

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO COUNCIL

1 FEBRUARY 2017

### REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

#### LOCAL ELECTION FEES - 2017 to 2022 COUNTY BOROUGH AND TOWN & COMMUNITY COUNCILS

#### 1. Purpose of Report

- 1.1 To seek Council's approval of the election fees proposed to be applied for the County Borough and the Town & Community Councils election in May 2017 and for all by-elections up to the next local elections in 2022.

#### 2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 None.

#### 3. Background

- 3.1 The Representation of the Peoples Act 1983 Section 36, provides that the County Borough Council shall pay all expenditure incurred by the Returning Officer in relation to County Borough and Town & Community Council elections and that expenditure incurred in relation to the Town & Community Council elections shall be recovered from the Town & Community Councils.
- 3.2 In accordance with established practice, funding has been set aside each year since the local elections were last held in 2012, and an earmarked reserve of up to £200,000 is currently available to meet the costs of the County Borough elections in May 2017.

#### 4. Current situation / proposal

- 4.1 The level of fees proposed to be applied to the local election in May 2017 and for any by-elections until the next local elections are held in 2022 is detailed in the Table below. The fees for Polling Stations, Verification & Count, and Postal Vote Opening reflect what has been paid at the combined Welsh Assembly and Police & Crime Commissioner elections, Parliamentary by-election and the EU Referendum in 2016.

POST/Responsibility	FEE £
Returning Officer- County Borough	
- uncontested electoral divisions	55
- contested electoral divisions:	
• 1 seat	160
• 2 or more seats	235

- by-election	160
Town and Community Councils	
- uncontested wards	55
- contested wards	160
- by- election	160
Deputy Returning Officer County Borough	
- uncontested electoral divisions	45
- contested electoral divisions	
• 1 seat	80
• 2 or more seats	120
- by-election	80
Town and Community Councils	
- uncontested wards	45
- contested wards	80
- by-election	80
<b>POLLING STATIONS</b>	
Delivery of Poll Cards	20p per card
Presiding Officer - Single Election	210
Presiding Officer - Combined Election (+20%)	252
Presiding Officers -travelling to training, collection of Ballot boxes, travel to and from Polling Station , delivery of Ballot boxes to the count	15
Poll Clerk - Single Election	120
Poll Clerk - Combined Election (+20%)	144
Presiding Officer/Poll Clerk training	45
Polling Station Inspector	210
Polling station inspectors - mileage payable at HMRC rate	45p per mile
<b>VERIFICATION AND COUNT</b>	
Ballot Box Receivers	15
Count Assistants (incl support staff) - overnight count	125
Daytime count	85
Count Supervisors (incl senior support staff) - overnight count	180
Daytime count	120
Control Table Supervisor - overnight count	210
Daytime count	150
<b>POSTAL VOTE OPENING (per session)</b>	
Openers - weekdays	30
Weekends and Bank Holidays	50
Supervisors - weekdays	50
Weekends and Bank Holidays	75

4.2 Additional administration costs are difficult to assess until the extent of contested elections is known, as this significantly impacts on the workload of the Electoral Services team. Additional costs paid to Electoral Staff during the last three elections have ranged from £2,000 to £4,000 depending upon specific roles and responsibilities. It is therefore proposed that the Returning Officer be granted

specific powers to determine the level of pay for additional administrative work once the election is complete.

## **5. Effect upon Policy Framework & Procedure Rules**

5.1 None.

## **6. Equality Impact Assessment**

6.1 There are no equality implications arising from the report.

## **7. Financial Implications**

7.1 As set out in paragraph 3.2, an earmarked reserve has been made within the accounts of the authority for the costs associated with holding the forthcoming Borough Council elections. The costs associated with the Town & Community Council elections will be recovered from those Town & Community Councils.

## **8. Recommendation**

It is recommended that Council:

- 8.1 Approve the schedule of fees set out in paragraph 4.1 of this report;
- 8.2 Delegate authority to the Returning Officer to determine the level of pay for additional administrative work in consultation with the Section 151 Officer.

### **Andrew Jolley**

#### **Corporate Director - Operational and Partnership Services**

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**Background documents:** - None