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Meeting: Democracy and Standards Committee (Additional meeting)


Date: Monday 25th September, 2023

Time: 7.00 pm

Venue: Council Chamber, Corby Cube, George Street, Corby

To members of the Democracy and Standards Committee:
Councillor Andy Mercer (Chair), Councillor Ian Jelley (Vice-Chair), Councillor Jean Addison, Councillor Wendy Brackenbury, Councillor Robin Carter, Councillor Melanie Coleman, Councillor Emily Fedorowycz, Councillor Kirk Harrison, Councillor Matt Keane, Councillor G Lawman, Councillor Paul Marks, Councillor Dorothy Maxwell and Councillor Michael Tye

(Substitutes: Cllrs Allebone, Armour, Bell, Lyn Buckingham, Dearing, Dell, Ekins, Irwin, Pandey, Powell, Smith-Haynes and Watt).

Agenda			
Item	Subject	Presenting Officer	Page no.
01	Apologies for absence		
02	Members' Declarations of Interest		
03	Minutes from the meeting held on 6 June 2023		5 - 8
Items for discussion			
04	Polling District and Polling Place Review 2023	Heather Jackson	9 - 16
05	Elections - Scale of Fees and Charges	Heather Jackson	17 - 38
06	Close of meeting		
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p>Proper Officer Friday 15 September 2023</p>			

This agenda has been published by Democratic Services.

Committee Administrator: Carol Mundy

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ITEM	NARRATIVE	DEADLINE
Members of the public or other non-committee councillors agenda statements	Requests to address the committee must be received by 5pm two clear working days before the meeting. Statements must relate to an item on the agenda and speakers will be limited to speak for three minutes.	5pm Wednesday 20 September 2023

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Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Council's approved rules and protocols during the conduct of meetings. These are contained in the Council's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – monitoringofficer@northnorthants.gov.uk

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Agenda Item 3



Democracy and Standards Committee

Held at 7.00 pm on Tuesday 6th June, 2023, at The Council Chamber, Corby Cube, George Street, Corby, Northants, NN17 1QG

Present:

Councillor Andy Mercer (Chair)
Councillor Jean Addison
Councillor Wendy Brackenbury
Councillor Melanie Coleman

Councillor Ian Jelley (Vice-Chair)
Councillor Matt Keane
Councillor Paul Marks
Councillor Dorothy Maxwell
Councillor Michael Tye

Officers:

Adele Wylie, Director of Customer and Governance/Monitoring Officer;
Carol Mundy, Senior Democratic Services Officer (Members/Committees).

59 Apologies for absence

Resolved to note that apologies for absence were received from Councillors Carter, Fedorowycz, Hallam and Harrison.

60 Members' Declarations of Interest (if any)

The chair invited those present, who wished to do so, to make any declarations of interest.

Resolved to note that no declarations were made.

61 Approval of the Minutes of the meeting held on 13 March 2023

The minutes of the meeting held on 13 March 2023 were received.

Resolved that the minutes of the meeting of 13 March 2023 be approved and signed as an accurate record of the meeting.

62 Membership of the Constitutional Working Group

The report of the Executive Director Customer & Governance (Monitoring Officer) was received to enable membership of the Constitutional Working Group for the Municipal year 2023/2024 to be agreed.

The terms of reference for the working group stipulate that the membership of the group must be reviewed annually.

The working group was made up of six councillors, four Conservative councillors, one Labour councillor and one Green Alliance Councillor.

It was agreed that the names of the councillors who would sit on the working group would be provided post the meeting. It was also agreed that if one of the appointed

members was unable to attend, a substitute from the group, already sitting on the main committee, would be permitted.

The chair of the working group was agreed to be the chair of the Democracy and Standards Committee, Councillor A Mercer, and that in the absence of the chair, Councillor I Jelley would act as substitute.

Resolved that:

- (i) The membership of the Constitutional Working Group for 2023/24 be agreed as six members, four Conservative councillors, one Labour councillor and one Green Alliance councillor;
- (ii) Councillor A Mercer, as chair of the Democracy and Standards Committee, would be appointed as the chair of the Constitution Working Group for 2023/2024 and that in the absence of the chair, Councillor I Jelley would act as substitute.

63 Suggested Items for the Forward Plan for 2023-24

The Executive Director Customer & Governance (Monitoring Officer), presented the suggested topics for discussion at future meetings to the committee and explained in more detail what each related to.

Members referred to the NNC Elections 'Candidate Diversity Strategy' and asked where this emanated from. The Executive Director believed it was from a motion submitted to Council and she would provide more information on this in due course.

Regarding the promotion of Voter ID, a Councillor asked if this could be added to the forward plan. The Executive Director clarified that this was an operational issue and a legislative piece of work that was ongoing. Encouragement was already being given to the electorate to apply for photographic ID if they didn't have a passport or another form of photo ID already.

