

AUDIT & GOVERNANCE COMMITTEE – 14 SEPTEMBER 2016

SCALE OF ELECTION FEES AND EXPENDITURE 2016-17

Report by Chief Legal Officer and Monitoring Officer

Introduction

1. Each year the Council needs to set a scale of election fees and expenditure for the holding of elections of county councillors. The Committee are requested to approve the proposed Scale of Expenditure as set out for any by-elections of County Councillors that may be held during 2016/17.
2. The same scale of expenditure will be used for any local referendums e.g. a council tax or mayoral referendum.

Purpose of the Scale of Fees

3. The purpose of the scale of fees and expenditure is to set out the amounts that can be charged for organising and running county council elections and by-elections. In practice, this means that these will be amounts that the district councils will claim back from the County Council for running elections on its behalf.
4. As you will see from the scale some of these costs are fixed and some are “actual and necessary costs”.
5. The mileage rate is linked to the national authorised ‘all car’ rate of 45p per mile.

Levels for 2016/17

6. A full review was undertaken with the City and District Councils for the period 2013/14 when, following consultation with them, a unanimously agreed set of benchmarked costs was achieved. That assessment has been incrementally followed since that time.
7. The fees and levels of expenditure proposed in this report therefore remain substantially consistent with those of the City and Districts and would not lead to differential schemes. The City and District Councils have therefore now indicated that the proposed scale of fees remains acceptable to them for the running of elections on the County Council’s behalf. It would facilitate the necessary recruitment of polling and count staff, and the meeting of other costs.
8. The proposals for this year are, effectively, a holding measure and will be reviewed in more detail early next year for the period 2017/18, to form another

scheme to be approved by this Committee ahead of the County Council elections in May 2017.

Financial and Staff Implications

9. There are no significant financial implications and no staffing implications.
10. A separate Elections Reserve is maintained for electoral expenditure, which is built up each year towards the County Council elections. This also incorporates an element towards any by-election costs which may occur.

RECOMMENDATION

11. **The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2016/2017, as shown in Annex A to this report, for the election of County Councillors and any other local referendums.**

Nick Graham
Chief Legal Officer and Monitoring Officer

Background papers: Nil

Contact Officer: Andrea Newman,
Senior Democracy Officer
Telephone: 01865 810283

September 2016

ANNEX A

OXFORDSHIRE COUNTY COUNCIL

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

SCALE OF EXPENDITURE FOR ELECTIONS OF COUNTY COUNCILLORS

(Applicable to elections held during period 1 April 2016 to 31 March 2017)

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his duly appointed Deputy Returning Officer shall include all payments which he makes from his fees to other persons by way of remuneration of services undertaken on his 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. These fees will apply to other polls/elections/referendums.

PART I - UNCONTESTED ELECTION

A – FEES

- | | | |
|----|--|------------------------------------|
| 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 £43.95
2-member £87.90 |
| 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 £29.15
2-member £58.30 |

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 £18.40
2-member £36.80 |
| (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 |

- | | | |
|----|--|------------------------------------|
| 4. | For the employment of persons for clerical and other assistance. For each Electoral Division | 1-member £21.50
2-member £43.00 |
| 5. | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants. Per mile..... | £0.45 |
| 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

- | | | |
|----|---|-------------------------------------|
| 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 £91.30
2-member £182.60 |
| 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 £86.90
2-member £173.80 |

(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 £58.30
2-member £116.60 |
|----|---|-------------------------------------|

(A Deputy Returning Officer appointed under this item cannot claim the fee payable under item 14 of this scale)

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

B – DISBURSEMENTS

10.	Presiding Officer, a fee of.....	£180.00
	or where a poll is combined with a district council or parish council poll, a fee of.....	£205.00
11.	Poll Clerk, a fee of.....	£115.00
	or where a poll is combined with a district council or parish council poll, a fee of.....	£132.00
(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 proportionate amount within the fee payable under item 11 of this scale.	
13.	For the provision of training for polling station staff, including a payment for staff undertaking the training	£30.00 per presiding officer and poll clerk
14.	Counting/Verification Supervisor: A fee of	
	(a) for the first hour.....	£16.00
	(b) for each half hour thereafter or part thereof.....	£8.00
15.	Counting/Verification Assistant: A fee of	
	(a) for the first hour.....	£12.00
	(b) for each half hour thereafter or part thereof.....	£6.00
16.	For the employment of persons for clerical and all other assistance other than where separate fees are provided. For each Electoral Division.....	1-member £108.50 2-member £217.00
17.	Preparation and issue of poll cards and postal vote cards	1-member £18.45 2-member £36.90
	(a) For supervising the preparation and issue of official poll and postal vote cards. For each Electoral Division, a fee of.....	
	(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
18.	To an officer designated by the Returning Officer or his duly appointed Deputy, for inspection and supervision of polling stations. A fee of.....	£190.00
19.	For preparation of ballot boxes. For each polling station, a fee of.....	£3.65

20.	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.....	£24.10
	(b) plus for each additional 25 or part thereof issued thereafter, a fee of.....	£11.55
21.	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.....	£0.45
22.	Hire of rooms.....	Actual and necessary cost
23.	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
24.	Heating and lighting (per polling station) ...	Actual and necessary cost
25.	Conveyance of ballot boxes and voting screens.....	Actual and necessary cost
26.	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
27.	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.

Nick Graham, Chief Legal Officer and Monitoring Officer

Agreed by Audit & Governance Committee: (date to be completed)