

**25 FEBRUARY 2019**

**NEW FOREST DISTRICT COUNCIL**

**GENERAL PURPOSES AND LICENSING COMMITTEE**

Minutes of a meeting of the General Purposes and Licensing Committee held in the Committee Room 1, Appletree Court on Monday, 25 February 2019

- \* 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:**

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

\*Present

**Officers Attending:**

Mrs H Aylett, Mrs C Ferguson, Mrs R Rutins and Mrs K Wardle

**Apologies**

Cllr J Ward

**19 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 16 November 2018 be signed by the Chairman as a correct record.

**20 DECLARATIONS OF INTEREST**

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

**21 PUBLIC PARTICIPATION**

No issues were raised during the public participation period.

**22 PAY POLICY STATEMENT 2019/20**

The Committee considered the proposed Pay Policy Statement for 2019/20.

**RECOMMENDED:**

***That the Pay Policy Statement 2019/20 as set out in Appendix 1 to these minutes be approved.***

**23 PAY 2019**

The Committee considered the basis of the Council's local pay arrangements proposed to take effect from 1 April 2019.

The two main proposals were a minimum hourly rate of £9, which would mean that spinal column point 12 would be discontinued and a 2% cost of living rise to all other grades.

A bench marking exercise had been carried out of bands 1-7. Bands 2-7 had fallen behind the market median. Some positions, in housing maintenance (electricians / plumbers) for example, did not fit well into the pay bands and needed to be reviewed.

There was a difference of opinion between the Council and Unison in relation to the nationally agreed bottom loaded two year cost of living award. It was noted that the National Joint Council for Local Government Services (NJC) spinal points did not match the Council's and therefore it was not possible to compare the spinal points. The Council believed that the minimum hourly rate of £9 mirrored the NJC lowest rate.

Members expressed concern regarding the objection received by Unison and the fact that it was claimed that some staff had felt undervalued by the proposals. Members felt that the Council should at least be on a par with the NJC pay award. It was however noted that from 1 April 2019, pay scales 1-4 would progress in increments of 3%, whereas the NJC spine points increase was only 2%.

Members acknowledged and supported the proposed review of pay to be carried out in 2019. They were keen for this work to commence.

The cost to the Council on both agency and recruitment spend was discussed. The Council had spent nearly £853k on agency staff during the 12 month period (October 2017 to September 2018), the largest agency spend was in Housing Maintenance and Refuse. 12% of vacancies advertised between January to October 2018 had not been filled the first time. The Committee expressed concern regarding the cost to the Council on both recruitment and agency staff.

It was suggested that a Task and Finish Group be established to consider the reasons behind the expenditure on agency staff and the difficulties found in recruiting to particular positions. It was understood that the use of some agency staff in particular areas was necessary, for example, waste services to cover sickness. It was also acknowledged that some work may be considered not suitable for permanent staff, and that agency staff could offer the best value for money in specific circumstances. It was agreed that a further report be presented to the Committee at the next meeting which would provide a more detailed breakdown of the statistics behind recruitment and agency spend, together with an analysis of the reasons behind the statistics. The Committee would then consider the merits of whether a Task and Finish Group should be established and the scope of any possible group.

**RESOLVED:**

- (a) That the proposals for pay from 1 April 2019, as summarised in paragraph 4 of the report, together with the employee side comments and the employer's responses be noted; and

- (b) That a further report providing further details on the breakdown of agency spend and the issues surrounding difficulties in recruitment be presented to the Committee at the next meeting for consideration.

**RECOMMENDED:**

***(a) That the proposed changes to the Council's local pay arrangements, as set out in Appendix 2 to these minutes, be approved and implemented on 1 April 2019; and***

***(b) That a full review be carried out of the Council's local pay arrangements.***

**24 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 2019/20, as set in Appendix 3 to these minutes, be approved.

**25 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

The Chairman provided an update to the Committee on the following items:

**Gambling Act 2006 Policy revision:** The Council's Licensing Policy was under review and the revised policy would be considered by the General Purposes and Licensing Committee, prior to the mandatory public consultation. It would include minor changes and additions released by the Gambling Commission during the past three years, together with a refresh of the formatting, in line with other Policies issued within the Environmental and Regulation Service.

Following the consultation, suggestions and comments would be considered by the Committee, prior to seeking Full Council approval.

**Draft Taxi Statutory guidance from Department for Transport (DfT):** A Government Task and Finish group had reviewed the current taxi and private hire industry to consider improvements to better protect the public who use those vehicles. The working party had made 34 recommendations to the Government with a view to providing greater consistency across authorities that licence drivers and vehicles. The recommendations also sought to improve safety for the public and suggested measures to provide greater protection for customers.

New draft statutory guidance for licensing authorities had been produced and was under public consultation. The deadline for responses was 22 April 2019. The guidance provided an opportunity to apply consistency whilst raising standards, providing greater protection for the public and improving the customer experience. The documents and online survey could be viewed online at :

<https://www.gov.uk/government/consultations/taxi-and-private-hire-vehicle-licensing-protecting-users>

**Safeguarding driver awareness training:** Members of the General Purposes and Licensing Committee agreed in 2017 to introduce a Driver Knowledge Test for new drivers, which included a module on the safeguarding of children and vulnerable adults. Members had also added support for future roll-out of safeguarding training for existing drivers.

