

By: Ben Watts, General Counsel  
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To: Electoral and Boundary Review Committee – 11 December 2017

Subject: County Scale of Election Fees and Expenses 2018/19

Classification: Unrestricted

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Summary This report considers the County Scale of Election Fees and Expenses for KCC Elections for 2018/19.

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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 agreement of the 2018/19 NJC Pay Award for Local Government Services is not expected until February/March 2018.
- (3) The County Scale for 2017/18 is attached for information in the Appendix. The County Scale 2017/18 was uplifted by 1.35% using the NJC Pay Award for Local Government Services 2017/18 and approved by the Committee on 2 February 2017.

## 2. Recommendation

The Committee is invited to 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.

## Background Documents

National Joint Council for Local Government Services (2016) '*2016 and 2017 Payscale & Allowances*', [http://www.seemp.co.uk/lgs\\_pay\\_2016-17.pdf](http://www.seemp.co.uk/lgs_pay_2016-17.pdf)

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**COUNTY SCALE OF FEES AND EXPENSES**  
**1 April 2017 – 31 March 2018**

| <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 |
| 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       |
| <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                    |
| 10                                     | Presiding Officer travelling expenses                                                                                                                                                                          | £14.39 (See Note 2)             |
| 11                                     | Poll Clerk travelling expenses                                                                                                                                                                                 | £8.36 (See Note 2)              |
| 12                                     | Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO                                                                                                           | £8.36 (See Note 2)              |
| <b><u>POLLING STATION STAFF</u></b>    |                                                                                                                                                                                                                |                                 |
| 13                                     | One Presiding Officer at each Polling Station – single election                                                                                                                                                | £209.86                         |

|                                                                                |                                                                                                                                                                                        |                                                                        |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 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 £128.91        |
| 15                                                                             | Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).                                                               | £10.18                                                                 |
| 16                                                                             | Polling Station Inspector – for every 10 polling stations overseen                                                                                                                     | £209.86                                                                |
| 17                                                                             | For each Poll Clerk at a Polling Station – single election                                                                                                                             | £125.92                                                                |
| 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 £77.95         |
| 19                                                                             | For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff                                                                                       | £179.91                                                                |
| 20                                                                             | For each Presiding Officer and Poll Clerk attending training                                                                                                                           | £46.58                                                                 |
| 21                                                                             | An allowance for each polling station to have available a mobile phone on polling day                                                                                                  | £5                                                                     |
| <b><u>COUNTING OF THE VOTES, POSTAL VOTING, CLERICAL /OTHER ASSISTANCE</u></b> |                                                                                                                                                                                        |                                                                        |
| 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 | £146.84 for single Member Divisions<br>£191.47for 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                                                    | £71.96                                                                 |
| 24                                                                             | For the recount of votes – for each 1000 electors or part                                                                                                                              | £8.45                                                                  |
| 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                               | £113.73                                                                |
| 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                            | £56.86                                                                 |
| 27                                                                             | Contested single election – payment to DRO for the management and conduct of the election –                                                                                            | £47.66                                                                 |

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|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                             | for each 1000 electors or part                                                                                                                                                                                                                                                             |                                                                                                        |
| 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 £32.92                                         |
| 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                                                                                    |
| <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                                                                                                                            | £31.38                                                                                                 |
| <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.                                                                       |
| 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. |

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.