

COUNCIL – 25 FEBRUARY 2013

Report of the Chief Executive

ITEM 7.4 ELECTION FEES & EXPENSES FOR 2013-14

Purpose of Report

To approve scales of election fees payable to the Returning Officer for any Borough or Parish Council elections during 2013-14.

Recommendation

That the scales of election fees appended to this report be adopted for 2013-14 in relation to any Borough or Parish Council elections which may be required.

Reason

To ensure an approved scale of fees can be applied in respect of any Borough or Parish Council elections which may take place during 2013-14.

Policy Justification and Previous Decisions

A national scale of fees is established centrally for county-wide elections, such as General and European elections. For local elections, it is up to each relevant authority to establish their own scale of fees.

The Electoral Services Officer Group for Leicestershire regularly reviews the scales of fees for local elections (County, Borough/District, and Parishes).

It is good practice for the scales of fees to be approved by the Council to which they will apply. For Parish Council elections, the Borough Council adopts a relevant scale of fees which is then used to recharge Parish Councils where appropriate.

Implementation Timetable including Future Decisions and Scrutiny

The scales of fees are based on those used for national elections, and are adjusted each year if required to reflect annual pay awards for local government staff and other influencing factors. There are no adjustments to the fees which were applied for 2012-13.

The scales of fees are applied by the Returning Officer (the Chief Executive) to all Borough and Parish elections within Charnwood.

For information, the scale of fees for the Leicestershire County Council elections due in May 2013 will be set by the County Council.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising directly from this decision, although the scales of fees and expenses will be used to calculate the appropriate costings for any Borough or Parish Council elections which may be required during 2013-14. The costs of Parish Council elections are recoverable from the relevant Town or Parish Council

Risk Management

No specific risks have been identified in relation to this decision.

Background Papers: None

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Appendices

Recommended Scale of Fees and Expenses Payable to Returning Officers at Local Elections

**RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO
RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.13 TO 31.03.14
(DISTRICT & BOROUGH COUNCIL ELECTIONS)**

DESCRIPTION OF DUTIES	GROSS
Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and Counting of the votes and making the return of the election for each 500 local government electors or part thereof on the Register of Electors for each ward separately returning a Councillor or Councillors	£56.77
Returning Officer's fee in the case of an uncontested election – for each division separately returning a Councillor or Councillors	£54.37
Deputy Returning Officers' fee with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election	Discretionary but recommended equivalent to 50% of the RO fee
All equipment to be purchased, hired, altered or repaired	Actual and necessary cost
Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof	Actual and necessary cost
Stationery at Polling Stations	Actual and necessary cost
Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll	Actual and necessary cost
Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement
Conveyance of Ballot Boxes	Actual and necessary cost
Each Presiding Officer 7.00 am to 10.00 pm Poll	£195.00
Each Presiding Officer where the Parish Council Election is held simultaneously with District Elections (20%)	£234.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00
Each Poll Clerk where the Parish Council Election is held simultaneously with District Elections (20%)	£138.00
Each part-time Poll Clerk where acting for 4 hours	£35.48
Remuneration of persons employed at the Counting of Votes at the Election:	
1) For each 500 local government electors or part thereof on the Register of Electors used at the election	£32.42
2) Where the number of candidates exceeds three, for every three candidates or part thereof	£32.42
3) Allowance for a recount per ward (single member)	£53.70
4) Allowance for a recount per ward (multiple members)	£107.41

