

# NOTICE OF MEETING

**Meeting:** GENERAL PURPOSES AND LICENSING COMMITTEE

**Date and Time:** FRIDAY, 9 JUNE 2017, AT 9.30 AM\*

**Place:** COUNCIL CHAMBER, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Melanie Stephens  
Email: melanie.stephens@nfdc.gov.uk

## **PUBLIC PARTICIPATION:**

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Committee's terms of reference which are not on the public agenda; and/or
  - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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# AGENDA

## **Apologies**

### **1. MINUTES**

To confirm the minutes of the meetings held on 13 January and 15 May 2017 as correct records.

### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. RETURNING OFFICER'S EXPENSES (Pages 1 - 8)**

To approve fees and expenses for Returning Officers for 2017/18.

**5. PROPOSED CHANGES TO PAY BANDS 1 - 4 (Pages 9 - 14)**

To consider the proposed changes to the Pay Bands 1-4 and make recommendations to the Council.

**6. LICENSING UPDATES**

To receive a verbal update from the Environmental & Regulation Service Manager.

**7. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To: **Councillors**

S J Clarke (Chairman)  
L R Puttock (Vice-Chairman)  
G C Beck  
G R Blunden  
S P Davies  
Ms L C Ford  
R L Frampton  
A T Glass

**Councillors**

L E Harris  
Mrs P Jackman  
J M Olliff-Cooper  
D N Tungate  
A S Wade  
J G Ward  
Mrs P A Wyeth

## GENERAL PURPOSES AND LICENSING COMMITTEE – 9 JUNE 2017

### RETURNING OFFICERS' FEES AND EXPENSES

#### 1. INTRODUCTION

- 1.1 The fees and expenses for Returning Officers in Hampshire and the Isle of Wight to conduct local elections are agreed by a working party of representatives of Hampshire County Council and other Local Authorities in the area. This practice (approved by the Council) ensures uniformity across councils and has been in place for many years. The scale of fees and expenses is published on this and other councils' websites. The current (2016/17) scale is available to view at <http://www.newforest.gov.uk/CHttpHandler.ashx?id=30946&p=0>

#### 2. PAY POLICY STATEMENT AND ADJUSTMENTS IN FEES

- 2.1 The Council's Pay Policy Statement 2017/18, approved by the Council on 20 February 2017, provides for the Returning Officer's scale of fees and expenses to be submitted to the General Purposes and Licensing Committee. Accordingly, the fees and expenses agreed by the county-wide Working Party for 2017/18 are attached for the Committee's consideration.
- 2.2 In setting the fees for 2017/18, the Working Party had to be mindful of the Government's decision to increase the national living wage each year. It will rise from the current £7.20 per hour to £7.50 per hour with effect from 1 April 2017. The national minimum wage applies to persons employed at elections. The Working Party has therefore agreed increases in the pay rates to poll clerks and presiding officers.

#### 3. FINANCIAL IMPLICATIONS

- 3.1 Costs of elections are borne by the body, or responsible authority for the body or individual, being elected. The next quadrennial elections for the District and Parish Councils is not scheduled until 2019, so financial implications for the District Council would arise only in 2019, or earlier if a by-election is held. The increased costs at a by-election would amount to approximately £135 of a total of approximately £6,500. The increased costs at a quadrennial district/parish election would be approximately £4,250 of an estimated total of £200,000. Part of that cost would be borne by parish/town councils.

#### 4. ENVIRONMENTAL, CRIME & DISORDER AND EQUALITY & DIVERSITY IMPLICATIONS

- 4.1 There are none.

#### 5. RECOMMENDATION

- 5.1 That the fees and expenses for Returning Officers for 2017/18, as set out in Appendix 1, be approved.

