

Licensing & Regulatory Committee  
8 February 2021

**Title:** Warwick District Council and Parish Election Scale of fees

**Lead Officer:** Chris Elliott 01926 456000 [chris.elliott@warwickdc.gov.uk](mailto:chris.elliott@warwickdc.gov.uk)

**Portfolio Holder:** Andrew Day

**Public report / Confidential report:** No

**Wards of the District directly affected:** None

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement:

Final Decision: Yes

**Officer/Councillor Approval**

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	18/1/2021 16/1/2021	Andrew Jones Chris Elliott
Head of Service		
CMT		
Section 151 Officer	11/1/2021	Mike Snow
Monitoring Officer	18/1/2021	Andrew Jones
Finance	11/1/2021	Mike Snow
Portfolio Holder(s)	16/1/2021	Councillor Day

### 1. Summary

- 1.1. This report seeks agreement for the proposed Warwick District Council and Parish/Town Council Election Scale of fees up to December 2024.

### 2. Recommendation

- 2.1. That the Licensing & Regulatory Committee approve the Warwick District Council and Parish/Town Council Election Scale of fees, as set out at Appendix 2 to the report, subject to the inclusion of any increase as a result of a national pay award for Council workers from 1 April 2021 up to and including 1 April 2024, rounded to the nearest 50p.

### 3. Reasons for the Recommendation

- 3.1. The Council is required to establish the fees payable to persons employed by the Returning Officer at its elections held every four years and at any by election held in between. The authority for approving these fees has been delegated by Council to the Licensing & Regulatory Committee.
- 3.2. In 2015 the Licensing & Regulatory Committee agreed that the fees continue to be increased each year in line with the annual salary award and is now due to be reviewed.
- 3.3. The fees have been discussed by Warwickshire Elections Officers who have provided comparison figures across the County, as well as wider sub region of their fees from last year. The fees for Warwick District have been considered locally to recognise the 2.75% pay award to Council officers in April 2020. It is key to get the comparison in place as these fees will be used as a basis for payments as part of the County Council and Police and Crime Commissioner Elections taking place in May 2021. The Table at Appendix 1 illustrates the core figures for last year which are directly comparable and it is understood all (in Warwickshire) have arrangements in place for these to be up lifted to the same level as the proposed core fees for WDC.
- 3.4. Therefore by setting a fee it reduces the risk of staff being enticed by neighbouring authorities for a higher fee, but also recognising people delivering the same work on the same election across Warwickshire. This is particularly important for elections work because it is becoming increasingly difficult to recruit people to undertake this work.

### 4. Policy Framework

#### 4.1. Fit for the Future (FFF)

- 4.1.1. The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.
- 4.1.2. The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found [on](#)

[the Council's website](#). The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

### 4.2. FFF Strands

#### 4.2.1 External impacts of proposal(s)

**People - Health, Homes, Communities** – There is no impact on this outcome.

**Services - Green, Clean, Safe** - There is no impact on this outcome.

**Money- Infrastructure, Enterprise, Employment** - There is no impact on this outcome.

#### 4.2.2. Internal impacts of the proposal(s)

**People - Effective Staff** – The proposed fees are considered to be fair when comparing with other authorities and ensure recognising the role undertaken by the individuals involved and responsibilities.

**Services - Maintain or Improve Services** - There is no impact on this outcome

**Money - Firm Financial Footing over the Longer Term** – While these fees will be set for District Council elections which this Council has to pay for they will also be used for a base for other elections or referendums that the Returning Officer has to deliver for the community.

### 4.3. Supporting Strategies

4.3.1. Each strand of the FFF Strategy has several supporting strategies but this does not directly impact on those.

### 4.4. Changes to Existing Policies

4.4.1. This report does not bring forward any revisions to existing policies.

### 4.5. Impact Assessments

4.5.1. No impact assessment has been undertaken for these revisions as they are uplifted through pay awards to Council employees under the JNC conditions.

## 5. Budgetary Framework

5.1 The report does not impact on the Councils Budgetary Framework and can be funded within the proposed budget for District Council elections.