Members raised concern that some voters were not aware of the requirement and whether there would be enough NNC resource to undertake an influx of requests near to the election period.

The Executive Director clarified that there had been a national campaign during the recent election period which would be repeated when the next local elections were expected. Applications could be made for voter ID now and at any time in the future. The election team has a Senior Engagement Officer to encourage and target all communities. There were also a number of 'Visiting Officers' who would communicate with the electorate about this topic. Publicity would be increased nearer the election period too.

The Executive Director confirmed that during the 'election period' most council staff would assist with anything that the election team required to be carried out and there would be enough resource to ensure that everyone could exercise their right to vote. Project Plans were already in place in anticipation of the local elections and if there was a General Election called.

A question was asked about where the election count would be held if the Kettering Leisure Village was no longer available. The Executive Director informed the meeting that discussions in this regard were ongoing.

The chair noted that the next meeting of this committee would be after the consultation on the Boundary Review had concluded. The Executive Director clarified that responses to the review would not be submitted by the Council but would be submitted by the Political Groups, and it would be the outcome of the review that would be reported to this committee.

Resolved that the suggested topics for discussion be included on the forward plan for 2023/2024.

64 **Code of Conduct - National Learning Case Studies**

The report of the Executive Director of Customer & Governance (Monitoring Officer) was received to provide information on case studies from other local authorities, on the application of the Code of Conduct, or matters relating to councillor behaviour.

The report referenced two case studies from Teignbridge District Council and Cheshire East Council and detailed the findings and outcome of the investigations.

The chair welcomed the report and considered it was important to keep abreast of case law from across the country. He considered that the standards and ethics of NNC were impressive but there should be no complacency.

Councillors asked if there were independent persons in place.

The Executive Director clarified the process following receipt of a complaint, which included the initial assessment of the complaint, an overview by a governance lawyer and deputy monitoring officer, followed by the opinion of the monitoring officer, before the involvement and assessment by one of the three experienced independent persons.

Comments were made about the previous standards regime, which had been considered extreme in many cases, though there was also some concern that the current scheme was a little too laid back.

Resolved that the case studies and comments made be noted.

The meeting closed at 7.45pm.

Chairman

Date

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Democracy and Standards Committee Monday 25th September 2023

Report Title	Polling District and Polling Places Review 2023
Report Author	SRO Adele Wylie – Executive Director of Customer & Governance (adele.wylie@northnorthants.gov.uk) Report Author - Heather Jackson – Head of Electoral Services (heather.jackson@northnorthants.gov.uk)

Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	

List of Appendices None

1. Purpose of Report

To seek approval of plans for a statutory review of polling districts and polling places within the administrative boundary of North Northamptonshire Council.

2. Executive Summary

- 2.1. The report sets out the legal framework that underpins a statutory review of polling districts and places and proposes a plan for completion of the review by 30th November 2023.

3. Recommendations

It is recommended that the Democracy and Standards Committee

- 3.1 Approve the commencement of the compulsory polling district and places review on Monday 2 October 2023
- 3.2 Approve the outline timetable for the review as set out in paragraph 5.4

- 3.3 Authorise the Electoral Registration Officer to take the necessary measures to give effect to parliamentary constituency changes, ensuring that the register reflects existing and new constituencies, until the boundaries are fully in force.
- 3.4 Authorise the Electoral Registration Officer to take the necessary measures to give effect to any new or amended polling districts on completion of the polling district review, ensuring that the register reflects existing and new boundaries, until the boundaries are fully in force.
- 3.5 Delegate power to designate polling places in accordance with section 18 and 18B of the Representation of the People Act 1983 to the Executive Director of Customer & Governance. Such power to be exercised in circumstances where a decision is required at short notice and it is not possible to await a decision of Democracy & Standards Committee.
- 3.6 Reason for Recommendations
- To enable the statutory review to be undertaken in accordance with legislation
 - To enable the Register of Electors to be updated to take account of future Parliamentary constituency boundaries and other changes to electoral arrangements.
 - To enable polling districts and polling places to be reassessed in relation to their continued suitability and accessibility taking account of the requirements of the Elections Act 2022 as well as the impact of increased development in some areas.
 - To enable polling places to be designated at short notice in the event that an existing polling place is no longer available due to an unanticipated event, unforeseen circumstances, or emergency.
- 3.7 Alternative Options Considered- This is a statutory review under Section 18C of the Representation of the People Act 1983 to be completed between 1st October 2023 and 31st January 2025. The options considered refer to the timing of the review bearing in mind the need to update the register in time for republication following the annual canvass 2023.
- 3.8 Commence the review on 2nd October 2023 with slightly extended periods for consultation and consideration of responses. This option means that it would be unlikely the review will be complete until January 2024.
- 3.9 The electoral register would need to be republished at the beginning of February 2024 to take account of any changes to polling districts. The proposed timetable for this option is:

