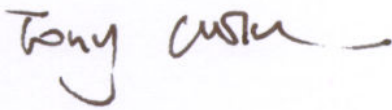


To: Members of the Democracy & Organisation Committee

***Notice of a Meeting of the Democracy & Organisation
Committee***

Thursday, 29 April 2010 at 12 noon

County Hall



Tony Cloke
Assistant Head of Legal & Democratic Services

April 2010

Contact Officer: **Geoff Malcolm**
Tel: (01865) 815904; E-Mail: geoff.malcolm@oxfordshire.gov.uk

Membership

Chairman –
Deputy Chairman - Councillor Ray Jelf

Councillors

Alyas Ahmed
Lynda Atkins
Mike Badcock
Maurice Billington
Liz Brighouse OBE

Iain Brown
Michael Gibbard
A.M. Lovatt
Neil Owen
Anne Purse

G.A. Reynolds
Roz Smith
Richard Stevens
Alan Thompson

Notes:

- **Venue: Committee Room 3**
- **Date of next meeting: 14 October 2010**

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, ie where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

AGENDA

1. **Election of Chairman for the 2010/11 Council Year**
2. **Election of Deputy Chairman for the 2010/11 Council Year**
3. **Apologies for Absence and Temporary Appointments**
4. **Declarations of Interest - see guidance note**
5. **Minutes** (Pages 1 - 4)

To approve the minutes of the meeting held on 25 August 2009 (DO5) and to receive for information any matters arising therefrom.

6. **Petitions and Public Address**
7. **Subordinate Bodies**

The Committee is asked to note that the following existing subordinate bodies fall within the responsibility of this Committee:

Appeals Sub-Committee (3)

Chairman of Democracy & Organisation Committee
Deputy Chairman of Democracy & Organisation Committee
Opposition Group Spokesman of Democracy & Organisation Committee

Appointment Sub-Committee (Variable) (6)

Six Councillors at least one of whom must be a member of the Cabinet

Fire Service Discipline Sub-Committee (3)

Three Councillors at least one of whom must be a member of the Cabinet

Gradings Sub-Committee (3)

Chairman of Democracy & Organisation Committee
Deputy Chairman of Democracy & Organisation Committee
Opposition Group Spokesman of Democracy & Organisation Committee

Pension Benefits Sub-Committee (3)

Chairman of Democracy & Organisation Committee
Deputy Chairman of Democracy & Organisation Committee
Opposition Group Spokesman of Democracy & Organisation Committee

8. Scale of Fees for County Council Elections and Referenda 2010/11 (Pages 5 - 12)

The Assistant Head of Legal & Democratic Services reports as follows:-

Each year the Council sets a scale of expenditure for the holding of elections of county councillors. The Committee is requested to approve the proposed Scale of Expenditure as set out for any by-elections of County Councillors that may be held during the financial year 2010/11 (**DO8**).

The proposed fees for 2010/11 are based on a 0.5 per cent increase on the previous year's scale. The mileage rate is linked to the national authorised 'all car' rate. There is no indication that this national rate will change for 2010, so it is proposed that the mileage rate for elections in 2010/11 remains unchanged.

Also included is the Scale of Expenditure for any referendum or mayoral election required to be held under the Local Government Act 2000. These vary from the scale for elections only to the extent that the fees for some elements cannot be based on individual electoral divisions, but the County as a whole.

The Committee is RECOMMENDED to:-

(a) approve the Scale of Expenditure for the financial year 2010/2011 for the election of County Councillors; and

(b) approve the Scale of Expenditure for the financial year 2010/2011 for a referendum or mayoral election required under the Local Government Act 2000.



DEMOCRACY & ORGANISATION COMMITTEE

MINUTES of the meeting held on 25 August 2009 commencing at 10.00 am and finishing at 2.20 pm.

Present:

Voting Members: Councillor Kieron Mallon - in the chair

Councillor Lynda Atkins
Councillor Maurice Billington
Councillor Iain Brown
Councillor Michael Gibbard
Councillor Hilary Hibbert-Biles
Councillor Ray Jelf
Councillor Anne Purse
Councillor Roz Smith
Councillor Alan Thompson

Officers:

Whole of meeting: G. K. Malcolm (Corporate Core).

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.

21/09 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

Apologies for absence and temporary appointments were received as follows:

| Apology from | Temporary Appointments |
|-------------------------------|-------------------------------|
| Councillor G.A. Reynolds | - |
| Councillor Nicholas P. Turner | - |

22/09 MINUTES

The Minutes of the meeting of the Committee held on 7 April 2009 were approved and signed.

23/09 OUTSIDE BODIES

(Agenda Item 5)

The Council’s Constitution allocated to the Committee the responsibility for appointments to outside bodies other than to those identified by the Cabinet as ‘strategic’.