## 6. Risks

6.1. The main risk is that by the non-agreement of the proposed fees or variation of them could cause disparity across Warwickshire ahead of the County elections in May 2020.

**7. Alternative Option(s) considered**

- 7.1. The Committee could refuse to agree these fees or propose revised fees but this is not considered appropriate due to the disparity it would cause over the key fees for the WCC elections in 2020.



## Agenda Item 5

### Appendix 1

#### Election fees 2020

Role	Warwick	North Warwickshire	Stratford-on- Avon	Nuneaton & Bedworth	Rugby	Solihull 2020	Coventry 2020	Redditch & Bromsgrove 2020
<b>Presiding Officer</b>	£235.00	£235.00	£230.00	£235.00	£235.00	£222.16	£195	£262
<b>Poll Clerk</b>	£153.00	£150.00	£150.00	£150.00	£150.00	£144.00	£146.88	£159
<b>Polling Station Inspector</b>	£257.50	£250.00	£250.00	£250.00	£250.00	£162.92 (only required to work until 5pm)	£235	£300
<b>Postal Vote Opening</b> per hour	£10.50	£10.00	£11.66	£10.00	£13.00	£10	£10	£8.75 to £10
<b>Postal Vote Supervisor</b> per hour	£10.50	£10.00	£16.66	£15.00	£13.00	£15	£16	£12-£18
<b>Training</b>	£30.30	£30.00	£25.00	£30.00	£30.00	£40 for PO and PC training.	£30	£25
<b>Count Assistant</b>	£94.50	£96.00	£45 to 00:01 then £8/hr	£90.00	£90.00	£100	£105	£25 per hour
<b>Count Supervisor</b>	£131.50	£126.00	£60 to 00:01 then £11/hr	£126.00	£125.00	£150	£165	£30 per hour

## **DISTRICT AND TOWN/PARISH COUNCIL ELECTIONS** **SCALE OF ELECTION FEES AND EXPENSES – (2021/22)**

### **PART 1 - Returning Officer's Fee** (including duly authorised Deputy Returning Officer)

Fee for conducting the election and generally performing all the duties which a Returning Officer is required to perform under the Local Government Act 1972, or rules of the Secretary of State made there under, including all expenses other than those for which special provision had been made herein:

<b><u>CONTESTED ELECTIONS</u></b>	<b><u>FEE</u></b>
<b>1. DISTRICT ELECTIONS</b> (where election is for District Councillor only - for each ward)	
(a) For the first 1000 local government electors in a Ward:	£115
b) For each 500 electors or fraction thereof, above	£58
<b>2. TOWN/PARISH</b> (where the election is for Town/Parish Councillors only - for each Ward or Parish)	
(a) For the first 1000 local government electors in a Ward or Parish:-	£110.50
(b) For each 500 electors or fraction thereof, above:	£56
<b>3. DISTRICT AND TOWN/PARISH ELECTIONS</b> (where election is for District & Town/Parish Councillors held on the same day)	
the fee shall be in accordance with the scale at 1 above, plus an additional fee for every 500 local government electors or fraction thereof:	£57
<b><u>UNCONTESTED ELECTIONS</u></b>	<b><u>FEE</u></b>
<b>4. DISTRICT ELECTIONS</b> - for each Ward:	£47
<b>5. TOWN/PARISH ELECTIONS</b> - for each Ward or Parish:	£24

