

 Licensing & Regulatory Committee 25 February 2015		Agenda Item No. 3
Title	Warwick District Council and Parish Election Scale of fees 2015	
For further information about this report please contact	Chris Elliott 01926 456000 chris.elliott@warwickdc.gov.uk	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Regulatory Committee 28 September, 2004	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	13/2/2015	Chris Elliott
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer	16/2/2015	Andrew Jones
Finance	16/2/2015	Jenny Clayton
Portfolio Holder(s)	16/2/2015	Councillor Mobbs
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report seeks agreement for the proposed Warwick District Council and Parish Election Scale of fees for 2015.

2. **Recommendation**

- 2.1 That the Warwick District Council and Parish Election Scale of fees 2015 are approved, as set out at Appendix 1 to the report, subject to the inclusion of any increase as a result of a national pay award for Council workers as at 1 April 2015 and subsequent increase by the annual national pay awards for Council workers in each following year up to 2019.

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 September 2004 the Regulatory Committee agreed that the fees continue to be increased each year in line with the annual salary award. However it is considered appropriate the Committee reconsiders this agreement.
- 3.3 The fees have been discussed by Warwickshire Elections Officers who consider these to be appropriate fees for the roles. The intention is to establish a set fee across Warwickshire.
- 3.4 This is because for the elections due to take place in May there is a significant level of cross boundary work between authorities (as a consequence of the Parliamentary Constituencies). For example, there will be Presiding Officers in Southam who will undertake work for Warwick District Council in the Kenilworth and Southam Constituency, who will also be appointed to work in the same polling station as Presiding Officer and Poll Clerk for the Stratford District Council and Southam Town Council elections. Officers feel that they should receive the same overall fee as a Presiding Officer who, for example, undertakes the work in Cubbington, which is in Warwick District but which is also in the same in the same Parliamentary constituency as Southam.
- 3.5 In addition by setting a fee it reduces the risk of staff being poached by neighbouring authorities for a higher fee, this is particularly important for elections work because it is becoming increasingly difficult to recruit people to undertake this type of work.

4. **Policy Framework**

- 4.1 **Policy Framework** – The report is not contrary to the Council's Policy Framework.
- 4.2 **Fit for the Future** – This proposal is directly relevant to the ***People*** and ***Services*** strands of the FFF Programme as it will help ensure that the Council is able to deliver its election service by retaining and attracting staff to undertake the election work. In respect of the ***Money*** strand of FFF, the proposals do not generate any additional requirement for funding.

4.3 **Impact Assessments** – No impact assessments have been undertaken for this report because these are a set fee applicable to all parties who apply for the roles.

5. **Budgetary Framework**

5.1 The report does not impact on the Councils Budgetary Framework and can be funded within the proposed budget for the Election in 2015. Members should be mindful that some of this cost will be recharged to Parish Council's and that in addition to this fee a supplement will be made because of the UK Parliamentary General Election. The supplement will be funded from the grant from Central Government to undertake the election.

6. **Risks**

6.1 The main risk is that by the non-agreement of the proposed fees by members it would cause delay in appointing staff for the due processes to be arranged in advance of the election in May 2015. This would have significant effects on being able to organise the elections this year especially given the scale of elections with all 46 District Council seats, 2 Parliamentary constituencies combined with all parish and town councils within the District.

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

7.1 The Committee could refuse these recommendations and ask officers to undertake further assessment of neighbouring authorities fees (such as those in Worcestershire or Coventry), it could not be undertaken in time for the coming election and an interim position would have to be agreed and officer advice would be that the interim position would be to remain with the agreed fees across Warwickshire to ensure for the reasons out lined in section 3.

8. **Background**

8.1 For many years prior to 1985, the scale of election fees was approved by committee and eventually by the Council. In July 1985 the Council confirmed a recommendation from the then Policy and Resources Committee that the scale of fees should be increased on 1 April each year by the amount of the most recent average annual pay settlement awarded to APT and C staff.

8.2 This has happened each year ever since, with the fee structure and the basis of the fees remaining largely unaltered.

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DISTRICT AND TOWN/PARISH COUNCIL ELECTIONS
SCALE OF ELECTION FEES AND EXPENSES - 2014

(Operative as from 1 April, 2014)

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:-

<u>CONTESTED ELECTIONS</u>	<u>FEE</u>
1. DISTRICT ELECTIONS (where election is for District Councillor only - for each ward)	
(a) For the first 1000 local government electors in a Ward:	£105
(b) For each 500 electors or fraction thereof, above	£53
2. TOWN/PARISH (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:-	£101
(b) For each 500 electors or fraction thereof, above:	£51
3. DISTRICT AND TOWN/PARISH ELECTIONS (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:	£52
<u>UNCONTESTED ELECTIONS</u>	<u>FEE</u>
4. DISTRICT ELECTIONS - for each Ward:	£43
5. TOWN/PARISH ELECTIONS - for each Ward or Parish:	£22

PART 2 - Disbursements

1. POSTAL VOTES - for the remuneration of persons employed in connection with the issue and the receipt of ballot papers for electors entitled to vote by post:	<u>FEE</u>
(a) CLERK per session for Issue and receipt/opening	£30 session or £10 per hour
(b) CLERK per session for the issue management of postal voter signature and dates of birth on postal voting statements.	£30 session or £10 per hour
(c) POSTAL VOTER ADJUDICATOR – appointed for the adjudication and determination of valid postal voting statements and ballot papers at all opening sessions and the Count.	£400 for week for full elections £45 per single session
2. PRESIDING OFFICERS - for each PO (to include all expenses other than travelling expenses)	
(a) District Election or Town/Parish Election only:	£225.00
(b) Combined District and Town/Parish Election:	£250.00
3. POLL CLERK - for each PC (to include all expenses other than travelling expenses)	
(a) District Election or Town/Parish Election only:	£125.00
(b) Combined District and Town/Parish Election:	£150.00
4. POLLING STAFF TRAINING FEE - 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)	£25
5. POLLING STATION INSPECTOR - 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)	£250
6. COUNT - for all remuneration of persons employed in counting the votes (to include all expenses other than travelling expenses)	
(a) Deputy Returning Officer (Count) - appointed for the purpose of counting the votes and declaring the results for the Ward or Parish:	£500
(b) Clerk Thursday evening Ballot Box arrival Count:	£100
(c) Clerk in Charge main Count - for each Ward or Parish:	£100
(d) Counting Assistant -	
1) for one Ward or Parish:	£80
2) for each additional Ward or Parish:	£35

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

ADMINISTRATIVE DUTIES	FEE
1. For the remuneration of persons employed (on each such occasion) in connection with the staffing of the elections office on polling day:	£250
2. 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:	
2a. DISTRICT OR TOWN/PARISH (for each ward or Parish or Parish/Town ward):	
(a) For the first 1000 local government electors in a Ward:	£110
(b) For each 500 electors or fraction thereof, above	£48
2b. DISTRICT AND TOWN/PARISH ELECTIONS (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:	£27.27
3. CLERK on Friday - Assist in sorting & packing away of election equipment & paperwork at Riverside House:	£60
4. CLERK on WDC Riverside House Reception – 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:	£60

*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) will be paid a flat fee of £2.50 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