Review of polling districts and places 2023	
Preparatory work	started 1 st August 2023
Resolution from Democracy and Standards Committee providing for commencement of review	25 th September 2023
Notice of review published	Monday 2 October 2023
Commencement of formal consultation	Monday 2 October 2023
End of formal consultation	Friday 10 th November 2023
Consider responses	By 24 th November 2023
Publish electoral register (in existing format)	1 st December 2023
Final proposals published via meeting agenda papers and website	December 2023 (TBC)
Democracy and Standards Committee meeting	January 2024 (TBC)
Conclude review	By end January 2024
Republish electoral register (if any new or amended polling districts)	1 st February 2024
Scheduled elections on new polling districts, places and stations scheme	2 May 2024

- 3.10 This option would create additional pressure on staff and resources as it would require the register of electors to be republished twice within a two-month period. Initially the register would be published on 1st December 2023 and then republished again on 1st February 2024. This has the potential to cause confusion in respect of the new polling districts and electoral numbers in the run up to the scheduled Police, Fire and Crime Commissioner elections taking place on 2nd May 2024. It also creates additional pressure on other resources such as printing and postage costs.

4 Report Background

- 4.1 Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district.
- 4.2 The following definitions may be helpful when reading the report.
- “Polling districts” are geographical electoral areas into which wards and constituencies may be sub-divided.
 - “Polling places” are the buildings or areas designated by the council where electors in a polling district go to vote in person.
 - “Polling stations” are the number of issuing desks in the building or area that is the designated polling place.

- 4.3 The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years.
- 4.4 Under section 18C of the Representation of the People Act 1983, the next compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.
- 4.5 The Boundary Commission for England is currently undertaking a review of parliamentary constituency boundaries. The Commission has published its final recommendations, and Orders for the new parliamentary constituency boundaries will be made by 1 November 2023.
- 4.6 Once the Orders for new parliamentary constituencies have been made, the new boundaries will be used for the next general election. If a parliamentary by election is called in the meantime, it would be run on the existing boundaries.
- 4.7 It is important that the polling district and places review is carried out as soon as possible, so that North Northamptonshire Council has agreed polling districts and places ready to be used for the next parliamentary election as well as the scheduled Police, Fire and Crime Commissioner elections in May 2024. It will also ensure that a polling scheme is in place which reflects the new constituencies.
- 4.8 Timing of the polling district and places review**
- 4.9 Section 18C of the Representation of the People Act 1983 does not allow the review to commence before 1 October 2023.
- 4.10 It is recommended that the compulsory polling district and places review commences on Monday 2 October 2023.

5 Issues and Choices

- 5.1 This is a statutory review that must be undertaken during the prescribed 16-month window, however as noted above, changes to constituency boundaries will impact the existing arrangement of polling districts. It is therefore essential to undertake this review at the earliest opportunity.

- 5.2 Although the review itself cannot commence earlier, there is a degree of preparatory work that can be undertaken prior to the review, as well as informal preliminary consultation.
- 5.3 It would be desirable for any changes in polling districts to be reflected in the next published version of the electoral register on 1st December 2023. This therefore requires a compact timetable.
- 5.4 It is proposed that the review will commence on 2nd October and conclude by 30th November 2023 in order to publish the outcomes in the revised register on 1st December 2023. The proposed timetable is:

Review of polling districts and places 2023	
Preparatory work	started 1 st August 2023
Resolution from Democracy and Standards committee providing for commencement of review	25 th September 2023
Notice of review published	Monday 2 nd October 2023
Commencement of formal consultation	Monday 2 nd October 2023
End of formal consultation	Monday 30 th October 2023
Consider responses	By 3 rd November 2023
Final proposals published via meeting agenda papers and website	10 th November 2023
Democracy and Standards Committee meeting	20 th November 2023
Conclude review	By end November 2023
Publish electoral register (including any new or amended polling districts)	1 st December 2023
Scheduled elections on new polling districts, places and stations scheme	2 May 2024

5.6 This timetable would enable all the changes to be made to the Register prior to its publication on 1st December 2023 following the annual canvass. From an administrative perspective the period of the annual canvass when the register is being updated is the most logical time.

6 Next Steps

- 6.1 Following agreement from members to commence the review, the consultation period will commence with publication of Notice of Review on 2nd October 2023 and following consideration of the consultation responses, the Acting Returning Officer's representations and feedback from any person or body with expertise in access for persons with any form

of disability, the final proposals will be presented to Democracy and Standards Committee at its meeting on 20th November 2023.

- 6.2 Following agreement from Members of the Democracy and Standards Committee on the final proposals, the Register of Electors will be updated to reflect the revised polling districts and future parliamentary constituencies.

7 Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 The costs of undertaking the review and preparing and publishing the register of electors are already included within the existing 2023/2024 budget provision.

7.2 Legal and Governance

- 7.2.1 The process for the review is set out in Schedule A1, Electoral Administration Act 2006. Failure to follow due process could lead to legal challenge and risk damage to the Council's reputation.

