

To: Electoral and Boundary Review Committee – 1 March 2012

By: Geoff Wild, Director of Governance and Law
Peter Sass, Head of Democratic Services

Subject: The KCC Scale of Election Fees and Expenses

Classification: Unrestricted

Summary This report considers the KCC Scale of Election Fees and Expenses for KCC Elections for 2012/13.

1. Background

1.1 At the meeting of this Committee on 8 March 2010 it was agreed that:

- the proposed Kent Scale of Expenses for KCC elections for 2011 be reviewed by this Committee at a meeting in September 2010
- the Committee would assume responsibility for authorising and approving the Kent Scale of Fees and Expenses for KCC elections each year thereafter
- the Committee would consider and determine whether payment should be made in future to the County Returning Officer (CRO) and, if so, whether any part of that payment should be apportioned amongst KCC election staff

1.2 Because of the cancellation of the Committee meeting on 18 August 2010, the next available date on which this could be considered was on 21 June 2011, where the Committee agreed that the proposed KCC Scale for 2011 be adopted and that it be reviewed annually by the Committee thereafter.

1.3 The staffing costs of conducting Parliamentary and European Parliamentary elections are regulated by Returning Officers' Fees and Charges Orders made by Government ("the National Scale"). In the case of District and Parish/Town Council elections in Kent, these costs have been applied through a scale of fees and charges known as "the Kent Scale", which largely mirror the latest National Scale.. Each year the Kent Association of Electoral Registration Officers (KAEROS) compiles and submits the Kent Scale (which is revised in accordance with the annual National Joint Council APT&C pay award) to the Kent Chief Executives for approval. The approved Kent Scale for the period 1 April 2012 to 31 March 2013 is attached at **Appendix 1**.

1.4 For County elections, the Kent Scale is supplemented annually by the Kent Scale of Fees and Expenses ("the KCC Scale"). The KCC Scale has traditionally replicated the Kent Scale with the exception that provision is also made for payments to Deputy Returning Officers to manage the KCC election locally. Attached at **Appendix 2** is the proposed KCC Scale for 2012/13, which has been the subject of consultation with the Kent Chief Executives and KAEROS. The proposed Scale reflects the Committee's decisions in June 2011 in respect of fees to Deputy Returning Officers.

1.5 The Committee's attention is drawn to a new item in both the Kent Scale and KCC Scale, which relates to payments to Supervising Officers, and shows the rate of pay is the same as a Presiding Officer at a polling station for a single election. KAEROS advises that the inclusion of the Supervising Officer in the Kent Scale mirrors the inclusion of the role in the National Scale for the first time in 2011 and represents a formal recognition of what has become an important role on election days. As Members may be aware, Presiding Officers and other polling station staff may not leave the polling station during polling hours and it is the responsibility of the Supervising Officer to visit a number (ten or more) of polling stations at least two (if not three or more) times during polling hours to assist with and/or co-ordinate a number of functions and activities, including:

- (i) assisting with any item of polling equipment that isn't working properly during the day and carrying spare stationery and copies of official notices and signs in case any go missing during the day or are missing from the ballot box for whatever reason
- (ii) liaising with Presiding Officers, candidates, their agents and the police about the activity of candidates, tellers and other political party staff/volunteers, in relation to the rules in and around polling stations, although the Presiding Officer is expected to deal with these things in the first instance; and
- (iii) collecting any postal votes delivered to the polling stations. Postal votes need to be verified before being counted, which takes up time at the Count itself if they are not verified beforehand, so the supervisors will collect postal votes from polling stations during the day as part of their duties, which are then verified back at the District Council offices and kept in a locked ballot box for counting later on

1.6 It is proposed that the KCC Scale for the period 1 April 2013 to 31 March 2014 will be submitted to this Committee for approval in early 2013.

2. Recommendations

2.1 The Committee is invited to approve the proposed KCC Scale for the period 1 April 2012 to 31 March 2013.

Appendix 1

KENT ASSOCIATION OF ELECTORAL REGISTRATION OFFICERS AND STAFF (KAEROS)

Proposed scale of fees for District/Borough and Parish Council elections held
on or after 1st April 2012

ITEM	Current 2011 £	Proposed 2012 £	% increase
1. For each Presiding Officer at a Polling Station – single election	197.25	197.25	nil
2. For each Presiding Officer at a Polling Station – combined election or difficult station due to local circumstances (at the discretion of the Returning Officer)	242.32	242.32	nil
3. For a Presiding Officer who acts as a supervisor at a Polling Place where there is more than one Polling Station	(additional) 9.56	(additional) 9.56	nil
4. Presiding Officer travel (see note 4 below)	13.52	13.52	nil
5. For each Poll Clerk at a Polling Station – single election	118.35	118.35	nil
6. For each Poll Clerk at a Polling Station – combined election (at the discretion of the Returning Officer)	146.52	146.52	nil
7. Poll Clerk travel (see note 4 below)	7.86	7.86	nil
8. Supervising Officer – for every 10 polling stations overseen	–	197.25	–
9. For each Presiding Officer, Poll Clerk and Supervising Officer attending training	43.78	43.78	nil
10. For each training session provided by the Returning Officer to Presiding Officers and Poll Clerks	169.09	169.09	nil
11. For the delivery of official Poll Cards by hand	0.34	0.34	nil