	Actual and necessary cost
<p>For the production and printing of postal ballot packs</p> <p>Remuneration of persons employed for the purpose of in house despatch of postal ballot papers:</p> <ol style="list-style-type: none"> 1) Where the number of persons entitled to vote by post does not exceed 50 persons 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof <p>Alternative to above formula - for consideration:</p> <ol style="list-style-type: none"> 1) Postal vote Supervisor fee – per hour – standard rate 2) Postal Vote Assistant fee – per hour – standard rate 	<p>£12.63</p> <p>£1.72</p> <p>£10.00</p> <p>£7.50</p>
<p>Remuneration of persons employed for the purpose of in house receipt of postal ballot papers:</p> <ol style="list-style-type: none"> 1) Where the number of persons entitled to vote by post does not exceed 50 persons 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof <p>Alternative to above formula - for consideration:</p> <ol style="list-style-type: none"> 1) Postal vote supervisor fee – per hour – standard rate 2) Postal Vote Assistant fee – per hour- standard rate 	<p>£25.27</p> <p>£3.44</p> <p>£12.50</p> <p>£10.00</p>
<p>Alternative formula for Postal Votes</p> <p>Remuneration of persons employed for the purpose of in house despatch and receipt of postal ballot papers:</p> <ol style="list-style-type: none"> 1) Where the number of persons entitled to vote by post does not exceed 50 persons 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof 	<p>£37.89</p> <p>£5.15</p>
<p>Clerical assistance</p>	<p>Actual and necessary cost</p>
<p>For the employment of persons in connection with the preparation, completion and issue of Official Poll Cards, for every 100 cards or fraction thereof issued</p>	<p>£10.37</p>
<p>For the attendance at training of persons employed at the election – per category of job, subject to local conditions and annual review</p>	<p>£30.00</p>
<p>For printing and providing Official Poll Cards</p>	<p>Actual and necessary cost</p>
<p>For general stationery, postages and miscellaneous expenses</p>	<p>Actual and necessary cost</p>

**RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO
RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.13 TO 31.03.14
(PARISH COUNCIL ELECTIONS)**

DESCRIPTION OF DUTIES	GROSS
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the election is for Parish Councillors only:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward 	<p>£132.98 £92.93 £65.94 £22.09</p>
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the elections are for District Councillors and Parish Councillors on the same day:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward 	<p>£105.99 £88.85 £53.55 £13.16</p>
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of an election which is uncontested:</p> <ol style="list-style-type: none"> 1) Each Parish or Ward of a Parish separately returning a Councillor or Councillors 2) Additional payment where a Parish is divided into Wards, for each ward 	<p>£25.19 £13.16</p>
<p>Deputy Returning Officers' fee for DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	<p>Discretionary, but recommended equivalent to 50% of the RO fee</p>
<p>All equipment to be purchased, hired, altered or repaired</p>	<p>Actual and necessary cost</p>
<p>Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof</p>	<p>Actual and necessary cost</p>
<p>Stationery at Polling Stations</p>	<p>Actual and necessary cost</p>
<p>Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll</p>	<p>Actual and necessary cost</p>
<p>Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks</p>	<p>Casual Users' rate as laid down by the N.J.C. or local agreement</p>

Conveyance of Ballot Boxes	Actual and necessary cost
Each Presiding Officer 7.00 am to 10.00 pm Poll	£195.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00
Each part-time Poll Clerk where acting for 4 hours	£35.48
Remuneration of persons employed at the Counting of Votes at the Election:	
5) For each 500 local government electors or part thereof on the Register of Electors used at the election	£32.42
6) Where the number of candidates exceeds three, for every three candidates or part thereof	£32.42
7) Allowance for a recount per parish (single member)	£53.70
8) Allowance for a recount per parish (multiple members)	£107.41
For the production and printing of postal ballot packs	Actual and necessary cost
Remuneration of persons employed for the purpose of in house despatch of postal ballot papers:	
3) Where the number of persons entitled to vote by post does not exceed 50 persons	£12.63
4) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£1.72
Alternative to above formula – for consideration:	
1) Postal Vote Supervisor Fee – per hour – standard rate	£10.00
2) Postal Vote Assistant Fee – per hour – standard rate	£7.50
Remuneration of persons employed for the purpose of in house receipt of postal ballot papers:	
3) Where the number of persons entitled to vote by post does not exceed 50 persons	£25.27
4) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£3.44
Alternative to above formula – for consideration:	
1) Postal Vote Supervisor Fee – per hour – standard rate	£12.50
2) Postal Vote Assistant Fee – per hour – standard rate	£7.50
Alternative formula for Postal Votes	
Remuneration of persons employed for the purpose of in house despatch and receipt of postal ballot papers	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£37.89
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£5.15
Clerical assistance	Actual and necessary cost
For the employment of persons in connection with the preparation, completion and issue of Official Poll Cards , for every 100 cards or	£10.37

fraction thereof issued	
For the attendance at training of persons employed at the election – per category of job, subject to local conditions and annual review	£30.00
For printing and providing Official Poll Cards	Actual and necessary cost
For general stationery, postages and miscellaneous expenses	Actual and necessary cost