7.3 Relevant Policies and Plans

- 7.3.1 Designating polling districts based on identifiable communities and utilising local venues as polling places facilitates greater participation in the democratic process, enabling communities to influence local representation and policies that impact them. It helps to promote community identity, contributes to local economic development, and provides opportunities for greater sustainability.

7.4 Risk

- 7.4.1 There are no significant risks arising from the proposed recommendations in this report.

8.1 Consultation

- 8.1.1 A designated period of formal consultation is included within the review timetable. As part of the review a comprehensive consultation exercise will be undertaken which aims to seek the views and feedback of:
- local residents, particularly those with disabilities
 - organisations with a special interest or expertise in disabled access
 - the (Acting) Returning Officer for each parliamentary constituency wholly or partly within the administrative area of North Northamptonshire Council
 - elected representatives, local political parties and other stakeholders
- 8.1.2 Notice of the review inviting feedback on the proposals will be published on 2nd October 2023. Submissions may be made via a number of channels including a dedicated online consultation portal.

9.1 Equality Implications

- 9.1.1 An Equalities Impact Assessment has been completed and submitted to the Equalities Team. Feedback will be sought from the Council's equality officer and from those with a disability or with special expertise in disability matters.
- 9.1.2 The review will seek to ensure that all electors in the local authority area have such reasonable facilities for voting as are practicable in the circumstances and that so far as is reasonable and practicable every polling place for which North Northamptonshire Council is responsible is accessible to electors who are disabled.

10.1 Climate Impact

- 10.1.1 The review is primarily an office based administrative exercise. Some visits will be made to venues within the council area to assess their suitability for use as polling stations and their continued accessibility and fitness for voting purposes.
- 10.1.2 In considering the designation of polling places consideration will be given to the proximity of the venue to urban settlements, accessibility via local public transport networks, and other routes such as walking and cycling networks.

11.1 Community Impact

- 11.1.1 When considering the geographical designation of polling districts and the allocation of electors to polling places, consideration will be given to the identification of communities within natural or other defined boundaries.

11.2 Crime and Disorder Impact

- 11.2.1 The process of the review is unlikely to impact crime and disorder in the Council area.

12 Background Papers

1. Electoral Commission guidance – Reviews of Polling Districts, Polling Places and Polling Stations
<https://www.electoralcommission.org.uk/reviews-polling-districts-polling-places-and-polling-stations>

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Democracy and Standards Committee Monday 25th September 2023

Report Title	Elections - Scale of Fees and Charges
Report Author	SRO Adele Wylie – Executive Director of Customer & Governance (adele.wylie@northnorthants.gov.uk) Report Author - Heather Jackson – Head of Electoral Services (heather.jackson@northnorthants.gov.uk)

Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	

List of Appendices

Appendix 1 – Original Fees

Appendix 2- Revised Scale of Fees and Charges

1. Purpose of Report

To note changes in the scale of election fees for local government elections in North Northamptonshire.

2. Executive Summary

- 2.1. Revisions to the scale of fees are required to provide consistency in the allocation of fees across different types of elections and to reflect uplifts in the National Living Wage, burdens associated with the cost of living, and the additional responsibilities placed on staff arising from the implementation of the requirements of the Elections Act 2022.

3. Recommendations

It is recommended that the Democracy and Standards Committee

- 3.1 Note the revised scale of election fees and charges for local government elections within North Northamptonshire at Appendix 1.

Reasons for decision

To ensure there is an element of consistency between the election roles for NNC and those set out in the new scale of fees for national polls recently published by DLUHC.

To ensure that staff are adequately remunerated to reflect additional responsibilities imposed by the provisions of the Elections Act 2022, that fees take account of increases in the National Living Wage and are sufficiently attractive to encourage staff to undertake election duties.

Alternative Options

Not to revise the scale of fees, however this would lead to a lack of consistency and may cause staff recruitment and retention issues.

4 Report Background

4.1.1 The Returning Officer is the employer of staff engaged to undertake election duties. It is a legislative requirement that the Returning Officer's expenditure in delivering an election is met by the Council.

4.1.2 Expenditure includes staff payments and any necessary disbursements considered necessary by the Returning Officer to run effective elections.

4.1.3 Although the Returning Officer may determine a scale of fees and charges which will enable them to deliver a successful election, it is considered prudent that the council note the proposed scales of expenditure to ensure that they are aware of the financial envelope that the Returning Officer will work within. It should be noted however that these may be changed by the Returning Officer should they require it.

4.1.4 Returning Officer fees vary throughout the country and there is not a standard approach or formula to determining them. The proposed increases in fees are considered to be reasonable and proportionate considering the additional responsibilities imposed by the requirements of the Elections Act 2022 which adds additional complexity to election processes.