The Committee considered a report (DO5) which identified the bodies to which appointments needed to be made and reviewed the process for making them. It also set out any proposed new additions.

RESOLVED: to:

- (a) make appointments to the non-strategic outside bodies as shown in Annex 1 attached to these Minutes;
- (b) designate the Oxfordshire and Buckinghamshire Mental Health Foundation Trust and the Council of Governors of the Ridgeway Partnership as Category ‘B’ outside bodies and appoint the Cabinet Member for Adult Services as the member representative; and
- (c) designate the Appleford & Sutton Courtenay Liaison Committee as a Category ‘C’ Outside Body and appoint the county councillor for the Sutton Courtenay & Harwell Division.

.....in the Chair

Date of signing.....2010

ANNEX 1

Non Strategic (Democracy & Organisation Committee appointments)

| <u>Outside Body</u> | <u>Places</u> | <u>Appointments</u> |
|--|---------------|--------------------------------------|
| Chilterns AONB Conservation Board | 1 | Nimmo-Smith |
| Cogges Agricultural Museum Trust | 3 | Fitzgerald-O'Connor Rose Seale |
| Cotswold AONB Conservation Board | 1 | Seale |
| Cotswolds and Malverns Transport Partnership | 2 | Robertson D Turner |
| County Nature Conservation Forum | 1 | Biddy Hudson |

| | | |
|---|--------|---|
| Environment Agency -Thames Region Flood Defence Committee | 1 | Oxfordshire 2006-08 – & 2010-12 - Crabbe Hampshire 2008-09 Swindon-2009-10 |
| Local Government Association: Fire Service Forum | 1 | Heathcoat |
| North Wessex Downs Area of Outstanding Natural Beauty | 1 | Mathew |
| Oxford Preservation Trust | 3 | Hallchurch Mitchell Purse |
| Oxfordshire Association for the Blind | 1 | Thompson |
| Oxfordshire Buildings Trust Ltd | 3 | CC Chairman (ex officio) Fulljames Purse |
| Oxfordshire Federation of Young Farmers' Clubs | 1 | Brown |
| Oxfordshire Museums Council | 1 1 | Seale Museum Service Manager |
| Oxfordshire Play Association | 3 | Fitzgerald-O'Connor Roz Smith vacancy: |
| Oxfordshire Playbus | 1 | Fitzgerald-O'Connor |
| Oxfordshire Playing Fields Association | 3 | Fitzgerald-O'Connor Viney Roz Smith |
| South East Reserve Forces' and Cadets' Association | 1 | Hallchurch |
| Trading Standards South East Ltd. | 1 | Heathcoat |
| Trust for Oxfordshire's Environment | 2 | Either Belson or Cabinet Member for Growth & Infrastructure Rob Dance (E+E) |
| TVEnergy | 1 | Hudspeth |
| Victoria History of Oxfordshire Trust | - | The Council does not appoint formal representative Trustees (currently Councillors Mrs Fulljames and Hallchurch act in a personal capacity) |

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DEMOCRACY & ORGANISATION COMMITTEE – 29 APRIL 2010

OXFORDSHIRE COUNTY COUNCIL

REPRESENTATION OF THE PEOPLE ACT 1983 (SECTION 36(4))

PROPOSED

SCALE OF EXPENDITURE FOR ELECTIONS OF COUNTY COUNCILLORS

(Applicable to elections held during period 1 April 2010 to 31 March 2011)

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or her duly appointed Deputy Returning Officer shall include all payments which she makes from her fees to other persons by way of remuneration of services undertaken on her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this the maximum charges are set out in the scale.

PART I - UNCONTESTED ELECTION

| A – FEES | Existing | Proposed |
|---|---|---|
| 1. To the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided. For each Electoral Division, a fee of | 1-member £43.75 2-member £87.50 3-member £131.25 | 1-member £43.95 2-member £87.90 3-member £131.85 |
| 2. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees are provided. For each Electoral Division, a fee of | 1-member £29.00 2-member £58.00 3-member £87.00 | 1-member £29.15 2-member £58.30 3-member £87.45 |
| B – DISBURSEMENTS | | |
| 3. Preparation of poll cards and postal vote cards | | |
| (a) For supervising the preparation and issue of official poll and postal vote cards. For each Electoral Division, a fee of..... | 1-member £18.30 2-member £36.60 3-member £54.90 | 1-member £18.40 2-member £36.80 3-member £55.20 |
| (b) For the employment of persons in connection with preparation and issue of official poll and postal vote cards. For every 100 cards or fraction thereof for each Electoral Division, a fee of..... | £2.30 | £2.30 |

| | Existing | Proposed |
|---|--|--|
| 4. For the employment of persons for clerical and other assistance. For each Electoral Division | 1-member £21.40 2-member £42.80 3-member £64.20 | 1-member £21.50 2-member £43.00 3-member £64.50 |
| 5. Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants. Per mile..... | £0.40 | £0.40 |
| 6. For printing and providing forms, notices and other documents required for the election, including the printing costs, computer charges and all associated costs of producing official poll and postal vote cards, together with advertising expenses, postage, telephone calls and miscellaneous expenses | | Actual and necessary cost |