**Further information:**

Rosemary Rutins  
Service Manager, Democratic Services &  
Member Support  
Tel: (023) 8028 5588  
E-mail: [rosemary.rutins@nfdc.gov.uk](mailto:rosemary.rutins@nfdc.gov.uk)

**Background Papers:**

Published documents

**APPENDIX 1**

(2017/2018)

**LOCAL GOVERNMENT ACT 1972****HAMPSHIRE AND ISLE OF WIGHT****SCALE OF COSTS, CHARGES AND EXPENSES AT ELECTIONS OF  
COUNTY COUNCILLORS, DISTRICT COUNCILLORS AND PARISH COUNCILLORS****PART 1 - FOR SERVICES AND EXPENSES**

Fees for conducting the election, giving the prescribed notices, preparing and supplying nomination papers, distributing, filling up, verifying and adjudicating upon the same, appointing Deputy Returning Officers, arranging for or conducting the poll, counting the votes, declaring results and making return of same, and generally performing all the duties which a Returning Officer is required to perform under the Act or the Rules and Regulations made under it, and including all disbursements and expenses other than those for which special provision has been hereinbefore made, shall be as set out below save that where there is currently in force a scale which provides for the payment of a greater amount by way of fees and costs, such scale shall remain in full force in those respects in which it is more favourable.

Where a Returning Officer acts as Presiding Officer, he or she is also entitled to the Presiding Officer's fee; he or she is not entitled to the fee for counting.

Where a Deputy Returning Officer acts as Presiding Officer, he or she is also entitled to the Presiding Officer's fee and, where he or she has been appointed to attend at the count for the purpose of declaring the result of the poll and carrying out any other duty deputed by the Returning Officer, he or she is also entitled to the fee prescribed in Part 2 of this scale.

<b>DISTRICT COUNCILS:</b>	<b>For the first 1000 local government electors within each electoral area</b>	<b>For each additional 500 local government electors or fractional part of 500</b>
<b>Contested elections:</b>		
including the preparation, first revision and the issue of poll cards on the occasion of an election:	£100.00	£38.00
<b>Uncontested elections:</b>	£67.00 for each electoral area	

<b>PARISH COUNCILS:</b>	<b>For the first 500 local government electors within each electoral area</b>	<b>For each additional 100 local government electors or fractional part of 100</b>
<b>Contested elections:</b>		
Where the election is for Parish Councillors only:	£64.00	£12.00
Where the elections are for District Councillors and Parish Councillors on the same day:	£42.00	£6.00
<b>Uncontested elections:</b>		
Where the election is for parish Councillors only:	£36.00	
Where there are District and Parish Council elections on the same day:	£24.00	

### COUNTERMANDED ELECTIONS

In the event of an election being countermanded, the fees for an uncontested election shall be paid, plus **£20.10** if the election is countermanded after the latest time for withdrawal of candidature.

### POSTAL VOTING

In the event of a contest, the fee payable to the Returning Officer for services in connection with the despatch and receipt of ballot papers of persons entitled to vote by post shall be:

<b>(a)</b> for one electoral area for which an election is held on any one day if the number of persons entitled to vote by post does not exceed 50:	£24.00
for each additional 50 or fraction thereof:	£3.00
<b>(b)</b> for each of the remaining electoral areas for which elections are held on the same day, if the number of persons entitled to vote by post does not exceed 50:	£8.00
for each additional 50 or fraction thereof:	£3.00

### POLLS CONSEQUENT UPON PARISH MEETINGS

For every poll consequent on a parish meeting where such poll is not taken as to the elections of parish councillors, to cover all the services of the Returning Officer and, if the poll is taken on more than one question on the same day in any parish, only one fee to be charged:

<b>(a)</b> For the first 500 local government electors in a parish	£64.00
<b>(b)</b> For each additional 100 local government electors or fractional part of 100:	£12.00

If the poll is not taken in consequence of the withdrawal of any candidates, for services preliminary to the poll: **£36.00**

Disbursements in connection with these polls are to be made in accordance with Part 2 of this scale.