4.1.5 The Department for Levelling Up, Housing and Communities (DLUHC) has recently undertaken an exercise to review staffing fees for national polls that are met out of the consolidated fund. The outcome of the review was to introduce a new schedule of fees for election duties.

4.1.6 The recently formulated scale of fees published by DLUHC applies to Parliamentary and Police, Fire and Crime Commissioner elections. DLUHC consulted with all Local Authorities and members of the Association of Electoral Administrators as part of their review exercise.

- 4.1.7 To facilitate consistency in the heads of election staff expenditure across different types of elections the DLUHC heads of expenditure and scale has been used as a guide to update the council schedule of fees and charges.
- 4.1.8 Appendix 1 sets out the original fees that were presented to the North Northamptonshire Shadow Executive Committee on 3rd February 2021, and which have not been modified since that time. Appendix 2 sets out the revised fees which are proposed for local government elections.
- 4.1.9 At national polls (i.e. Police, Fire and Crime Commissioner and parliamentary elections) the scale of fees for election duties is different to those for local government elections. This is because national polls are funded by the Treasury.
- 4.1.10 The changes proposed in the revised scale of fees at Appendix 2 has been drafted following consultation with colleagues at West Northamptonshire Council.
- 4.1.11 The Elections Act 2022 introduced the requirement to provide photo ID when voting in a polling station as well as changes to the handling of postal votes, changes to the franchise for European Union Citizens and changes to the eligibility criteria for overseas voters.

5 Issues and Choices

- 5.1 Retaining the existing scale of fees risks losing the goodwill of staff prepared to work the long, and in many cases unsociable, hours associated with election duties and would negatively impact recruitment into these roles with staff preferring to work for neighbouring local authorities where the rate of remuneration may be more favourable.
- 5.2 The Elections Act 2022 imposes additional burdens on election staff, particularly those employed in polling stations where new requirements for checking Voter ID and handling postal votes mean additional complexity in terms of process and understanding of legal requirements. An increase in fees for polling station staff would reflect the additional burdens and responsibilities being placed on polling station staff.
- 5.3 The proposed increase in mileage payments reflects the use of the Kettering Offices as the main administration centre for elections, particularly in relation to the delivery of ballot boxes and election stationery and the venue for the verification of ballot papers and the count for casual vacancy elections.

6 Next Steps

- 6.1 The revised fees will be implemented for all local government elections (including parish and town council casual vacancies) taking place from 2nd October 2023.
- 6.2 The fees will be reviewed by the Returning Officer prior to the scheduled local government elections due to take place on 1st May 2025.

7 Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 Town and parish councils would be recharged for elections administered on their behalf.

7.2 Legal and Governance

- 7.2.1 As set out in this report, the Returning Officer is the employer of staff undertaking specific election duties and may review and revise the scale of election fees as they require.
- 7.2.2 The Council has a responsibility to meet the expenditure associated with delivering an election and this includes payments to staff employed to undertake election duties.

7.3 Relevant Policies and Plans

- 7.3.1 Electoral Commission performance standards require the Returning Officer to have robust delivery plans in place and to ensure sufficient resources are available to deliver the election.

7.4 Risk

- 7.4.1 There are no significant risks arising from the proposed recommendations in this report.

8.1 Consultation

- 8.1.1 The revised scale of fees has been formulated in consultation with colleagues at West Northamptonshire Council and takes into consideration the outcomes of a recent consultation exercise conducted by DLUHC in setting a scale of fees for national polls where the expenditure is met by The Treasury.

9.1 Equality Implications

- 9.1.1 There are no equality implications arising from the recommendations in this report.

10.1 Climate Impact

10.1.1 There are no climate implications arising from the recommendations in this report.

11.1 Community Impact

11.1.1 The successful administration of elections is essential to ensuring democracy for electors within North Northamptonshire.

11.2 Crime and Disorder Impact

11.2.1 There are no crime and disorder implications arising from the recommendations in this report.

12 Background Papers

12.1 None

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Appendix

APPENDIX A

North Northamptonshire Council ELECTION OF WARD, PARISH AND TOWN COUNCILLORS AND NEIGHBOURHOOD REFERENDUMS

Scale of expenditure fixed under Section 36(4) and (5) of the Representation of the People Act 1983

Effective from 1 April 2021

PART 1			
Returning Officer's Fees			
<p>The fees to be paid to the Returning Officer for conducting an election; giving the prescribed notices; preparing, supplying and distributing nomination papers and forms of consent; preparing for signature, verifying and adjudicating upon nomination papers; appointing deputy returning officers, including the deputy returning officers fee; issuing poll cards; issuing and receiving postal ballot papers; arranging for and conducting the poll; counting the votes; declaring the result and making a return of the same; generally performing all the duties which a returning officer is required to perform and for covering all disbursements and expenses other than those for which provision is made in Part 2, but excluding both the employees' and employer's share of superannuation and national insurance contributions where payable, shall be as follows:-</p>			
1	In a contested election		
Where the election is for unitary councillors			
(a)	For each ward	£550	
Where the election is for parish/town councillors or a Referendum to adopt a Neighbourhood Plan			
(b)	i For every 500 electors (or part thereof) in each parish, parish ward or town boundary (single election)	£65	
	ii For every 500 electors (or part thereof) in each parish, parish ward or town boundary (combined election)	£20	
2	In an uncontested election		
For unitary councillors			
(a)	For each ward	£150	
For parish/town councillors			
(b)	For each parish or town council	£25	£15 additional fee for each parish ward

