



## AGENDA

### ELECTORAL AND BOUNDARY REVIEW COMMITTEE

**Monday, 30 July 2018, at 10.00 am**  
**Council Chamber, Sessions House, County Hall, Maidstone**

Ask for: **Denise Fitch**  
Telephone: **03000 416090**

*Tea/Coffee will be available 15 minutes before the start of the meeting*

#### **Membership (9)**

- Conservative (7): Mr G K Gibbens (Chairman), Mrs C Bell, Mr A H T Bowles (Vice-Chairman), Mrs P T Cole, Mr P C Cooper, Mr M D Payne and Mrs P A V Stockell
- Liberal Democrat (1): Ida Linfield
- Labour (1) Mr T Dhesi

#### **Webcasting Notice**

Please note: this meeting may be filmed for the live or subsequent broadcast via the Council's internet site or by any member of the public or press present.

By entering into this room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately.

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

- 1 Substitutes
- 2 Declarations of Interest on any items on this agenda
- 3 Minutes - 11 December 2017 (Pages 3 - 6)
- 4 County Scale of Election Fees and Expenses 2018 - 2020 (Pages 7 - 12)

5 Canterbury City Council - Community Governance Review (Pages 13 - 16)

6 Motion to exclude the Press and Public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1, 2 & 4 of part 1 of Schedule 12A of the Act.

**EXEMPT ITEM**

*(During this item the meeting is not likely to be open to the press and public)*

7 County Returning Officer (Pages 17 - 18)

Benjamin Watts  
General Counsel  
03000 416814

**Friday, 20 July 2018**

**KENT COUNTY COUNCIL**

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**ELECTORAL AND BOUNDARY REVIEW COMMITTEE**

MINUTES of a meeting of the Electoral and Boundary Review Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Monday, 11 December 2017.

PRESENT: Mr G K Gibbens (Chairman), Mr A H T Bowles, Mrs P T Cole, Mr D Farrell (Substitute for Mr T Dhesi), Ida Linfield, Mr G Lymer (Substitute for Mrs P A V Stockell), Mr M D Payne and Miss C Rankin (Substitute for Mr P C Cooper)

IN ATTENDANCE: Mr B Watts (General Counsel), Mr J Lynch (Head of Democratic Services), Ms L Adam (Scrutiny Research Officer) and Mrs A Taylor (Scrutiny Research Officer)

**UNRESTRICTED ITEMS****2. Membership**

RESOLVED that Members note that Mrs Cole will fill the conservative vacancy on the Electoral and Boundary Review Committee.

**3. Election of Vice-Chairman**

*(Item 2)*

1. The Chairman asked for nominations for Vice-Chairman of the Electoral and Boundary Review Committee.
2. Mrs Cole nominated Mr Bowles and Mr Payne seconded the nomination. No other nominations were received.

RESOLVED that Mr Bowles be duly elected as Vice-Chairman of the Electoral and Boundary Review Committee.

**4. Minutes**

*(Item 4)*

RESOLVED that the minutes of the meetings held on 2 February 2017 and the 25 May 2017 be agreed as a correct record and that they be signed by the Chairman.

**5. Review of 2017 Kent County Council Election**

*(Item 5)*

1. Mr Watts introduced the report which set out the steps taken by the Council in the planning, provision and operation of the County Council election on 4 May 2017.
2. This had been Mr Watts' first election as County Returning Officer and he had worked closely with Deputy Returning Officers and Electoral Services Managers in the 12 District Councils and listened to feedback about the process in 2013 including what could work better and the areas which had worked well. Mr Watts

praised the tremendous work from colleagues in KCC and the District Councils and he had been ably supported by Ms Adam as Deputy Returning Officer (KCC). A meeting had been held after the election with the District Councils at which colleagues expressed satisfaction about how the election had been run. There was still work to be done but a plan was in place for the County Election in 2021. There was a need to develop resilience and succession planning and Ms Adam would be undertaking some training to develop her role of Deputy Returning Officer, this was particularly important since Mr Watts had, on occasion, found it challenging to discharge the duties of two statutory posts, County Returning Officer and Monitoring Officer.

3. The Chairman offered his sincere thanks to the elections team; he had not been made aware of any issues arising from the election. He asked for confirmation that the relevant officers would be remunerated for their work on the election and Mr Watts confirmed that this would be done.
4. A number of Members endorsed the comments of the Chairman and commended the focus on looking to the future and building extra resilience.
5. In response to a query from a Member about the increase in estimated costs from the election Mr Watts explained that the estimate tended to be higher than the final figure, this was also the case in 2013. There would be approximately a £200,000 increase in cost of the 2017 election compared to the 2013 election. This was in part due to the increased use of postal votes and the associated cost, the increase in scale of fees and increased electorate. Officers were satisfied that the returns were reasonable and queries were raised with the District Councils where necessary.
6. In response to a query about the 3 outstanding spending returns and declarations Members were reassured that none of the outstanding returns were from successful candidates and the Electoral Commission would now decide whether to take further action regarding the returns that had not yet been submitted.
7. A Member commended the arrangements made with regards to the nomination process.