### TRAINING

For <b>Providing Training to Presiding Officers and Poll Clerks, per session</b> (suggested ratio 1 trainer per 20/25 staff)  Where a training session is undertaken by a person other than the Returning Officer, the fee shall be payable to that person accordingly	£167:00
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**PART 2 - DISBURSEMENTS**

<ul style="list-style-type: none"> <li>• for use and fitting up of a building for polling or constructing a polling station with its fittings and compartments }</li> <li>• for the hire of a venue for postal vote processing or the count, where a commercial rate is payable and recoverable in accordance with the current Parliamentary Election Guidance Notes }</li> <li>• for each ballot box required to be purchased }</li> <li>• for the use of each ballot box when hired }</li> <li>• for stationery, postages, telephone }</li> <li>• for printing and providing poll cards }</li> <li>• for printing and providing ballot papers }</li> <li>• for each stamping instrument }</li> <li>• for copies of the register of electors }</li> <li>• for printing and providing notices, nomination forms and other documents required in and about the election and cost of publishing same }</li> </ul>	Actual and necessary cost
<b>PRESIDING OFFICER</b> – for each Presiding Officer	£240.00
For the Presiding Officer where more than one election is held on the same day:	The fee for a Presiding Officer plus £25.00

<b>POLL CLERK</b> - for each Poll Clerk	£150.00
For each Poll Clerk employed for part only of the period of the poll:	The hours worked to be paid at the Poll Clerk's hourly rate, plus up to 25% of that total at the discretion of the Returning Officer
For the Poll Clerk where more than one election is held on the same day:	The fee for a Poll Clerk plus £15.00
<b>COUNTING ASSISTANT</b> - for each Counting Assistant	£14:00 per hour for a daytime count £17:00 per hour for a night time, weekend or bank holiday count (A night time count is a count that starts once polling closes and runs through the night)
<b>COUNTING SUPERVISOR</b> - for each Counting Supervisor	The fee for a Counting Assistant plus £60:00
<b>SENIOR SUPERVISOR</b> - for each Senior Supervisor (number and duties to be determined locally)	The fee for a Counting Supervisor plus £50:00
<b>COUNT MANAGER</b> – for each Count Manager (number and duties to be determined locally)	The fee for a Senior Supervisor plus £100:00

For each <b>DEPUTY RETURNING OFFICER</b> appointed to conduct the count in the absence of the Returning officer ( <i>where for example two counts are being conducted simultaneously but in geographically different locations warranting the DRO taking full responsibility for a Count</i> )	£77.00 for each electoral area, except that where the count for more than one electoral area is conducted by the same DRO, a further £61.00 be paid for the second electoral area and thereafter at the rate of £36.00 for each electoral area. The fee shall be increased by 60% in any electoral area where the number of electors exceeds 5000.
For <b>Returning Officer's travelling expenses</b> where necessary to make arrangements for the poll and for the conveyance of ballot boxes and papers etc to and from the polling place:  For <b>Presiding Officers, Poll Clerks and Counting staff travelling expenses</b> including collection of the ballot box and delivery to place of count:	} Second class railway or bus fare } or, where not available, sums actually } and necessarily incurred. For private } cars (to be shared wherever practicable) } the current AMAP (HM Revenue and Customs) rate } }
For <b>clerical and other assistance</b> not specifically mentioned in this scale, including the employment of persons in connection with the <b>preparation and issue of official poll cards</b> , including charges for employers' share of national insurance and superannuation contributions where payable	£51.00 per electoral area plus, in contested elections, £35.00 for each 500 electors or part thereof. ( <b>NOTE:</b> This is a maximum allowance and it is not an entitlement)
For the remuneration of persons employed for the <b>despatch and receipt of ballot papers of persons entitled to vote by post</b> (in each electoral area)	Actual and necessary cost
Expenses in connection with the provision of <b>security measures</b>	Actual and necessary cost
Expenses in connection with the hire of <b>mobile telephones</b>	Actual and necessary cost
<b>Polling Station Inspectors</b> (suggested ratio – 1 Inspector per 15 stations)  At the discretion of the Returning Officer, an appropriate payment may be made for a second team of polling stations inspectors, to assist with the collection of postal votes therefrom.	The fee for a Presiding Officer
For each <b>Presiding Officer and Poll Clerk who attends a training session</b>	£40.00



**PART 3 - COUNTY COUNCIL ELECTIONS**

In respect of Hampshire County Council Elections:

1. The County Returning Officer shall not receive a fee. No fees for election duties are included in Hampshire County Council Chief Officer salaries, nor are any additional fees payable for such responsibilities.
2. Deputy County Returning Officers (Local Returning Officers) shall receive the Returning Officer fee payable for District Elections set out in Part 1 of this Order net of superannuation
3. Deputy County Returning Officers (Local Returning Officers) shall receive the amount payable for District Elections set out in Part 1 of this Order in respect of postal voting and training
4. In respect of Disbursements(Part 2), the Deputy County Returning Officers (Local Returning Officers) shall receive the amounts set out in Part 2 of this Order payable for District Elections
5. The terms of this order shall be construed accordingly eg 'each electoral area' shall be taken to mean each County Electoral Division (as opposed to Ward)

**NOTES:**

1. "Electoral area" means any district, ward or parish council for which a separate election is held.
2. The fees prescribed for Presiding Officers and Poll Clerks are for the hours of poll from 7am to 10pm. In the event of an election or poll for a non-principal area where the hours of poll are fewer in number, the fees payable to Presiding Officers and Poll Clerks shall be at the discretion of the Returning Officer.
3. With regard to Business Improvement Districts (BIDs), each BID area shall be treated as one electoral area and this schedule shall be used as the basis for calculating both the Ballot Holder's fee and the clerical support fees.
4. With regard to other electoral activities and events where there is not a fees and charges order set by Government (this includes but is not limited to business and residential neighbourhood planning referendums, council tax referendums and local polls) this schedule shall be used as the basis for calculating the fees and charges.
5. By law, all expenditure properly incurred by a returning officer in relation to the holding of an election of a councillor for a principal area must be paid by that council in so far as such expenditure does not, in cases where there is a scale fixed for the purpose by the council for that area, exceed that scale.

***Printed and Published by Mark Heath, Chairman of the Hampshire and Isle of Wight Election Fees Working Party***

January 2017

**EMPLOYEE ENGAGEMENT PANEL - 1 JUNE 2017  
GENERAL PURPOSES AND LICENSING COMMITTEE – 9 JUNE 2017**

## **PROPOSED CHANGES TO PAY BANDS 1 TO 4**

### **1. BACKGROUND**

- 1.1 The Council employs around 1,225 employees of which approximately 620 (51%) are paid within Bands 1 to 4. The total budgeted expenditure in 2017/18 of these Bands is circa £8.4 million.
- 1.2 Many of these employees deliver front line services directly to the public in roles such as:
- Refuse loader
  - Cleaner
  - Leisure Attendant
  - Senior Leisure Attendant
  - Receptionist
  - Customer Services Advisor
  - Office based Clerical Assistants
  - Drivers HGV and non HGV
  - Tax and Benefit Advisors
  - Civil Enforcement Officers
- 1.3 As a responsible employer the Council recognises the valuable contribution that these employees make to the work of the Council and in particular the Council's Corporate Plan priority for delivering Service Outcomes for the Community.
- 1.4 It is important that employees feel positive about working for the Council and as a significant local employer we wish to pay a wage which is reflective of the cost of living.
- 1.5 A review of the lowest pay bands has been undertaken to achieve a minimum hourly rate of £8.00, to be implemented at the earliest opportunity. This is 0.50p higher than the National Minimum Wage of £7.50 for over 25s.

### **2. THE PROPOSAL**

- 2.1 The proposed new bands, to be introduced on a phased basis, are set out in Appendix 1. The principles behind the proposals are:
- a. All employees will have a wage of at least £8.00 an hour from 1 July 2017;
  - b. Appropriate differentials will be maintained between different roles (i.e. each pay level reflects a similar percentage. This is not the case at present).
  - c. Each band has a sufficient level of flexibility that can be used to reflect different levels of skills and knowledge (this will require each band to be limited to 3 Spinal Column Points (scp) by 1 April 2018;
  - d. To ensure that the additional costs are manageable, it is proposed that the new bands be phased in, starting on 1 July 2017 with full implementation by 1 April 2018. The financial implications are dealt with in paragraph 4. Transitional arrangements are proposed to ensure no individual is any worse off e.g. there are currently two points in Band 4 (scp 20 and 21) and two

points in Band 2 (scp 13 and 14), where individuals might be marginally worse off albeit only until April 2018. This will be avoided by payment of a lump sum from 1 July 2017 to compensate for this situation.