**PART 2
Disbursements**

POLLING STATION COSTS

Staffing			
(a)	Presiding Officer's fee	£225	Additional £25 for each combined election up to a maximum of 3
(b)	Poll Clerk's fee	£155	Additional £15 for each combined election up to a maximum of 3 Part time hours at a proportionate rate as determined by the RO
(c)	Polling Station Inspector's fee	£250	
(d)	Mileage rate for Returning Officer, Deputy Returning Officers and Polling Station Staff (Clerical fee- 8p per electorate- take it out of that pot)	45p per mile Flat fee- £15, £8	To include travel to and from; face-to-face training sessions ballot box collection point polling station verification
(e)	Training Fee to train Polling Station Staff	£50	
(f)	Training Fee for Polling Station Staff	£30	

Premises, printing and equipment related costs			
	The rental or statutory charges* in respect of providing permanent polling stations	Actual & necessary costs	
F8	The rental and other costs in respect of providing temporary polling stations	Actual & necessary costs	
	Heating and lighting (per polling station)	Actual & necessary costs	
	Conveyance of ballot boxes and voting screens	Actual &	

		necessary costs	
	The preparation of a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station)	Actual & necessary costs	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: in any other building:
	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 & necessary costs	
F9	Preparation and transport costs for polling station equipment	Actual & necessary costs	
F10	The provision of equipment for polling stations	Actual & necessary costs	
F11	The printing of all ballot papers, electoral registers, corresponding number lists, absent voting lists and notices (Annex E)	Actual & necessary costs	

POSTAL VOTE COSTS

Staffing

(a)	Postal Vote Manager	£25:00 per hour (Evening sessions) £22;50 per hour (Daytime sessions)
(b)	Postal Vote Supervisor	£22:50 per hour (Evening sessions) £20:00 per hour (Daytime sessions)
(c)	Postal Vote Assistant	£17:50 per hour (Evening sessions) £15:00 per hour (Daytime sessions)
(d)	Postal Vote Scanner	£20:00 per hour (Evening Sessions) £17:50 per hour (Daytime sessions)
(e)	Training Fee to train Postal Vote Staff	£50
(f)	Training Fee for Postal Vote Staff	£30

Premises, printing and postage related costs

G4	Printing and stationery costs for postal voting	Actual & necessary costs
G5	Postal voting postal costs - outward	Actual & necessary costs
G6	Postal vote postage costs – inward	Actual & necessary costs
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs
G8	Equipment costs for postal voting	Actual & necessary costs
G9	Cost of postal vote ‘sweeps’	Actual & necessary costs

POSTAL VOTING COSTS

Staff Costs

G1	Checking of postal vote papers	£150 fee plus travel fees
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Premises, printing and postage related costs

G4	Printing and stationery costs for postal voting	Actual & necessary costs
G5	Postal voting postal costs - outward	Actual & necessary costs
G6	Postal vote postage costs – inward	Actual & necessary costs
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs
G8	Equipment costs for postal voting	Actual & necessary costs
G9	Cost of postal vote 'sweeps'	Actual & necessary costs

VERIFICATION AND COUNT COSTS

Staff costs

(a)	Verification/Count Manager	<p>£35 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£32.50 per hour for daytime</p> <p>No mileage payable</p>
(b)	Control Table Staff	<p>£25:00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£22:50 an hour for daytime</p>
(c)	Verification/Count Supervisor	<p>£25:00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£22:50 an hour for daytime</p>
(d)	Verification/Count Assistant	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15:00 an hour for daytime</p> <p>No mileage payable</p>
(e)	Senior Verification/Count staff (as determined by the Returning Officer)	<p>£22.50 for night count (end of poll onwards), weekends/bank holiday</p> <p>£20.00 per hour for daytime</p>
(f)	Media Team	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15:00 per hour for daytime</p>
(f)	Car Parking & Buildings and general tasks as determined by the Returning Officer (incl. security)	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15:00 per hour for daytime</p>
(g)	IT Support	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15:00 per hour for daytime</p>
(h)	Front of House Assistants	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15:00 per hour for daytime</p>
(i)	Runners	<p>£17:50 per hour for night count (end of poll onwards), weekends/bank holiday</p>

		£15:00 per hour for daytime
(j)	Training Fee to train Count Supervisors (when undertaken prior to Count)	£50
(k)	Training Fee for Count Supervisors (when undertaken prior to Count)	£30
Count Accommodation, equipment, conveyance and security costs		
	Transfer of ballot boxes from verification to count venue	Actual & necessary costs
15	Hire and associated verification/count premises costs	Actual & necessary costs
16	Equipment and stationery costs for the count (including count refreshments, if any)	Actual & necessary costs
17	Conveyance of count equipment etc	Actual & necessary costs
18	Security costs for the count	If employed by the Returning Officer, rates payable to other count staff apply. If provided externally – actual and necessary costs.