RESOLVED that the Committee note and endorse the actions of the County Returning Officer in conducting the 2017 County Council election.

## **6. County Scale of Election Fees and Expenses 2018/19**

*(Item 6)*

1. Mr Watts introduced the report which set out the County Scale of Election Fees and Expenses for KCC elections for 2018/19. The Scale of Fees would be uplifted annually using the average NJC pay award for local government which was expected in February/March 2018.

RESOLVED that the Committee approve the uplifting of County Scale of Fees and Expenses, by the average NJC pay award for local government in 2018/19, for the period 1 April 2018 to 31 March 2019.

**7. Tonbridge & Malling Borough Council - Community Governance Review**  
(Item 7)

1. Ms Adam introduced this report which was for information only. Tonbridge and Malling Borough Council had conducted a Community Governance Review of parish electoral boundaries. A minor amendment to County division boundaries was made to ensure they were coterminous with the new parish boundary. This change to KCC's boundary did not affect any electors or residential properties and would come into effect for the 2021 County Council election.
2. Rather than convene a special meeting of the Electoral and Boundary Committee Members had previously considered and approved the recommendation via email.
3. In response to a question Ms Adam confirmed that if there was a Community Governance Review which affected KCC boundaries it would be reported to the Electoral and Boundary Committee.

RESOLVED that the Committee note the alternations to the boundaries of the county electoral divisions of Malling Central and Malling Rural East which will come into effect on the day of the next County Council election in 2021.

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By: Ben Watts, County Returning Officer  
To: Electoral and Boundary Review Committee – 30 July 2018  
Subject: County Scale of Election Fees and Expenses 2018 - 2020  
Classification: Unrestricted

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Summary This report sets out the proposed County Scale of Election Fees and Expenses for KCC Elections in 2018/19 and 2019/20 for the Committees consideration and approval.

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## 1. Introduction

- (1) At its meeting on 8 March 2010, this Committee agreed that it would assume responsibility for annually authorising and approving the County Scale of Fees and Expenses for Kent County Council elections.
- (2) Since then the County Scale of Fees and Expenses has been uplifted annually, by using the average NJC pay award for local government and approved by the Committee.
- (3) The proposed County Scale for 2018/19 and 2019/20 is attached at **Appendix 1**. The County Scale has been uplifted by 3.31% in 2018/19 and 2.37% in 2019/20 using the NJC 2018 and 2019 Payscales & Allowances.

## 2. Recommendation

The Committee is invited to approve the proposed County Scale of Fees and Expenses for the period 1 April 2018 to 31 March 2019 as set out in Appendix 1 to the report.

## Background Documents

National Joint Council for Local Government Services (2018) '*NJC 2018 and 2019 Payscales & Allowances*',  
<http://1096233625.1096116799.temp.prositehosting.co.uk/wordpress/wp-content/uploads/2018/05/LGS-Pay-2018-19.pdf>

## Contact Details

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## COUNTY SCALE OF FEES AND EXPENSES

		2018/19	2019/20
<b><u>STATIONERY AND EQUIPMENT</u></b>			
1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes	Reasonable and appropriate cost	Reasonable and appropriate cost
2	Stationery and equipment at each polling station, including depreciation		
3	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary		
4	Fitting-up polling stations including the provision, transport and erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5	Ballot Papers – provision and printing		
6	Register of Electors – purchase		
7	Printing or production of official poll cards and postal vote packs		
8	Delivery of official poll cards by hand	Second class postage rate	Second class postage rate



<b><u>TRAVELLING EXPENSES</u></b>			
9	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	45p per mile	45p per mile
10	Presiding Officer travelling expenses	£14.87 (see Note 2)	£15.22 (see Note 2)
11	Poll Clerk travelling expenses	£8.47 (see Note 2)	£8.58 (see Note 2)
12	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	£8.47 (see Note 2)	£8.58 (see Note 2)
<b><u>POLLING STATION STAFF</u></b>			
13	One Presiding Officer at each Polling Station – single election	£212.69	£215.56
14	One Presiding Officer at each Polling Station – joint election or difficult station due to local circumstances (at discretion of DRO).	Shared equally with other elections, up to a maximum of £130.65	Shared equally with other elections, up to a maximum of £132.41
15	Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).	£10.32	£10.46
16	Polling Station Inspector – for every 10 polling stations overseen	£212.69	£215.56
17	For each Poll Clerk at a Polling Station – single election	£127.62	£129.34 (see Note 3)
18	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at discretion of DRO).	Shared equally with other elections, up to a maximum of £79.00	Shared equally with other elections, up to a maximum of £80.07
19	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	£182.34	£184.80
20	For each Presiding Officer and Poll Clerk attending training	£47.21	£47.85
21	An allowance for each polling station to have available a mobile phone on polling day	£5	£5