PART II - CONTESTED ELECTION

A – FEES

| | Existing | Proposed |
|--|--|--|
| 7. To the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided. For each Electoral Division, a fee of..... | 1-member £90.90 2-member £181.80 3-member £272.70 | 1-member £91.30 2-member £182.60 3-member £273.90 |
| 8. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees are provided. For each Electoral Division, a fee of | 1-member £86.50 2-member £173.00 3-member £259.50 | 1-member £86.90 2-member £173.80 3-member £260.70 |

(If a duly appointed Deputy Returning Officer also carries out the functions specified under Item 9 of this scale, he will be entitled to claim the fees payable under both item 8 and item 9 of the scale)

| | | |
|--|--|--|
| 9. To a Deputy Returning Officer appointed solely for the purposes of rules 25(b) and 38 to 46 of the Local Elections (Principal Areas) Rules 1986 (or such legislation as may subsequently be enacted), for making arrangements for counting the votes and declaring the result of the poll. For each Electoral Division, a fee of..... | 1-member £58.00 2-member £116.00 3-member £174.00 | 1-member £58.30 2-member £116.60 3-member £174.90 |
|--|--|--|

(A Deputy Returning Officer appointed under this item cannot claim the fee payable under item 13 of this scale)

| | | |
|---------------------------|--------|--------|
| 9A. For each Recount..... | £14.00 | £14.00 |
|---------------------------|--------|--------|

| | Existing | Proposed |
|---|---|---|
| B – DISBURSEMENTS | | |
| 10. Presiding Officer, a fee of..... | £171.00 | £172.00 |
| or where a poll is combined with a district council or parish council poll, a fee of..... | £196.00 | £197.00 |
| 11. Poll Clerk, a fee of..... | £113.00 | £113.50 |
| or where a poll is combined with a district council or parish council poll, a fee of..... | £130.00 | £130.75 |
| (The fees for presiding officers and poll clerks include all expenses other than travelling expenses specified in item 21 of this scale) | | |
| 12. An additional poll clerk may be employed full-time or part-time at a polling station at the discretion of the Returning Officer or his duly appointed Deputy Returning Officer, and may be paid an appropriate amount within the fee payable under item 11 of this scale. | | |
| 13. Counting Supervisor, a fee of | | |
| (a) for the first hour..... | £15.30 | £15.40 |
| (b) for each half hour thereafter or part thereof..... | £7.65 | £7.70 |
| 14. Counting Assistant, a fee of | | |
| (a) for the first hour..... | £11.90 | £12.00 |
| (b) for each half hour thereafter or part thereof..... | £5.95 | £6.00 |
| 15. For the employment of persons for clerical and all other assistance other than where separate fees are provided. For each Electoral Division..... | 1-member £108.00 2-member £216.00 3-member £324.00 | 1-member £108.50 2-member £217.00 3-member £325.50 |
| 16. Preparation and issue of poll cards and postal vote cards | 1-member £18.35 | 1-member £18.45 |
| (a) For supervising the preparation and issue of official poll and postal vote cards. For each Electoral Division, a fee of..... | 2-member £36.70 3-member £55.05 | 2-member £36.90 3-member £55.35 |
| (b) For the employment of persons in connection with preparation and issue of official poll and postal vote cards. For every 100 cards or fraction thereof for each Electoral Division, a fee of..... | £2.30 | £2.30 |
| 17. To an officer designated by the Returning Officer or his duly appointed Deputy, for inspection and supervision of polling stations. For each polling station, a fee of..... | £7.75 | £7.75 |

