

## **NORTH SOMERSET COUNCIL DECISION**

**DECISION OF: COUNCILLOR FELICITY BAKER, EXECUTIVE MEMBER FOR  
COMMUNITY, TOURISM AND LEISURE, LICENSING, CORPORATE  
COMMUNICATIONS, ELECTORAL SERVICES, AND LIBRARIES**



**WITH ADVICE FROM: THE HEAD OF LEGAL AND DEMOCRATIC SERVICES  
DIRECTORATE: CORPORATE SERVICES DIRECTORATE**

**DECISION NO: 2018/19 CSD 138**

**SUBJECT: ELECTION FEE SCALES 2019**

**KEY DECISION: NO**

### **BACKGROUND:**

This decision considers the scale of fees for election duties for the purposes of local elections and referenda. The scale of fees and expenses was last updated 12 years ago in April 2007. Since that time, the scale has been frozen but we are now at the point where the National Minimum Wage and Living Wage are barely being covered. This will soon result in us not meeting these rates unless the scale is updated accordingly.

The revised scale as attached is recommended for use in all elections from 1<sup>st</sup> February 2019 onwards, and hereafter be updated in line with the staff pay award for Council staff.

National elections are covered by national rules, but the local scale is used as a guide when setting fees for those elections.

### **DECISION:**

To adopt the scale of fees for election duties, as attached, for use in all elections from 1<sup>st</sup> February 2019 onwards, and hereafter be updated in line with the staff pay award for Council staff.

### **REASONS:**

The scale of fees has not been updated for the past 12 years and is at the point where we they are barely covering the National Minimum and Living Wage.

### **OPTIONS CONSIDERED:**

Not to update the scale of fees –

This would result in a failure to meet the National Minimum and Living Wage. Given the statutory requirement to hold the elections and the requirement to recruit sufficient suitably skilled staff, failure to uprate the scale would negatively impact on the ability to attract sufficient numbers of staff required for election purposes.

**FINANCIAL IMPLICATIONS:**

The decision is to be funded by the elections budget. In respect of combined elections e.g. those of both District and Parish Councillors, such costs will be shared with the parish councils concerned when the costs of the election are recharged.

**LEGAL POWERS AND IMPLICATIONS**

There is a statutory requirement to deliver local government elections and referenda, with a requirement to recruit sufficient suitably skilled staff in order to do so.

**CONSULTATION**

The revised scale of fees is in line with the band of fee scales currently adopted by local authorities within the south west.

**RISK MANAGEMENT**

As indicated, there is a recognised risk in the failure to implement this decision.

**EQUALITY IMPLICATIONS**

Have you undertaken an Equality Impact Assessment? No

**CORPORATE IMPLICATIONS**

There are no specific Corporate Implications in implementing this decision

**BACKGROUND PAPERS**

Decision of Executive Member for People and Property CSU21 2007/08

**SIGNATORIES:**

**DECISION MAKER:**

Signed: ..... *Felicity Ball* .....  
Title: *Exec member electoral services* .....  
Date: *23-1-19* .....

**WITH ADVICE FROM:**

Signed: ..... *R Khan* .....  
Title: *Head of Legal + Democratic Service* .....  
Date: *22.1.2019* .....

Signed: .....

Title: .....

Date: .....

**Footnote: Details of changes made and agreed by the decision taker since publication of the proposed (pre-signed) decision notice, if applicable:**





## DISTRICT AND PARISH COUNCIL ELECTIONS – 2019

### SCALE OF FEES AND ELECTION EXPENSES

#### Returning Officer's Fees

Fee for conducting the election, giving the prescribed notices, processing nomination papers, deciding as to the validity of nominations, appointing and directing Deputy Returning Officers, arranging for or conducting the poll, counting the votes, declaring the result and making return of same and generally performing all the duties which a Returning Officer is required to perform under the Representation of the People Acts and the Rules and Regulations made thereunder, and including all disbursements and expenses other than those for which special provision has been herein made, as follows:

#### 1. Contested Election

a) Where there is only an election of **either** District **or** Parish Councillors:

- |  |            |
|--|------------|
| I. For the first 1,000 electors or fractional part of 1,000 in a parish or, where a parish is divided into wards, in a ward        | <b>£87</b> |
| II. For each additional 1,000 electors or fractional part of 1,000 in a parish or (where a parish is divided into wards) in a ward | <b>£73</b> |

b) Where there are elections of **both** District **and** Parish Councillors on the same day:

- |  |             |
|--|-------------|
| I. For the first 1,000 electors or fractional part of 1,000 in parish or group of parishes or, where a parish is divided into wards, in a ward | <b>£119</b> |
| II. For each additional 1,000 electors or fractional part of 1,000 in a parish or, where a parish is divided into wards, in a ward             | <b>£102</b> |

#### 2. Uncontested Election

A clerical allowance of **£45** for each uncontested election.

**Disbursements**

1.	For the employment of clerical assistance in connection with the election(s)	}	
2.	For the preparation, revision, printing and despatch of poll cards	}	
3.	For the hire of any room or building required for election Purposes	}	<b>The actual cost reasonably and properly incurred</b>
4.	For the fitting up, reinstatement, heating, lighting, cleaning and repair of damage for any room or building used for election purposes.	}	
5.	For the purchase, hire or construction of ballot boxes	}	
6.	For the purchase, hire or construction of polling compartments	}	
7.	For the alteration of stamping instruments, if required	}	
8.	For the printing of notice, ballot papers and nomination papers and the printing or purchase of all other notices and forms	}	<b>The actual cost reasonably and properly incurred</b>
9.	For the publishing of notices	}	
10.	For the general stationery, postages, telephone expenses, messengers, bank charges and other incidental expenses	}	
11.	For copies of registers of local government electors	}	
12.	For the carriage of ballot boxes, papers etc.	}	
13.	For the services of the police where required	}	
14.	For each Deputy Returning Officer for conducting the counting of votes in the electoral area:		
	a) for one election (i.e. District or Parish)		<b>£58</b>
	b) for each additional election after the first election		<b>£13.50</b>
	c) Plus supervisory counting fee (see 24 below)		
15.	For each Presiding Officer, to include all expenses except as hereinafter mentioned - District or Parish Council Election		<b>£210.00</b>
16.	For each Presiding Officer, when District and Parish Council elections are held together, to include all expenses except as hereinafter mentioned ( <b>combined election</b> )		<b>£220.00</b>
17.	For each Poll Clerk employed at a Polling Station - District or Parish Council elections		<b>£135.00</b>
18.	For a Poll Clerk employed at a Polling Station when District and Parish Council elections are held together and when only one Poll Clerk is appointed to the Polling Station ( <b>combined election</b> )		<b>£145.00</b>

19. Polling Staff fee for attending training (lower consideration for on-line training only)	Up to <b>£50.00</b>
20. For each person employed as a Trainer	<b>£150.00</b> per session
21. For each person employed as a Polling Station Inspector (single election)	<b>£210.00</b>
For each person employed as a Polling Station Inspector (combined election)	<b>£220.00</b>
22. For each person employed in the counting of votes, to include all expenses:	
Daytime count	<b>£13</b> per hour
Overnight count	<b>£17.50</b> per hour
23. For the employment of a No.1 Counting Assistant, to include all expenses:	
Daytime count	<b>£15</b> per hour
Overnight count	<b>£20</b> per hour
24. For the employment of a Supervisory Counting Assistant, to include all expenses:	
Daytime count	<b>£17</b> per hour
Overnight count	<b>£22.50</b> per hour
25. Travelling expenses of Returning Officer, Deputy Returning Officer, Polling Station Inspectors	NJC Casual User (currently 45ppm)
26. Travelling expenses of Presiding Officers for the conveyance of <b>£10</b> flat rate ballot boxes from polling station to the place where the votes are to be counted.	