**COUNTING OF THE VOTES, POSTAL VOTING, CLERICAL /OTHER ASSISTANCE**

22	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the DRO – for each 1000 electors or part in a contested election	£148.82 for single Member Divisions £194.05 for two Member divisions	£150.83 for single Member Divisions £196.67 for two Member divisions
23	For the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part	£72.93	£73.91
24	For the recount of votes – for each 1000 electors or part	£8.56	£8.68
25	Contested single election – payment to District/Borough Council for the use of Council staff in the conduct of the election – each 1000 electors or part	£115.27	£116.83
26	Contested joint election – payment to District/Borough Council for the use of Council staff in the conduct of the election – for each 1000 electors or part	£57.63	£58.41
27	Contested single election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	£48.30	£48.95
28	Contested joint election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	Shared equally with other elections, up to a maximum of £33.36	Shared equally with other elections, up to a maximum of £33.81
29	For each Counter attending training	£15	£15
30	For each Count Supervisor and Count General Assistant attending training	£30	£30
31	Reasonable refreshments for staff involved in the verification and count	Maximum £5 per head	Maximum £5 per head

<b><u>UNCONTESTED ELECTION</u></b>			
32	Payment to District/Borough Council for the use of Council staff (including the provision of a DRO) at an uncontested election – for each 1000 electors or part	£31.80	£32.23
<b><u>COUNTY RETURNING OFFICER ONLY</u></b>			
33	Insurance in respect of employer's liability and for injury or damage to persons and property of third parties, and for such other risks as advised by the County Council's Finance Director and the insurer's to the County Council. Costs incurred by the County Returning Officer only.	Reasonable and appropriate cost.	Reasonable and appropriate cost.
34	Additional expenses (if any) involved in and about the conduct of the election including (a) professional, clerical and other assistance, (b) professional and legal advice, (c) additional costs associated with a recount of the votes and (d) other disbursements	Such amount as may be approved by the Electoral and Boundary Review Committee at the appropriate time.	Such amount as may be approved by the Electoral and Boundary Review Committee at the appropriate time.

Definitions:

1. Single Election means a poll for the County Council Elections only.
2. Joint Election means a poll that is conducted at the same time as the County Council poll, which could be a District or Parish election or by-election or a National poll, such as a European or Parliamentary election or a referendum.

Notes:

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. Items **10,11 and 12**: variable mileage rates may be applied where fixed travel is considered inappropriate.
3. Item **17** to be additionally uplifted to such a level as necessary to meet the National Living Wage.

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From: Graham Gibbens, Chair of the Electoral and Boundary Review Committee  
Ben Watts, County Returning Officer

To: Electoral and Boundary Review Committee – 30 July 2018

Subject: Canterbury City Council – Community Governance Review

Classification: Unrestricted

**Summary:** This report updates Members about the community governance review undertaken by Canterbury City Council in 2017 and the proposal to make minor alterations to Canterbury City South and Canterbury South division boundaries in advance of the 2021 County Council election.

## 1. Introduction

- (1) Principal councils (district councils or unitary councils) have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements under the Local Government and Public Involvement in Health Act 2007. A review can consider a number of issues including the creation of a new parish, altering the boundary of an existing parish or grouping a number of parishes together in a grouped parish council.
- (2) Canterbury City Council conducted a Community Governance Review of the whole of the Canterbury district in 2017. The final recommendations were considered and approved at a meeting of its full council on 19 July 2018.
- (3) The Local Government Boundary Commission for England (LGBCE) is responsible for making 'consequential changes' - any related alterations to district ward or county division boundaries following a parish boundary change as a result of a community governance review.
- (4) Canterbury City Council will be writing to ask the LGBCE to consider making changes to KCC division boundaries so that they are coterminous with the proposed new parish boundary for Lower Hardres/unparished Canterbury boundary; they will also be asking the LGBCE to review district ward boundaries affected by the Community Governance Review.
- (5) The affected KCC division boundaries in Canterbury are detailed on the attached map in Appendix 1. The hatched yellow area on the map is currently located in the KCC division of Canterbury South; it is proposed that it is moved to the KCC division of Canterbury City South. The change to KCC's boundary would not currently affect any electors or residential properties however it is part of the planned Mountfield Park Housing Development which is the blue highlighted area on the right hand side of the map.