OTHER COSTS

J3	Training courses	Actual & necessary costs
J4	Costs of materials and services	Actual & necessary costs
J6	RO's Superannuation costs	Calculated by payroll
N/a	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006	Actual & necessary costs
N/a	Any other costs not allocated elsewhere	Actual & necessary costs

POLL CARD COSTS

H2	Equipment costs for poll cards	Actual & necessary costs
H3	Printing and stationery costs for poll cards	Actual & necessary costs
H4	Postage or delivery costs for poll cards	2 nd class post or a staff delivery fee not exceeding 90% of 2 nd class post



North Northamptonshire Council

Election of Ward, Parish and Town Councillors and Neighbourhood Referendums

Scale of expenditure fixed under Section 36(4) and (5) of the Representation of the People Act 1983
Effective from 2nd October 2023

Part 1 - Returning Officer's Fees

The fees to be paid to the Returning Officer for conducting an election; giving the prescribed notices; preparing, supplying and distributing nomination papers and forms of consent; preparing for signature, verifying and adjudicating upon nomination papers; appointing deputy returning officers, including the deputy returning officer's fee; issuing poll cards; issuing and receiving postal ballot papers; arranging for and conducting the poll; counting the votes; declaring the result and making a return of the same; generally performing all the duties which a returning officer is required to perform and for covering all disbursements and expenses other than those for which provision is made in Part 2, but excluding both employees' and employer's share of superannuation and national insurance contributions where payable, shall be as follows:-

1	In a contested election		
Where the election is for unitary councillors			
(a)	For each ward	£550	
Where the election is for parish/Town councillors or a Referendum to adopt a Neighbourhood Plan			
(b)	(i) For every 500 electors (or part thereof) in each parish, parish ward or town boundary (single election)	£65	
	(ii) For every 500 electors (or part thereof) in each parish, parish ward or town boundary (combined election)	£20	
2	In an uncontested election		
For unitary councillors			
(a)	For each ward	£150	
For parish/town councillors			
(b)	For each parish or town council	£25	£15 additional fee for each parish ward

PART 2
Disbursements

POLLING STATION COSTS

Staffing (F1 to F6)

(a)	Polling Station – Ballot Box/Equipment Issuing Assistants	£13/h	Where undertaken by core election team £20 overtime fee where task is undertaken outside of normal working hours
(b)	Polling Station – Ballot Box/Equipment Issuing Supervisors	£16/h	Where undertaken by core election team £20 overtime fee where task is undertaken outside of normal working hours
(c)	Polling Station Inspector	£300 (£18.75/h)	
(d)	Presiding Officer	£272 (£17/h)	Additional £25 for each combined election up to a maximum of 3
(e)	Poll Clerk	£200 (£12.50/h)	Additional £15 for each combined election up to a maximum of 3 Part time hours at a proportionate rate as determined by the RO
(f)	Delivery/Collection and Preparation of Equipment	£15/h	
(g)	(i) Mileage rate for Returning Officer, Deputy Returning Officers and Polling Station Inspectors	45p per mile	To include travel to and from: face to face training sessions, ballot box collection point, polling station, ballot box drop off point (where applicable), verification and count centre
	(iii) Mileage for Polling Station Staff Presiding Officer Poll Clerk	Flat fee £16.00 £9.00	
(h)	Training fee for training Polling Station Staff	£50	
(i)	Training fee for Polling Station Staff receiving training	£30	Includes remote training and in person briefing

Premises, printing and equipment related costs (F7 to F11)

F7 & F8	Polling station accommodation costs	Actual & necessary costs	Includes rent and other costs of providing temporary polling stations
	Heating and lighting (per polling station)	Actual & necessary costs	
F9	Preparation and Transport costs for polling station equipment	Actual & necessary costs	

F10	Equipment costs for polling stations	Actual & necessary costs	
	The preparation of a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station)	Actual & necessary costs	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
	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 & necessary costs	
F11	Costs of printing ballot papers, electoral registers, corresponding number lists, absent voting lists, and notices (Annexe E)	Actual & necessary costs	

