

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
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(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
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	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