

9 MARCH 2018

NEW FOREST DISTRICT COUNCIL

GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of a meeting of the General Purposes and Licensing Committee held in the Council Chamber, Appletree Court, Lyndhurst on Friday, 9 March 2018

- * Cllr S J Clarke (Chairman)
- * Cllr L R Puttock (Vice-Chairman)

Councillors:

- * G C Beck
- * G R Blunden
- * S P Davies
- * Ms L C Ford
- * R L Frampton
- * A T Glass
- * L E Harris

Councillors:

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

*Present

In Attendance:

Cllr Mrs Hoare, Environment and Regulatory Services Portfolio Holder

Officers Attending:

Mrs H Aylett, Mrs C Ferguson, Mrs J McClay, Ms M Stephens and B Stockley

Apologies:

Cllrs Davies, Tungate and Ward.

22 MINUTES

RESOLVED:

That the minutes of the meeting held on 12 January 2018 be signed by the Chairman as a correct record.

23 DECLARATIONS OF INTEREST

No declarations of interest were made by members in connection with an agenda item.

24 PUBLIC PARTICIPATION

No issues were raised during the public participation period.

25 RETURNING OFFICERS' FEES AND EXPENSES

The Committee considered the fees and expenses for Returning Officers in Hampshire and the Isle of Wight to conduct local elections. These were

recommended by a Working Party of representatives of Hampshire County Council and other Local Authorities in the area.

RESOLVED:

That the fees and expenses for Returning Officers for 2018/19, as set out in Appendix 1 to these minutes, be approved.

26 PAY 2018 UPDATE

The Committee considered the basis of the Council's local pay arrangements to take effect from 1 April 2018.

The two main proposals were a minimum hourly rate of £8.50 at spinal column point 12, and a 2% cost of living rise for all other grades.

It was noted that the national pay offer of 2% was still being negotiated, but it was proposed that the Council would adopt this figure for pay in 2018, subject to national agreement.

The Committee supported the intention to offer a cost of living rise to employees with effect from 1 April 2018 in lieu of the ongoing discussion over the national pay offer.

RECOMMENDED:

That the proposed changes to the local pay arrangements, as set out in Appendix 2 to these minutes, be approved and implemented from 1 April 2018.

27 STATUTORY FINANCIAL OFFICER ROLE WITH THE MANAGEMENT STRUCTURE

The Committee considered the role of the Statutory Financial Officer (Section 151) within the Council's management structure.

It was proposed that the current Accountancy and Audit Service Manager role be titled Head of Financial Services, and include Section 151 responsibilities. The Council Tax and Business Rates Collection and Benefits sections would now come within the responsibility of the Section 151 Officer. The Housing and Community Services Manager (new title Revenue and Benefits Services Manager) would in future be responsible for Revenues, Council Tax and Business Rates collection, Housing Benefits, and would oversee the transition to Universal Credit, reporting directly to the Council's Section 151 Officer. The changes would be implemented from 1 February 2018 and a new pay band to reflect the duties of the Head of Financial Services was proposed. The Committee supported the proposals.

A proposed new pay scale (10A) had been arrived at following an external consultant's recommendation.

RESOLVED:

- (a) That the creation of a new band 10A within the Council's existing salary structure be agreed; and
- (b) That the changes to the role of Statutory Financial Officer be supported.

28 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The Committee considered the proposed changes the Council's current Private Hire and Hackney Carriage Licensing Policy (Taxi Policy).

The proposed amendments reflected changes in relevant legislation, changes in technology, social climate and vehicle specifications.

The policy would be subject to public consultation during 1 April – 31 June 2018. The Committee would consider any comments received at their meeting on 7 September 2018. The final policy would be submitted to the full Council for adoption on 10 December 2018.

In discussing the suggested changes, members were particularly pleased to see that the driver knowledge test would now include knowledge of issues pertinent to the New Forest such as livestock and animals. Members also requested that the number of tests that an applicant could re-sit should be reduced to three (not four as suggested in the report).

Members requested that officers examine whether the use of child safety locks could be regulated, as some members had concerns regarding the safety of passengers and the potential for people being held against their will.