ITEM	Current 2011 £	Proposed 2012 £	% increase
12. For the employment of persons in connection with the counting of votes, clerical and other assistance required by the Returning Officer – for each 500 electors (or part) in a contested election	69.01	69.01	nil
13. For the employment of persons in connection with the preparation, issue and opening of postal ballot papers – for every 100 (or part) postal ballot papers issued. (Further resources may be needed to meet the effects of the Electoral Administration Act 2006)	67.63	67.63	nil
14. For each recount of the votes – for each 500 electors (or part) (see note 3 below)	3.97	3.97	nil
15. Travel of staff in connection with the counting of votes (at the discretion of the Returning Officer – see note 4 below)	7.86	7.86	nil
16. For clerical and other assistance required by the Returning Officer at an uncontested election – for each 500 electors (or part)	18.77	18.77	nil
17. Payment to the District/Borough for the use of Council staff to support the Returning Officer in the conduct of elections as follows: <div style="margin-left: 40px;"> (a) contested election – (i.e. without District/Borough) for each 500 electors (or part) (b) contested joint election (i.e. with District/Borough) – for each 500 electors (or part) </div>	53.45 26.72	53.45 26.72	nil nil
18. Payment to the District/Borough for the use of Council staff at an uncontested election – per uncontested election (see note 5 below)	14.74	14.74	nil
19. Returning Officer's fee for the conduct of elections as follows:			

ITEM	Current 2011 £	Proposed 2012 £	% increase
(a) contested District/Borough OR Parish election – for each 500 electors (or part)	29.87	29.87	nil
(b) contested joint District/Borough AND Parish election – for each 500 electors (or part)	41.26	41.26	nil
(c) uncontested District/Borough election – single fee	51.15	51.15	nil
(d) uncontested Parish election – single fee	17.52	17.52	nil

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. At parish polls the fees relating to polling staff may be pro rata.
3. Item 14 – in special circumstances, the Returning Officer may recover actual costs.
4. Items 4, 7 and 15 – variable mileage rates may be applied where fixed travel is considered inappropriate.
5. Item 18 - the payment referred to applies (in the case of a parish election) to each ward of a parish.

KCC SCALE OF EXPENSES
1 April 2012 – 31 March 2013

<u>STATIONERY AND EQUIPMENT</u>		
1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes.	Actual and necessary cost
2	Stationery and equipment at each polling station.	
3	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room.	
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.	
8	Delivery of official poll cards: (a) by hand – at the discretion of the Deputy Returning Officer – overall maximum not to exceed (b) by post	34p/card Actual and necessary cost
<u>TRAVELLING EXPENSES</u>		
9	Travelling expenses to Deputy Returning Officers staff to make arrangements for the poll or otherwise in connection with the conduct of the election.	45p/mile
10	Presiding Officer travelling expenses.	£13.52
11	Poll Clerk travelling expenses.	£7.86
12	Travelling expenses for staff in connection with the counting of votes at the discretion of the County Returning Officer.	£7.86
<u>POLLING STATION STAFF</u>		
13	One Presiding Officer at each Polling Station –	£197.25

	single election.	
14	One Presiding Officer at each Polling Station – combined election or difficult station due to local circumstances (at discretion of CRO).	£242.32
15	Presiding Officer who acts as a supervisor in a Polling place where there are a number of polling stations (additional).	£9.56
16	Supervising Officer – for every 10 polling stations overseen	£197.25
17	One Poll Clerk at each Polling Station.	£118.35
18	One Poll Clerk at each Polling Station – combined election or difficult station due to local circumstances (at discretion of CRO).	£146.52
19	For each training session provided by the Returning Officer for Presiding Officers and Poll clerks.	£169.09
20	For each Presiding Officer and Poll Clerk attending training	£43.78
<u>COUNTING OF THE VOTES, POSTAL VOTING, CLERICAL /OTHER ASSISTANCE</u>		
21	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the Deputy Returning Officer – for each 1000 electors or part in a contested election.	£138.02
22	For the preparation of stationery and the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part.	£67.63
23	For the recount of votes – for each 1000 electors or part.	£7.94
24	Contested Election – payment to District/Borough Council for the use of Council staff in the conduct of the election – each 1000 electors or part.	£106.9
25	Contested Joint Election – payment to District/Borough Council for the use of Council staff in the conduct of the election – each 1000 electors or part.	£53.44
26	Contested single election – payment to DRO for the management and conduct of the election – each 1000 electors or part	£44.81

27	Contested joint election – payment to DRO for the management and conduct of the election – each 1000 electors or part	£61.89
<u>UNCONTESTED ELECTION</u>		
28	For clerical and other assistance required by the Deputy Returning Officer at an uncontested election – for each 1000 electors or part.	£37.54
29	Payment to District/Borough Council for the use of Council staff (including the provision of a Deputy Returning Officer) in the conduct of an uncontested election – for each 1000 electors or part.	£29.48
<u>COUNTY RETURNING OFFICER ONLY</u>		
30	In the event of an uncontested election the payment of all costs, charges and expenses whatsoever incurred in and about the conduct of the election other than those whose provision is otherwise made in this scale.	Such amount as may be approved by the Electoral and Boundary Review Committee.
31	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.	Actual and necessary cost.
32	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.