DO8

| | Existing | Proposed |
|---|---------------------------|---------------------------|
| 18. For preparation of ballot boxes. For each polling station, a fee of..... | £3.65 | £3.65 |
| 19. For issue and receipt of postal ballot papers. For each Electoral Division | | |
| (a) where the number of postal ballot papers issued is less than 25, a fee of..... | £24.00 | £24.10 |
| (b) plus for each additional 25 or part thereof issued thereafter, a fee of..... | £11.50 | £11.55 |
| 20. For travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officers, Poll Clerks and Counting Assistants, and for posting Notices of Election and Notices of Poll. Per mile..... | £0.40 | £0.40 |
| 21. Hire of rooms..... | Actual and necessary cost | |
| 22. For preparing a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station) | | |
| (a) in the case of a school maintained by a local authority, which may be used free of hire charge, the caretaker's fee is to be paid in accordance with the allowances in force in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service; or any local agreement; | | Actual and necessary cost |
| and | | |
| (b) in any other building..... | | Actual and necessary cost |
| 23. Heating and lighting (per polling station) ... | | Actual and necessary cost |
| 24. Conveyance of ballot boxes and voting screens..... | | Actual and necessary cost |
| 25. Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations or places of count..... | | Actual and necessary cost |

| | Existing | Proposed |
|---|----------|---------------------------|
| 26. For provision of ballot boxes and voting screens, for printing notices, ballot papers and other forms and documents required, including the printing costs, computer charges and all associated costs of producing the official poll and postal vote cards, and for stationery, advertising, postage, telephone calls, bank charges and miscellaneous expenses..... | | Actual and necessary cost |

NOTE: At a combined election of County with District or Parish Councillors, wherever appropriate the costs are to be shared on an equal basis between the relevant Authorities, unless a particular expense can actually be allocated to a specific authority.

Tony Cloke
Assistant Head of Legal & Democratic Services

Contact Officer: Rachel Dunn, Senior Democracy Officer (01865 815279).

April 2010

OXFORDSHIRE COUNTY COUNCIL**LOCAL GOVERNMENT ACT 2000**

**PROPOSED
SCALE OF EXPENDITURE FOR A REFERENDUM**
(Held during period 1 April 2010 to 31 March 2011)

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or her duly appointed Deputy Returning Officer shall include all payments which she makes from her fees to other persons by way of remuneration of services undertaken on her behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this the maximum charges are set out in the scale.

A - FEES

1. To the Returning Officer, the fee for conducting the referendum and generally performing the duties required by any enactments relating to the referendum, other than any duties for which separate fees are provided shall be calculated at the rate of 1p for each elector entitled to vote at the referendum.
2. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, the fee shall be calculated at the rate of 1p for each elector entitled to vote at the referendum within the area of the district council.

| | Existing | Proposed |
|--|-----------------|-----------------|
| B – DISBURSEMENTS | | |
| 3. Presiding Officer. A fee of..... | £169.00 | £170.00 |
| 4. Poll Clerk. A fee of..... | £112.00 | £112.50 |
| 5. Counting Supervisor. For each half hour or part thereof, a fee of..... | £11.80 | £11.85 |
| 6. Counting Assistant. For each half hour or part thereof, a fee of..... | £9.20 | £9.25 |
| 7. Clerical Assistance. For the employment of persons for clerical and all assistance other than where separate fees are provided. For each district council area..... | £596.00 | £599.00 |
| 8. Preparation and issue of poll cards and postal vote cards. For every 100 cards or fraction thereof, a fee of..... | £2.40 | £2.40 |
| 9. Inspection of polling stations. To an officer designated by the Returning Officer or his duly appointed Deputy. For each polling station visited, a fee of..... | £7.75 | £7.75 |

DO8

| | Existing | Proposed |
|--|---------------------------|-----------------|
| 10. Preparation of ballot boxes. For each polling station, a fee of..... | £3.65 | £3.65 |
| 11. Issue and receipt of postal ballot papers. | | |
| (a) For the first 25 postal ballot papers issued, a fee of..... | £24.00 | £24.10 |
| (b) Plus for each 25 or part thereof issued thereafter, a fee of | £12.00 | £12.05 |
| 12. For travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officers, Poll Clerks and Counting Assistants, and for posting Notices of Election and Notices of Poll. Per mile..... | £0.40 | £0.40 |
| 13. Hire of rooms..... | Actual and necessary cost | |
| 14. For preparing a room for the purposes of a poll, and of a count, and cleaning and reinstating the room (per station) | | |
| (a) in the case of a school maintained by a local authority, which may be used free of hire charge, the caretaker's fee is to be paid in accordance with the allowances in force in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service; or any local agreement; | Actual and necessary cost | |
| and | | |
| (b) in any other building..... | Actual and necessary cost | |
| 15. Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations or places of count..... | Actual and necessary cost | |
| 16. Heating and lighting (per polling station)..... | Actual and necessary cost | |
| 17. Conveyance of ballot boxes and voting screens.. | Actual and necessary cost | |
| 18. For provision of ballot boxes and voting screens, for printing notices, ballot papers and other forms and documents required, including the printing costs, computer and charges all associated costs of producing the official poll and postal vote cards, and for stationery, advertising, postage, telephone calls, bank charges and miscellaneous expenses | Actual and necessary cost | |

Tony Cloke
Assistant Head Legal & Democratic Services

April 2010

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