RESOLVED:

- (a) That the proposed key changes to the taxi policy be noted; and
- (b) That the proposed changes be subject to public consultation between 1 April – 31 June 2018.

29 COSMETIC PIERCING AND SEMI-PERMANENT MAKEUP - PROPOSED CHANGES TO REGISTRATION FEES AND BYELAWS

The Committee considered proposals to extend the existing registration fees for premises and practitioners undertaking cosmetic piercing and semi-permanent skin-colouring as well as the introduction of new byelaws for the regulation of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis.

The proposals had been brought forward in order to comply with changes in legislation and new, updated byelaws produced by the Department of Health which included the newer practices of semi-permanent skin-colouring and cosmetic piercing.

To ensure that residents of the District were visiting registered practitioners, members requested that the Council's website and social media signpost residents the relevant information regarding practitioners before undertaking treatments.

RECOMMENDED:

- (a) *That the proposed fees, as set out in paragraph 3.3 of the report to the Committee, for the registration of premises and of practitioners undertaking cosmetic piercing and semi-permanent makeup in line with the current fees charged for tattooing, electrolysis and acupuncture, be approved;*
- (b) *That the proposed changes to the fees and charges, take effect on 1 May 2018; and*
- (c) *That the single consolidated byelaws for the regulation of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis for New Forest District Council, be adopted and that existing byelaws be revoked.*

CHAIRMAN

Attachments: Appendices 1 and 2

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.

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

PARISH COUNCILS:	For the first 500 local government electors within each electoral area	For each additional 100 local government electors or fractional part of 100
Contested elections:		
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
Uncontested elections:		
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:

(a) 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) 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:

(a) For the first 500 local government electors in a parish	£64.00
(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

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

<ul style="list-style-type: none"> • for use and fitting up of a building for polling or constructing a polling station with its fittings and compartments } • 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 } • for each ballot box required to be purchased } • for the use of each ballot box when hired } • for stationery, postages, telephone } • for printing and providing poll cards } • for printing and providing ballot papers } • for each stamping instrument } • for copies of the register of electors } • for printing and providing notices, nomination forms and other documents required in and about the election and cost of publishing same } 	Actual and necessary cost
PRESIDING OFFICER – 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

POLL CLERK - 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
COUNTING ASSISTANT - 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)
COUNTING SUPERVISOR - for each Counting Supervisor	The fee for a Counting Assistant plus £60:00
SENIOR SUPERVISOR - for each Senior Supervisor (number and duties to be determined locally)	The fee for a Counting Supervisor plus £50:00
COUNT MANAGER – for each Count Manager (number and duties to be determined locally)	The fee for a Senior Supervisor plus £100:00

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<p>For each DEPUTY RETURNING OFFICER appointed to conduct the count in the absence of the Returning officer(<i>where for example two counts are being conduct simultaneously but in geographically different locations warranting the DRO taking full responsibility for a Count</i>)</p>	<p>£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.</p>
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<p>For Returning Officer's travelling expenses where necessary to make arrangements for the poll and for the conveyance of ballot boxes and papers etc to and from the polling place:</p> <p>For Presiding Officers, Poll Clerks and Counting staff travelling expenses including collection of the ballot box and delivery to place of count:</p>	<p>} 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 } }</p>
<p>For clerical and other assistance not specifically mentioned in this scale, including the employment of persons in connection with the preparation and issue of official poll cards, including charges for employers' share of national insurance and superannuation contributions where payable</p>	<p>£51.00 per electoral area plus, in contested elections, £35.00 for each 500 electors or part thereof. (NOTE: This is a maximum allowance and it is not an entitlement)</p>
<p>For the remuneration of persons employed for the despatch and receipt of ballot papers of persons entitled to vote by post (in each electoral area)</p>	<p>Actual and necessary cost</p>
<p>Expenses in connection with the provision of security measures</p>	<p>Actual and necessary cost</p>
<p>Expenses in connection with the hire of mobile telephones</p>	<p>Actual and necessary cost</p>
<p>Polling Station Inspectors (suggested ratio – 1 Inspector per 15 stations)</p> <p>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.</p>	<p>The fee for a Presiding Officer</p>
<p>For each Presiding Officer and Poll Clerk who attends a training session</p>	<p>£40.00</p>