## PART 2 - Disbursements

<b>1. POSTAL VOTES</b> - for the remuneration of persons employed in connection with the issue and the receipt of ballot papers for electors entitled to vote by post:	<b><u>FEE</u></b>
(a) <b>CLERK</b> per session for Issue and receipt/opening	£32.50 session or £11 per hour
(b) <b>CLERK</b> per session for the issue management of postal voter signature and dates of birth on postal voting statements.	£32.50 session or £10.40 £11 per hour
(c) <b>POSTAL VOTER ADJUDICATOR</b> – appointed for the adjudication and determination of valid postal voting statements and ballot papers at all opening sessions and the Count.	£428 for week for full elections £49 per single session
<b>2. PRESIDING OFFICERS</b> - for each PO (to include all expenses other than travelling expenses)	
(a) District Election or Town/Parish Election only:	£241
(b) Combined District and Town/Parish Election:	£267.50
<b>3. POLL CLERK</b> - for each PC (to include all expenses other than travelling expenses)	
(a) District Election or Town/Parish Election only:	£157
(b) Combined District and Town/Parish Election:	£184
<b>4. POLLING STAFF TRAINING FEE</b> - for the remuneration of persons employed as Presiding Officer, Poll Clerk & Polling station Inspectors to attend an official training session prior to election day. (includes all travelling expenses)	£31
<b>5. POLLING STATION INSPECTOR</b> - for the remuneration of persons employed in visiting and collection of Postal Votes handed in at polling stations by electors (to include all expenses other than travelling expenses)	£265
<b>6. COUNT</b> - for all remuneration of persons employed in counting the votes (to include all expenses other than travelling expenses)	
(a) <b>Deputy Returning Officer (Count)</b> - appointed for the purpose of counting the votes and declaring the results for the Ward or Parish:	£524
(b) <b>Clerk Thursday evening Ballot Box arrival Count:</b>	£135
(c) <b>Clerk in Charge main Count</b> - for each Ward or Parish:	£135

<b>(d) Counting Assistant -</b>	
1) for one Ward or Parish:	£97.50
2) for each additional Ward or Parish:	£38

\* Discretion to Returning Officer to add a supplement if the Count is extremely lengthy.

<b>ADMINISTRATIVE DUTIES</b>	<b>FEE</b>
<b>1.</b> For the remuneration of persons employed (on each such occasion) in connection with the staffing of the elections office on polling day:	£270
<b>2.</b> Maximum recoverable amount for the Returning Officer to make payments in respect of persons employed (on each such occasion) in connection with the administrative and clerical duties for the purpose of the elections:	
<b>2a. DISTRICT OR TOWN/PARISH</b> (for each ward or Parish or Parish/Town ward):	
(a) For the first 1000 local government electors in a Ward:	£120
(b) For each 500 electors or fraction thereof, above	£52.40
<b>2b. DISTRICT AND TOWN/PARISH ELECTIONS</b> (where election is for District & Town/Parish Councillors held on the same day)	
the fee shall be in accordance with the scale at 2 above, plus an additional fee for every 500 local government electors or fraction thereof:	£30
<b>3. CLERK on Friday</b> - Assist in sorting & packing away of election equipment & paperwork at Riverside House:	£65
<b>4. CLERK on WDC Riverside House Reception</b> – to staff reception from 5.15pm to 10pm on election day and be responsible for delivering postal vote ballot box to Count Centre after close of poll:	£65

\*records should be kept by persons employed by the Returning Officer on such occasions of the hours worked on Election duties.

- 5. TRAVELLING EXPENSES** of Returning Officer, Deputy Returning Officer, clerical and other Assistants, Presiding Officers, Poll Clerks and Count Assistants engaged in the conduct of the election, are to be paid 45p per mile.
- 6. MOBILE PHONE CALLS** – staff employed on polling duties (Presiding Officers. Poll Clerks & Polling Station Inspectors) £2.50 is included in fee to cover calls made in connection with Election duties on Election Day.



**PART 3 - Actual and Necessary Costs**

- Clerical and other assistance employed by the Returning Officer.
- Hire and fitting up of polling stations, expenses of heating, lighting and cleaning any building for such purposes and for making good any damage arising from such use.
- Hire and fitting up of rooms for counting the votes.
- Provision of voting compartments and conveyance thereof to polling stations.
- Printing and providing official poll cards.
- Preparation and issue of official poll cards.
- Printing and providing ballot papers.
- Printing and providing notices, nomination forms and other forms and documents.
- Posting of Notices.
- Stationary and sundries required at each polling station and at the counting of the votes.
- Miscellaneous stationary, postage, telephone calls etc.

**Chris Elliott**  
**Returning Officer.**  
**Riverside House**  
**Milverton Hill**  
**Royal Leamington Spa**