

COUNCIL – 23RD JANUARY 2023

Report of the Chief Executive

ELECTION FEES AND EXPENSES FOR 2023/24

Purpose of Report

To approve scales of election fees and expenses payable to the Returning Officer for any local council elections during 2023/24.

Recommendation

That the scale of election fees and expenses appended to this report be adopted for 2023/23.

Reasons

To ensure an approved scale of fees can be applied in respect of any local council elections and by-elections which take place during 2023/24.

Policy Justification and Previous Decisions

A national scale of fees is established centrally for nationwide elections, such as General and Police & Crime Commissioner elections. For local council elections, it is up to each relevant authority to establish their own scale of fees.

The Electoral Services Officer Group for Leicestershire regularly reviews the scales of fees for local elections (County, Borough/District, and Parishes).

It is good practice for the scales of fees to be approved by the Council to which they will apply. For Parish Council elections, the Borough Council adopts a relevant scale of fees which is then used to recharge Parish and Town Councils.

Implementation Timetable including Future Decisions and Scrutiny

The scales of fees are based on those used for national elections, and are adjusted each year if required to reflect annual pay awards for local government staff and other influencing factors. Staffing related fees have been reviewed and have been set locally for Charnwood at levels which fall within the national recommended acceptable rates.

The scale of fees is applied by the Returning Officer (the Chief Executive) to all County, Borough and Parish elections within Charnwood.

Report Implications

The following implications have been identified for this report.

Financial Implications

The costs of County and Parish Council elections are recoverable from the relevant authority.

Charnwood Borough Council will have to meet the costs of the May 2023 Borough Council elections, and any Borough by-elections that may be required during the year.

Risk Management

No specific risks have been identified in relation to this decision.

Background Papers: None

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Appendix

Recommended Scale of Fees and Expenses Payable to Returning Officers at Local Elections

Leicestershire Schedule - Charnwood Borough Council
Recommended Scale Of Fees and Expenses Payable To Returning Officers
at Local Elections
01.04.23 - 31.03.24

DESCRIPTION OF DUTIES	GROSS
<u>DRO - COUNTY COUNCIL ELECTIONS</u>	
<p>Deputy Returning Officer fee (Lead DRO) (Including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and Counting of the votes and making the return of the election for each 500 local government electors or part thereof on the Register of Electors for each division separately returning a Councillor or Councillors</p>	<p>£24.17</p> <p>(Minimum £2500 per District/Borough)</p>
<p>Deputy Returning Officer fee (Lead DRO) in the case of an uncontested election – for each division separately returning a Councillor or Councillors</p>	<p>£55.32</p>
<p>Deputy Returning Officers fee for supporting DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DROs receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	<p>Discretionary but recommended equivalent to 50% of the Lead DRO fee</p>
<u>RO - DISTRICT/BOROUGH COUNCIL ELECTIONS</u>	
<p>Returning Officer fee (Including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and Counting of the votes and making the return of the election for each 500 local government electors or part thereof on the Register of Electors for each ward separately returning a Councillor or Councillors</p>	<p>£57.76</p>
<p>Returning Officer fee in the case of an uncontested election – for each ward separately returning a Councillor or Councillors</p>	<p>£55.32</p>
<p>Deputy Returning Officer fee with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	<p>Discretionary but recommended equivalent to 50% of the RO fee</p>

<p><u>RO - PARISH COUNCIL ELECTIONS</u></p> <p>Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the election is for Parish Councillors only:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward <p>Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the elections are for District/Borough Councillors and Parish Councillors on the same day:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward <p>Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of an election which is uncontested:</p> <ol style="list-style-type: none"> 1) Each Parish or Ward of a Parish separately returning a Councillor or Councillors 2) Additional payment where a Parish is divided into Wards, for each ward <p>Deputy Returning Officer fee with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	<p style="text-align: right;">£135.31</p> <p style="text-align: right;">£94.56</p> <p style="text-align: right;">£67.09</p> <p style="text-align: right;">£22.48</p> <p style="text-align: right;">£107.84</p> <p style="text-align: right;">£90.40</p> <p style="text-align: right;">£54.49</p> <p style="text-align: right;">£13.39</p> <p style="text-align: right;">£25.63</p> <p style="text-align: right;">£13.39</p> <p style="text-align: right;">Discretionary but recommended equivalent to 50% of the RO fee</p>
<p><u>LCO/RO – MAYORAL REFERENDUM & ELECTIONS</u></p> <p>Local Counting Officer & Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election</p> <p>Per 10,000 Local Government Electors or part thereof</p>	<p style="text-align: right;">£397.30</p>

<p>Combined Election If the Referendum or Mayoral Election is combined with another Election an additional amount be added:</p> <p>Per 10,000 Local Government Electors or part thereof</p> <p>Deputy Returning Officer fee with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p> <p>Returning Officer fee for checking a petition which is subsequently found to be invalid</p>	<p>£59.59</p> <p>Discretionary, but recommended equivalent to 50% of the RO fee</p> <p>£282.87</p>
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OTHER COSTS – ALL ELECTIONS	
All equipment to be purchased, hired, altered or repaired	Actual and necessary cost
Hire and fitting up of Polling Stations including heating, lighting, cleaning, damages and expenses paid in respect thereof	Actual and necessary cost
Stationery at Polling Stations	Actual and necessary cost
Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll	Actual and necessary cost
Conveyance of Ballot Boxes	Actual and necessary cost
For the production and printing of postal ballot packs	Actual and necessary cost
For printing and providing Official Poll Cards	Actual and necessary cost
For general stationery, postages and miscellaneous expenses	Actual and necessary cost
Clerical assistance	Actual and necessary cost
Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement
Presiding Officer – Stand alone election	£250.00
Presiding Officer – Combined election (20% uplift)	£300.00
Poll Clerk – Stand alone election	£173.25
Poll Clerk – Combined election (20% uplift)	£207.90
Polling Station Inspector	£300.00

<p>Count Assistant 4 hours pay is guaranteed regardless of count length (NB night time runs from 9:30pm to 8:00am)</p>	<p>Daytime- £10.50 per hour Night time- £15.75 per hour (1.5x day rate)</p>
<p>Assistant Count Table Supervisor 4 hours pay is guaranteed regardless of count length (NB night time runs from 9:30pm to 8:00am)</p>	<p>Daytime- £13.25 per hour Night time- £19.88 per hour (1.5x day rate)</p>
<p>Count Table Supervisor 4 hours pay is guaranteed regardless of count length (NB night time runs from 9:30pm to 8:00am)</p>	<p>Daytime- £16.00 per hour Night time- £24.00 per hour (1.5x day rate)</p>
<p>Remuneration of persons employed for work associated with despatch and receipt of postal ballot papers:</p> <p>Postal Vote Supervisor fee – day rate Postal Vote Opener fee – day rate</p> <p>(NB night time runs from 9:30pm to 8:00am)</p>	<p>£14.00 per hour £12.00 per hour</p> <p>(Night time rate = 1.5x day rate)</p>
<p>For the attendance at training of persons employed at the election</p> <p>Presiding Officer training (in-person) Count Table Supervisor training (in-person) Poll Clerk training (on-line)</p>	<p>£40.00 £40.00 £30.00</p>