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

5.1 Informal consultation with those neighbouring local authorities considered to be competitors for staff.

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 staff costs associated with the administration of elections and other electoral events, for example, a local planning referendum or parish poll. The Scale is directly applicable to district and parish electoral events. Other events (county etc.) are subject to agreement with the organisation concerned.

8. ISSUES

- 8.1 For the district elections, due to be held in May 2018, the Returning Officer will need to employ and pay approximately 250 temporary staff. Informal soundings indicate that the levels recommended at Appendix A (includes a 2% general increase) will be comparable with neighbouring authorities in the key area of polling station staff in a competitive market. Car mileage rates are excluded. It is recommended that these continue to match those set for employees of the Council and adjusted accordingly.

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 Budget increases due to inflationary increase in fees for District Council elections will be adjusted for in the 2018/19 budget setting process. North Herts will be compensated for the cost of any parish electoral events that occurs during the year. The cost of any local planning referendum will be covered by an earmarked reserve and will be partly compensated by the DCLG. Unforeseen district by-elections, emerging during the year, would be subject to the quarterly budget monitoring process.

11. RISK IMPLICATIONS

- 11.1 The Council needs to ensure it complies with statutory requirements. It is becoming increasingly difficult for the Returning Officer to maintain a bank of volunteers to form a workforce. Volunteers withdrawing from the list often mention pay as a reason.

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 2018/19.

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

17.1 None.

ELECTORAL SERVICES – PROPOSED SCALE OF FEES
1 April 2018 to 31 March 2019

Duty	Fee £
1. Polling staff	
Presiding Officer	219.00
Conveyance of Ballot Box (PO'S)	12.27
Where two polls are combined (P.O.'s)	22.00
Poll Clerk	131.50
Where two polls are combined (P.C.'s)	13.00
2. Counting staff	
Senior Count Supervisor (3 hours)	124.00
Each additional hour thereafter	41.00
Count supervisor (3 hours)	107.00
Each additional hour thereafter	36.00
Counting Assistant (3 hours)	54.00
Each additional hour thereafter	18.00
3. Postal voting staff	
Postal Vote Supervisor – per 3 hr session	71.00
Each additional hour thereafter	24.00
Postal Votes Issue and Receipt - per 3 hour session	36.00
Each additional hour thereafter	12.00
4. Clerical Assistance	
Administration per hour	8.30
5. Returning Officer's fees	
(a) For each contested ward:	
Up to 1000 electors	86.00
For each additional 1000 electors or part thereof	42.00
(b) For each un-contested ward/parish	32.00
(c) Where polls are combined	31.00
(d) For each additional parish	11.00
7. Training	
Presiding Officer	25.75
6. Travel	
Car mileage per mile	
Engine Size	
451 – 999	46.9p
1000 – 1199	52.2p
1200 – 1450+	65.0p