### **3. CONSULTATION TIMETABLE**

- 3.1 Initial discussion with the Pay Panel commenced on 24 April 2017. The views from the Unions were reported to the Executive Management Team on 2 May 2017.

The Employee Engagement Panel will meet on 1 June 2017.

The General Purposes and Licensing Committee will meet on 9 June 2017.

Full Council will meet on 10 July 2017.

If agreed by full Council it is anticipated that the agreed changes could be implemented and back dated to 1 July.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The full year cost of the proposals set out in paragraph 2 will be £181,000. Costs in the current (2017/18) financial year, based on a phased introduction, will be £85,000. Provision of £60,000 was made in the 2017/18 budget so an additional £25,000 will be required.

- 4.2 Provision of £100,000 was made in the Medium Term Financial Plan 2018/19. An additional £81,000 is therefore required in that year's budget. The ongoing costs will become part of the Council's annual budget.

### **5. EMPLOYEE SIDE COMMENTS**

- 5.1 Employee side comments received from Unite and Unison are as follows: -

- Unite - whilst whole heartedly supporting the aim of increasing the wage of the lowest paid, it is Unite's policy to campaign the implementation of the Living Wage at £8.45 per hour.
- Unison – There are many points of agreement on the proposal. However Unison would like the Spine points 11-15 to mirror the National Joint Council rate of + 0.19p.

### **6. EMPLOYER'S RESPONSE**

- 6.1 The Employee Engagement Panel will meet on 1 June 2017. The comments of the Panel will be reported verbally to the Committee on 9 June 2017.

### **7. ENVIRONMENTAL, CRIME & DISORDER AND EQUALITY & DIVERSITY IMPLICATIONS**

- 7.1 There are none.

## **8. RECOMMENDATIONS**

- 8.1 That it be recommended to the Council that the proposed new pay bands 1 – 4 attached to this report as Appendix 1 be approved and implemented on a phased basis; that additional expenditure of £25,000 be authorised in the current financial year and that additional provision of £81,000 be made in the Medium Term Financial Plan 2018/19 for this purpose.

**For further information please contact:**

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Service Manager – Human Resources  
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**Background Papers:**

None

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Adjust bands 1-4 according to new scales, implement transitional arrangement from 01/07/2017 and achieve 3 points in each band from 01/04/2018

SCP	Hourly Rates			BAND 1			BAND 2			BAND 3			BAND 4		
	01/04/2017	01/07/2017	01/04/2018	01/04/2017	01/07/2017	01/04/2018	01/04/2017	01/07/2017	01/04/2018	01/04/2017	01/07/2017	01/04/2018	01/04/2017	01/07/2017	01/04/2018
22	£11.0916	£11.0916	£11.0916										£21,399	£21,399	£21,399
21	£10.7781	£10.7670	£10.7670										£20,794	£20,773	£20,773
20	£10.5033	£10.4519	£10.4519										£20,264	£20,165	£20,165
19	£10.1312	£10.1460	£10.1460							£19,546	£19,575	£19,575	£19,546	£19,575	
18	£9.7761	£9.8490	£9.8490							£18,861	£19,002	£19,002	£18,861		
17	£9.4247	£9.5608	£9.5608							£18,183	£18,446	£18,446			
16	£9.2433	£9.2809	£9.2809									£17,906	£17,833	£17,906	
15	£9.0204	£9.0093	£9.0093							£17,382	£17,382	£17,403			
14	£8.8198	£8.7456	£8.7456				£17,016	£16,873	£16,873						
13	£8.6384	£8.4897	£8.4897		£16,379	£16,379	£16,666	£16,379							
12	£8.4814	£8.2412	£8.2412		£15,900	£15,900	£16,363								
11	£8.2574	£8.0000	£8.0000		£15,434	£15,434	£15,931								
10	£8.1025						£15,632								
9	£7.8397			£15,125											
8	£7.7329			£14,919											
7	£7.6510			£14,761											
6	£7.5981			£14,659											

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