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***

February 2018

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Minute Item 26

Leave Days		Hourly Rate	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 11	Chief Exec (CX)
27	£115,807	£60.0257	CX3												£115,807
27	£112,333	£58.2250	CX2												£112,333
27	£108,963	£56.4783	CX1												£108,963
27	£103,086	£53.4321	81												
27	£100,088	£51.8781	80												
27	£97,172	£50.3667	79												
27	£94,342	£48.8998	78												
27	£91,596	£47.4765	77												
27	£88,914	£46.0864	76												
27	£86,336	£44.7501	75												
27	£83,868	£43.4709	74												
27	£81,480	£42.2331	73												
27	£79,157	£41.0291	72											£79,157	
27	£76,899	£39.8587	71											£76,899	
27	£74,725	£38.7318	70											£74,725	
27	£72,625	£37.6434	69												
27	£70,600	£36.5938	68												
27	£68,644	£35.5799	67												
27	£66,773	£34.6101	66												
27	£64,967	£33.6740	65												
27	£63,236	£32.7768	64												
27	£61,581	£31.9190	63										£61,581		
27	£59,995	£31.0969	62										£59,995		
27	£58,430	£30.2857	61										£58,430		
27	£57,191	£29.6435	60										£57,191		
27	£56,036	£29.0449	59										£56,036		
27	£54,884	£28.4478	58										£54,884		
27	£53,741	£27.8553	57												
27	£52,804	£27.3696	56												
27	£51,847	£26.8736	55												
27	£50,898	£26.3817	54												
27	£49,958	£25.8945	53												
27	£48,997	£25.3964	52												
27	£48,052	£24.9066	51												
27	£46,929	£24.3245	50												
27	£46,159	£23.9254	49									£46,159			
27	£45,223	£23.4402	48									£45,223			
27	£44,280	£22.9514	47									£44,280			
27	£43,316	£22.4518	46									£43,316			
27	£42,340	£21.9459	45	Politically Restricted Above Point 43								£42,340			
27	£41,331	£21.4229	44									£41,331			
27	£40,017	£20.7418	43												
26	£39,457	£20.4516	42								£39,457				
26	£38,472	£19.9410	41								£38,472				
26	£37,514	£19.4444	40								£37,514				
26	£36,534	£18.9365	39								£36,534				
26	£35,590	£18.4472	38								£35,590				
26	£34,467	£17.8651	37							£34,467					
26	£33,472	£17.3494	36							£33,472					
26	£32,535	£16.8637	35							£32,535					
26	£31,684	£16.4226	34							£31,684					
26	£31,044	£16.0909	33						£31,044	£31,044					
26	£30,173	£15.6394	32						£30,173						
26	£29,297	£15.1854	31						£29,297						
25	£28,458	£14.7505	30						£28,458						
25	£27,571	£14.2907	29						£27,571						
25	£26,669	£13.8232	28						£26,669						
24	£25,644	£13.2919	27					£25,644							
24	£24,812	£12.8607	26					£24,812							
24	£24,022	£12.4512	25					£24,022							
23	£23,257	£12.0547	24					£23,257							
23	£22,546	£11.6862	23					£22,546							
23	£21,827	£11.3135	22				£21,827								
23	£21,188	£10.9823	21				£21,188								
22	£20,568	£10.6609	20				£20,568								
22	£19,967	£10.3494	19			£19,967									
22	£19,382	£10.0462	18			£19,382									
22	£18,815	£9.7523	17			£18,815									
22	£18,264	£9.4667	16		£18,264										
22	£17,730	£9.1899	15		£17,730										
22	£17,210	£8.9204	14		£17,210										
22	£16,707	£8.6597	13	£16,707											
22	£16,399	£8.5000	12	£16,399											
Employee Notice Period			One Month							Two Months			Three Months		

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