

CONSTITUTION COMMITTEE – 4 MARCH 2013

REPORT OF THE CHIEF EXECUTIVE

COUNTY COUNCIL ELECTIONS 2013: SCALE OF ELECTION EXPENSES

Purpose

1. The purpose of this report is to seek the Constitution Committee's approval with regard to a Scale of Fees to be used at the County Council elections in May 2013.

Background

2. The Chief Executive is the Returning Officer for elections of County Councillors and, as such, is responsible for conducting the elections in accordance with statutory rules. Officers of the District Councils are appointed as Deputy Returning Officers and much of the election work is carried out by their staff.
3. The County Council meets the fees and expenses of the elections, subject to these not exceeding a scale fixed by the Council for the purpose. The Scale of Fees which the County Council adheres to is normally one which is used by all the districts/borough within the County as well as Leicester City Council and is known as the Leicestershire Scale of Fees. Appendix A sets out the current scale of fees.
4. In the past it has been the County Council's practice for members to agree in effect the Leicestershire Scale of Fees for a general election of councillors and for the Returning Officer to be authorised to approve amendments to the scheme for any intervening by elections.

Financial Implications

5. It is calculated that the total expenditure for the County Council election will be within the budget figure set aside in an election reserve of £1 million.
6. The Director of Corporate Resources has been consulted on the resource implications of this report.

Decisions Required

7. The conduct of Elections falls within the terms of reference of the Constitution Committee. It has been the practice for the scale to be fixed by Members for a general election of Councillors and for the Returning Officer to be authorised

to fix a scale for any intervening by-elections (to enable the scale to be updated for inflation).

Equal Opportunities Implications

8. Persons from various sections of the community will be employed as presiding officers, poll clerks and counting assistants on the day of the poll. All polling stations have been assessed to ensure access for people with disabilities.

Recommendations

- (a) that the attached scale of expenses be used at the County Council elections to be held on 2nd May 2013 and for any subsequent by-elections held before 31st March 2014; and
- (b) that the Chief Executive be authorised to fix a scale for the purpose of by-elections occurring between 1st April, 2014 and the next County Council elections in 2017.

Background Papers

None.

Circulation Under Sensitive Issues Procedure

None.

Officers to Contact

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LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.13 TO 31.03.14 (COUNTY COUNCIL ELECTIONS)	
DESCRIPTION OF DUTIES	GROSS
Deputy Returning Officer fee (Lead DRO) (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 division separately returning a Councillor or Councillors	£23.75 (Minimum £2500 per district/borough council)
Deputy Returning Officer's fee (Lead DRO) in the case of an uncontested election – for each division separately returning a Councillor or Councillors	£54.37
County Council fee for services of staff engaged on election duties	Up to 15% of fees paid to the Deputy Returning Officer for contested election above
Deputy Returning Officers' fee for supporting DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DROs 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 Lead DRO 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 County Council Election is held simultaneously with District/Parish Elections (20%)	£234.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00
Each Poll Clerk where the County Council Election is held simultaneously with District/Parish Elections (20%)	£138.00
Each part-time Poll Clerk where acting for 4 hours	£35.48

<p>Remuneration of persons employed at the Counting of Votes at the Election:</p> <ol style="list-style-type: none"> 1) For each 500 local government electors or part thereof on the Register of Electors used at the election 2) Where the number of candidates exceeds three, for every three candidates or part thereof 3) Allowance for a recount per division 	<p>£32.42</p> <p>£32.42</p> <p>£100.00</p>
<p>For the production and printing of postal ballot packs</p>	<p>Actual and necessary cost</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>Up to a maximum of £50.00</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>