POSTAL VOTE COSTS			
Staffing (G1 & G2)			
(a)	Postal vote – Preparation and Issue Assistant	£15/h	
(b)	Postal Vote – Preparation and Issue Supervisor	£20/h	
(c)	Postal vote – Opening and Checking Assistant	£15/h day rate £18/h night rate (between 10pm and 8am)	
(d)	Postal Vote – Opening and Checking Supervisor	£20/h day rate £23/h night rate (between 10pm and 8am)	
(e)	Postal Vote Security	£12/h day rate £16/h night rate (between 10pm and 8am)	
(f)	Postal Vote Opening Supervisor at the Count	£20/h day rate £23/h night rate (between 10pm and 8am)	
(g)	Postal Vote – IT Support (Signature Verification)	£15/h day rate £18/h night (between 10pm and 8am)	
(h)	(i) Postal Vote – Signature Adjudicators (Scanning Supervisor)	£20/h day rate £23/h night rate (between 10pm and 8am)	
	(ii) Postal Vote – Signature Adjudicators (Scanning Assistant)	£17.50/h day rate £21/h night rate between 10pm and 8am)	
(i)	Postal Vote – Opening Session Manager	£22.50/h day rate £25.50/h night rate (between 10pm and 8am)	
(J)	Postal Vote – Opening Session Manager’s Assistant	£17.50/h day rate £21/h night rate (between 10pm and 8am)	
(j)	Training fee to train Postal Vote Staff	£50	
(k)	Training fee for Postal Vote Staff undertaking issuing or opening postal votes	£30	
(l)	Checking of postal vote ballot packs	£150 plus travel fees	Actual & necessary costs for travel

Premises, printing and equipment related costs (G4 to G8)			
G4	Printing and stationery for postal voting	Actual & necessary costs	
G5	Postal voting postage costs	Actual & necessary costs	
G6	Postal voting postage costs - inward	Actual & necessary costs	
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs	
G8	Equipment costs for postal voting	Actual & necessary costs	
VERIFICATION AND COUNT COSTS			
Staffing (I1 to I4)			
(a)	Ballot Box Receipt Assistant	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(b)	Ballot Box Receipt Supervisor	£20/h day rate £23/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(c)	Reception Staff	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(d)	Count Setup/Take down Assistant	£15/h day rate £18/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour

(e)	Count Setup/Take down Supervisor	£20/h day rate £23/h night (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(f)	Count and Verification Assistants (including runners)	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(g)	Count and Verification Team Leader	£20/h day rate £23/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(h)	Count and Verification Supervisor	£22.50/h day rate £25.50/h night rate (between 9.30pm and 8am)	Minimum daytime payment of £28 where count takes 1 hour or less Minimum night count payment of £34 where count takes 1 hour or less
(i)	Count Staff – IT support	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(j)	Count Manager	£32.50/h day rate £35.50 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £40 where count takes less than 1 hour Minimum night count payment of £44 where count takes less than 1 hour
(k)	Unused ballot paper checking and verification	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour

(l)	Collection and preparation of equipment	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(m)	Top Table Assistant/Data Officer	£22.50/h day rate £25.50/h night rate (between 9.30pm and 8am)	Minimum daytime payment of £28 where count takes 1 hour or less Minimum night count payment of £34 where count takes 1 hour or less
(n)	Training fee to train Count Supervisors (when undertaken prior to count)	£50	
(o)	Training fee for Count Supervisors (when undertaken prior to count)	£30	

Count Accommodation, equipment, conveyance and security costs (I5 to I8)

I5	Count accommodation costs	Actual & necessary costs	
I6	Equipment costs for the count	Actual & necessary costs	
I7	Transport costs for the count	Actual & necessary costs	
I8	Security costs for the count	£12/h day rate £16/h night (between 9.30pm and 8am)	Reasonable actual & necessary costs where an external provider is used

OTHER COSTS (J1 to J7 excluding J6)

J1 & J2	Payments to staff that cannot be included elsewhere <ul style="list-style-type: none"> - Casual admin support - Media Handling/Comms Communications Assistant 	£14 day rate £17 night rate (between 10pm and 8am) £15 day rate £18 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
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	Communications Manager	£20 day rate £23 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes less than 1 hour Minimum night count payment of £32 where count takes less than 1 hour
J3	Costs of providing training (where an external supplier is used)	Actual & necessary costs	
J4	Costs of materials and services	Actual & necessary costs	
J5	Nomination costs (eg support, hire of premises etc)	Actual & necessary costs	
J7	Legal Advice	Actual & necessary costs	
J8	RO's superannuation costs	Calculated by payroll	
N	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006	Actual & necessary costs	
	Any other costs not allocated elsewhere	Actual & necessary costs	

POLL CARD COSTS (H1 to H4)			
H1	Staff costs for preparation of poll cards	Actual & necessary costs	
H2	Equipment costs for poll cards	Actual & necessary costs	
H3	Printing and stationery costs for poll cards	Actual & necessary costs	
H4	Postage or delivery costs for poll cards		2 nd class post or a staff delivery fee not exceeding 90% of 2 nd class post