

To: Electoral and Boundary Review Committee – 27 February 2013

By: Geoff Wild, Director of Governance and Law
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Subject: County Scale of Election Fees and Expenses

Classification: Unrestricted

Summary This report considers the County Scale of Election Fees and Expenses for KCC Elections for 2013/14.

1. Background

- 1.1 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.
- 1.2 The County Scale of Fees and Expenses has been approved annually by this Committee since then. The County Scale of Fees and Expenses for 2012/13 was approved on 1 March 2012.
- 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 elections to be held on or after 1 April 2013 is attached at **Appendix 1**.
- 1.4 For County elections, the Kent Scale is supplemented annually by KCC's Scale of Fees and Expenses ("the County Scale"). The County 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 County Scale for 2013/14, which has been the subject of consultation with the Kent Chief Executives and KAEROS.
- 1.5 The Committee's attention is drawn to the proposed changes in the County Scale for 2013-14 compared with the County Scale for 2012/13:
 - Item 2 has been amended to include a reference to depreciation of equipment used in polling stations.
 - Item 3 has been amended to include a reference to temporary polling stations.

- Item 7 has been amended to include reference to the printing and production of postal votes. In 2012/13 this was included in Item 23 in the section relating to the Counting of Votes, Postal Voting, Clerical/Other Assistance.
- Item 17 has been amended from “one poll clerk at a polling station” to “each poll clerk at a polling station”.
- Item 19 has been amended to include training for count staff.
- Item 20 has been amended from “required to attend training” to “attending training”.
- Item 21 introduces an allowance of £5 for each polling station to have available a mobile phone on polling day.
- Items 29-31 are new and relate to payments for count staff attending training and refreshments for staff involved in the verification and count.
- Where appropriate, references to “County Returning Officer” have been replaced by “Deputy Returning Officer” reflecting the particular responsibilities and roles of each officer in the conduct of the election.

1.7 The Committee’s attention is drawn to the fact that the expenses outlined have not increased from the 2012/13 County Scale, although there are some new items. Once approved, the scale of fees and expenses will apply for this year’s County Council elections on 2 May.

1.8 Although this Committee has decided to approve the County Scale of Fees and Expenses annually, there is a presumption that there will be no significant changes until the County Scale of Fees and Expenses for 2016/17. At that time, as far as practicable, all fees and expenses will be rounded up to the nearest 10p.

2. Recommendations

2.1 The Committee is invited to:

- (a) approve the proposed County Scale of Fees and Expenses for the period 1 April 2013 to 31 March 2014
- (b) Note that a proposed County Scale of Fees and Expenses will be presented for approval annually but that there is no expectation of any significant change until 2016/17

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 2013

ITEM	Current 2012 £	Proposed 2013 £	% 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
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

ITEM	Current 2012 £	Proposed 2013 £	% increase
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:			
(a) contested election – (i.e. without District/Borough) for each 500 electors (or part)	53.45	53.45	nil
(b) contested joint election (i.e. with District/Borough) – for each 500 electors (or part)	26.72	26.72	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:			
(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.

COUNTY SCALE OF EXPENSES
1 April 2013 – 31 March 2014

<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, 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: (a) by hand – at the discretion of the Deputy Returning Officer (DRO) – overall maximum not to exceed (b) by post	34p/card Actual and necessary cost
<u>TRAVELLING EXPENSES</u>		
9	Travelling expenses to DROs 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 DRO.	£7.86

<u>POLLING STATION STAFF</u>		
13	One Presiding Officer at each Polling Station – single election.	£197.25
14	One Presiding Officer at each Polling Station – combined election or difficult station due to local circumstances (at discretion of DRO).	£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 15 polling stations overseen	£197.25
17	For each Poll Clerk at a Polling Station.	£118.35
18	For each Poll Clerk at a Polling Station – combined election or difficult station due to local circumstances (at discretion of DRO).	£146.52
19	For each training session provided by the DRO for Presiding Officers, Poll clerks or count staff.	£169.09
20	For each Presiding Officer and Poll Clerk attending training	£43.78
21	An allowance for each polling station to have available a mobile phone on polling day	£5
<u>COUNTING OF THE VOTES, POSTAL VOTING, CLERICAL /OTHER ASSISTANCE</u>		
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.	£138.02 for single Member Divisions £180 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.	£67.63
24	For the recount of votes – for each 1000 electors or part.	£7.94
25	Contested Election – payment to District/Borough Council for the use of Council staff in the conduct of the election – each 1000 electors or part.	£106.90
26	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

27	Contested single election – payment to DRO for the management and conduct of the election – each 1000 electors or part	£44.81
28	Contested joint election – payment to DRO for the management and conduct of the election – each 1000 electors or part	£61.89
29	For each Counter attending training	£15
30	For each Count Supervisor and Count General Assistant attending training	£30
31	Reasonable refreshments for staff involved in the verification and count	Maximum £5 per head
<u>UNCONTESTED ELECTION</u>		
32	For clerical and other assistance required by the DRO at an uncontested election – for each 1000 electors or part.	£37.54
33	Payment to District/Borough Council for the use of Council staff (including the provision of a DRO) in the conduct of an uncontested election – for each 1000 electors or part.	£29.48
<u>COUNTY RETURNING OFFICER ONLY</u>		
34	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.
35	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.
36	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.