



AGENDA

ELECTORAL AND BOUNDARY REVIEW COMMITTEE

Thursday, 2 February 2017, at 2.00 pm
Council Chamber, Sessions House, County Hall, Maidstone

Ask for: **John Lynch**
Telephone: **03000 410466**

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

Membership (9)

Conservative (5): Mr G K Gibbens (Chairman), Mr A J King, MBE (Vice-Chairman), Mr A H T Bowles, Mr D L Brazier and Mrs P A V Stockell

UKIP (1) Mr M Heale

Labour (1) Mr R Truelove

Liberal Democrat (1): Mr I S Chittenden

Plus one seat unallocated.

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 - 24 November 2016 (Pages 3 - 4)

4 KCC Election 2017 (Pages 5 - 6)

5 KCC Scale of Election Fees and Expenses (Pages 7 - 10)

John Lynch,
Head of Democratic Services
03000 410466

Wednesday, 25 January 2017

KENT COUNTY COUNCIL**ELECTORAL AND BOUNDARY REVIEW COMMITTEE**

MINUTES of a meeting of the Electoral and Boundary Review Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Thursday, 24 November 2016.

PRESENT: Mr G K Gibbens (Chairman), Mr A H T Bowles, Mr D L Brazier, Mr I S Chittenden, Mr J D Simmonds, MBE (Substitute for Mr A J King, MBE), Mrs P A V Stockell, Mr R Truelove and Mrs Z Wiltshire (Substitute for Mr M Heale)

IN ATTENDANCE: Ms L Adam (Scrutiny Research Officer), Ms D Fitch (Democratic Services Manager (Council)) and Mr B Watts (General Counsel (Interim))

UNRESTRICTED ITEMS**28. Minutes - 22 May 2015**

(Item 3)

RESOLVED that the minutes of the meeting held on 22 May 2015 are correctly recorded and they be signed by the Chairman.

29. Kent County Council Election - May 2017

(Item 4)

(1) Mr Watts introduced a report which updated the Committee on his appointment as the County Returning Officer and the work being undertaken with Borough and District Councils in Kent to plan for the County Council election in May 2017.

(2) In relation to the process for the receipt of nominations, Members emphasised the importance of there being clarity around where nominations needed to be submitted. There was a general view that there was no benefit to Members or potential candidates in having a nomination submitted centrally. The view was expressed that centralisation of nominations could be a negation of democracy, as candidates may be discouraged by having to travel long distances to an unfamiliar office to submit their nomination rather than being able to do so at their local District Council office.

(3) Regarding whether the count should be held on the evening of the election or the following day as has been the practice at recent County Council elections, Members did not express any strong wish to hold the count on election day. The importance of having consistency in the timing of the count across the County was emphasised. Members acknowledged that if the count was held the following day it may mean that candidates may not be able to attend if they had work commitments.

(4) Mr Watts thanked Members for their comments. He stated that he would take these into account in making his decisions as the County Returning Officer. He had also sought the views of District Council colleagues and he was reflecting upon the way in which the 2013 election had been run. He emphasised that, as County

Returning Officer, he was personally responsible for the proper conduct of the election and was required to deliver an accurate and efficient election.

(5) RESOLVED that;

(a) the appointment of the General Counsel (Interim) as the County Returning Officer and the progress made with regard to planning for the 2017 County Council election be noted;

(b) the County Returning Officer note the Committee's comments about the Notice of Election, election count, nomination process and the Scale of Fees and Expenses and provide an update to the Committee in January 2017.

30. 2018 Review of Parliamentary Constituencies

(Item 5)

(1) Mr Watts introduced a report which updated the Committee on the 2018 Review of Parliamentary Constituencies being undertaken by the Boundary Commission for England including the timetable of the review and initial proposals for Kent.

(2) RESOLVED that the 2018 Review of Parliamentary Constituencies be noted and KCC political groups respond directly to the Boundary Commission for England's consultation on the initial proposals by 5 December 2016.

31. Ashford Borough Council - Community Governance Review

(Item 6)

(1) Mr Watts introduced a report which updated the Committee on the community governance review undertaken by Ashford Borough Council in 2015 and the proposal to make consequential minor alterations to the county electoral divisions in Ashford in advance of 2017 County Council election. The report included a summary of the alterations and illustrative maps. He confirmed that if the Committee did not agree to these minor alterations then the current agreed boundary would be implemented for the 2017 County election.

(2) In response to questions from Members Mr Watts undertook to provide the Committee with clarification regarding Parish Boundaries split across district wards and county electoral divisions.

(3) Mr Watts emphasised that the request to agree to these minor alterations had come from Ashford Borough Council and the Boundary Commission, and this Committee would need to agree to these alterations at this meeting in order for them to be implemented for the 2017 County Election.