- (6) The Chair wrote to the local Members Ida Linfield (Canterbury City South) & Michael Northey (Canterbury South) on 29 June regarding the proposal to make alterations to the division boundaries.
- (7) This Committee has responsibility for dealing with all matters relating to reviews of local government boundaries. Canterbury City Council has stated that for electoral purposes, it would be more effective and convenient if parish boundaries aligned with county division boundaries and has asked if a letter from Kent County Council confirming this Committee's approval of these changes could be sent to them as part of the evidence to be submitted to the LGBCE.
- (8) Once the LGBCE receives Canterbury City Council's submission, the Commission will discuss the related alterations. If agreed, the LGBCE would then make the related Alterations Order, inform Ordnance Survey and make changes to mapping. It is understood that the Alterations Order for the affected KCC boundaries would come into force on the day of the next County Council election in May 2021.

### Recommendation

The Committee is invited to:

- (a) approve the alterations to the Canterbury South and Canterbury City South division boundaries as detailed in Paragraph 5 and Appendix 1;
- (b) agree that a letter be sent to Canterbury City Council to confirm the Committee's approval of these changes.

### Appendices

- Appendix 1 – Map

### Background Documents

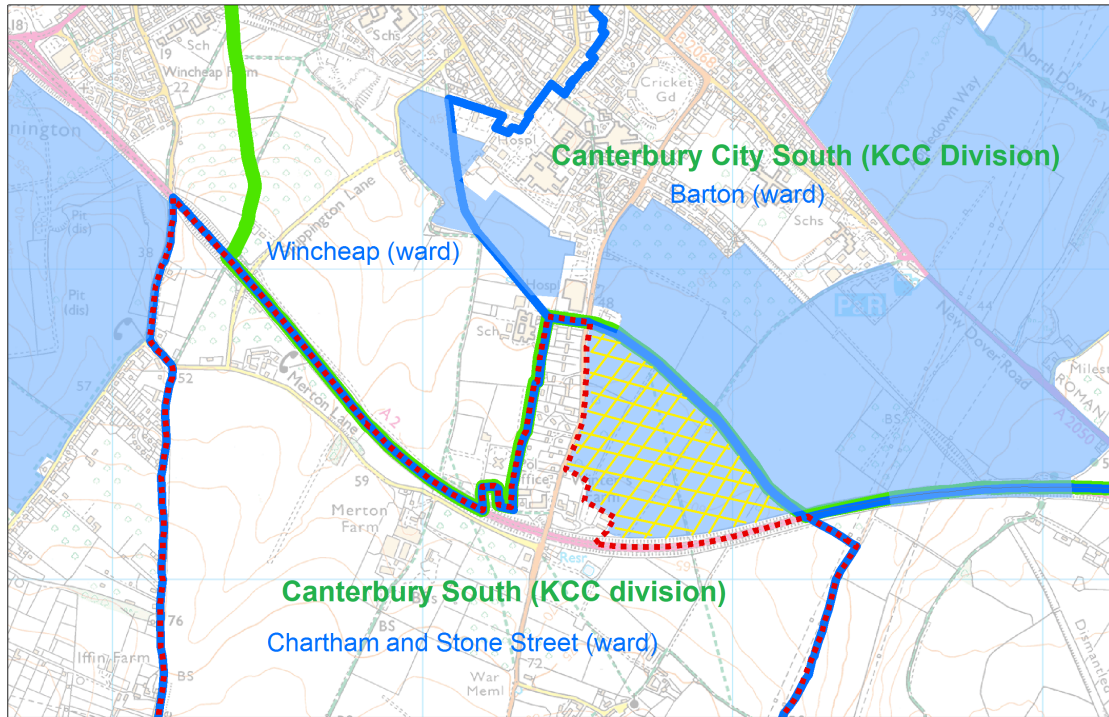
Canterbury City Council (2018) '*Community Governance Review (01/04/2018)*', <https://news.canterbury.gov.uk/latest-consultations/community-governance-review/>

Canterbury City Council (2018) '*Council (19/07/2018)*', <https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=138&MId=11636>

The Local Government Boundary Commission for England (2016) '*About Community Governance Reviews (01/01/2016)*', <https://www.lgbce.org.uk/about-us/about-reviews/about-community-go>

### Contact details

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- - - Proposed parish boundary  
  Proposed future housing developments  
  Current Ward Boundaries  
  Current Kent Division Boundaries

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By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Agenda Item 7

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