(4) RESOLVED that the alterations to the county electoral divisions in Ashford as detailed in Appendix 1 to the report be agreed and a letter be sent to the Local Government Boundary Commission for England confirming the Committee's approval of these changes.

By: Ben Watts, General Counsel
John Lynch, Head of Democratic Services

To: Electoral and Boundary Review Committee – 2 February 2017

Subject: Kent County Council Election – 4 May 2017

Classification: Unrestricted

Summary This report updates Members on the work being undertaken with the Borough and District Councils in Kent to plan for the County Council election in May 2017.

1. Introduction

- (1) The County Returning Officer (CRO) and his staff have continued to work closely with Deputy Returning Officers and Electoral Services Managers in the 12 District Councils in relation to planning and co-ordinating the County Council Election to be held on Thursday 4 May 2017.
- (2) Draft copies of the KCC Elections Project Plan, Risk Register, Guidance and Directions have been shared with the Deputy Returning Officers and will be discussed on 1 February as part of a project team meeting with the Electoral Services Managers.
- (3) The CRO has made a number of key decisions in relation to the planning and coordination of the election:

(a) The date of publication of the Notice of Election

The date of publication of the Notice of Election is Friday 24 March 2017 which is when the pre-election 'purdah' period will begin.

(b) Nominations

The nominations process, including the informal checking of nominations papers, will be delivered by the Deputy Returning Officers and Electoral Services Managers in the 12 District Councils.

Nominations forms are to be delivered to the candidates' local district council offices from the date stated on the Notice of Election up until 4pm on Tuesday 4 April.

In light of the allegations of potential electoral fraud at the 2013 election, which is still subject to judicial proceedings, all nominations will be sent to KCC to check for duplications, prior to the publication of the Statement of Persons Nominated on Wednesday 5 April by 4pm. If duplicate nominations are identified, both nominations will not be validated.

The above measure will help to demonstrate how the CRO is meeting the following Electoral Commission's performance standards:

- (i) The development and implementation of robust project management processes
- (ii) Evaluation of the planning and delivery of previous polls and identification of lessons learnt
- (iii) Ensuring that candidates have the opportunity to have their nomination papers informally checked prior to their formal submission (Electoral Commission 2013)

(c) The start time for the verification and counting of the votes for the County Council Election

The CRO has requested that arrangements should be made in each Borough and District Council area for the County Council Election verification and the count to begin at 10am on Friday 5 May 2017.

Whilst the CRO was conscious of the eagerness of both elected Members and political parties for the election results to be announced as soon as possible after the close of poll, he was mindful of:

- (i) Those Councils with two-Member electoral divisions, which can take significantly longer to count than those Councils with all single divisions;
- (ii) The health, safety and welfare of key election staff, some of whom could be on duty for 24 hours or more if there was an overnight count; and
- (iii) The need for complete accuracy, which is enhanced by having fresh counting staff the following day.

4. Recommendation

The Committee is invited to note the progress made with regard to planning for the 2017 County Council elections and request the County Returning Officer provide a review of the 2017 County Council Elections in summer 2017

Background Documents

Electoral Commission (2013) *Performance standards for Returning Officers in Great Britain (01/11/2013)*,
http://www.electoralcommission.org.uk/_data/assets/pdf_file/0003/163821/New-performance-standards-for-ROs-November-2013.pdf

Contact details

John Lynch
Head of Democratic Services
03000 410466
john.lynch@kent.gov.uk

By: Ben Watts, General Counsel
John Lynch, Head of Democratic Services

To: Electoral and Boundary Review Committee – 2 February 2017

Subject: County Scale of Election Fees and Expenses 2017/18

Classification: Unrestricted

Summary This report considers the County Scale of Election Fees and Expenses for KCC Elections for 2017/18.

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 2017/18 is attached at **Appendix 1**. The County Scale has been uplifted by 1.35% using the NJC Pay Award for Local Government Services 2017/18.

2. Recommendation

The Committee is invited to approve the proposed County Scale of Fees and Expenses for the period 1 April 2017 to 31 March 2018

Background Documents

National Joint Council for Local Government Services (2016) '2016 and 2017 Payscales & Allowances', http://www.seemp.co.uk/lgs_pay_2016-17.pdf

Contact Details

John Lynch
Head of Democratic Services
03000 410466
john.lynch@kent.gov.uk

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

<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	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
<u>TRAVELLING EXPENSES</u>		
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)
<u>POLLING STATION STAFF</u>		
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
<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	£146.84 for single Member Divisions £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

	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
<u>UNCONTESTED ELECTION</u>		
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
<u>COUNTY RETURNING OFFICER ONLY</u>		
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.