Members would be presented with a revised safeguarding package to approve for new and existing drivers at the next meeting.

CHAIRMAN

### **New Forest District Council Pay Policy Statement Financial year 2019-20**

#### **Background**

1. The purpose of this Pay Policy Statement ("Pay Statement") is to set out New Forest District Council's pay policies relating to its workforce for the financial year 2019-20, including the remuneration of its Chief Officers and that of its lowest paid employees. Once the Local Pay Award for 2019-20 has been agreed the Pay levels in this document will be amended accordingly.
2. The functions of appointment, dismissal and related matters for all employees below Chief Officer Level shall be dealt with by the Chief Executive and Executive Heads, or such other employees as may be authorised. Standing Orders for General Procedures deal with procedures for appointing and dismissing employees at Chief Officer Level.
3. With the exception of apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is formally discussed and consulted upon at the Employee Engagement Panel before recommendations are taken forward to General Purposes and Licensing Committee who will make recommendations to Council.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 ("Localism Act"), staff employed by the Council have been separated into two groups:-
  - (a) Chief Officers as defined by the Localism Act
  - (b) Employees who are not Chief Officers as defined by the Localism Act
5. An "employee who is not a Chief Officer" refers to all staff that are not covered within the "Chief Officer" group as outlined below. This includes the "lowest paid employees". In the context of the Council, the "lowest paid employees" are those employed at Band 1 on the District Council's pay structure (this is appended as item 1).
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. The following roles within the Council fall within the definition of "Chief Officers": -
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Section 151(Chief Finance Officer)
  - (d) Non-Statutory Chief Officers (Executive Heads)
  - (e) Officers reporting directly to those officers falling within (a), (b), (c) and (d) above (Deputy Monitoring Officer and Deputy S151 Chief Finance Officer)

#### **Chief Officers as defined by the Localism Act 2011**

7. The Chief Executive's pay is set in comparison with other district councils. The Chief Officers below the Chief Executive are paid on Band 11 of the Council's pay structure (the Band for each role is determined by a consistent job evaluation process), Chief Officer current salaries are outlined below:

8. The Head of Paid Service salary range is detailed below, CX4 (£119,388) and CX5 (£123,081) are available for exceptional performance:

Spinal points	Salary
CX1	£108,963
CX2	£112,333
CX3	£115,807

9. The Council has a duty to appoint a Returning Officer responsible for local government elections, and has decided that this role be carried out by the Chief Executive. The Returning Officer fees are regarded as a special responsibility payment in relation to independent duties carried out.
10. The fees and charges for European, UK Parliamentary and Police Commissioner elections and National Referendums are set by external bodies. The scale of fees and expenses for County, District, Parish and Town Council elections will be set in partnership with the County Council and other Hampshire local authorities to ensure uniformity and will be submitted to General Purposes and Licensing Committee.
11. The Monitoring Officer and 2 Executive Heads salary range (Band 11) is detailed below, spinal point 73 (£81,480) and spinal point 74 (£83,868) are available for exceptional performance:

Spinal points	Salary
70	£74,725
71	£76,899
72	£79,157

12. The Executive Head of Operations also takes on the additional role of Deputy Chief Executive and receives an additional payment of £6,000 per annum.
13. The Section 151 (Chief Financial Officer) salary range (Band 10A) is detailed below. Spinal Point 67 (£68,644) and spinal point 68 (£70,600) are available for exceptional performance.

Spinal points	Salary
64	£63,236
65	£64,967
66	£66,773

14. The Deputy Monitoring Officer will be paid on band 10 (see point 15 below). The Deputy S151 (Chief Financial Officer) will be paid on Band 9.

15. The Service Managers salary range (Band 10) is detailed below:

Spinal points	Salary
58	£54,884
59	£56,036
60	£57,191
61	£58,430
62	£59,995
63	£61,581

- 16. The Council reviews its terms and conditions and pay levels regularly. The Chief Executive, Executive Heads and Service Managers pay was reviewed in 2015/16.
- 17. Pay awards are considered annually for all staff including Chief Officers. The outcome of the national consultations by the Local Government Employers in negotiation with the Trade Unions is applied unless this distorts the councils local pay structure.
- 18. The Chief Executive, Chief Officers' and Service Managers' performance and pay progression is reviewed annually on the achievement of clear organisational objectives. Incremental progression does not apply to these roles. The Chief Executives' annual review is undertaken by a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader).
- 19. The Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on council business in accordance with local Terms and Conditions.
- 20. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The pension's policy statement is appended as item 2 to this statement applies to all employees including chief officers.
- 21. All employees including Chief Officers with more than 2 years continuous service will be entitled to a redundancy payment. If employees are aged at least 55 they are also automatically entitled to the immediate payment of pension benefits if they are retired on the grounds of redundancy. The redundancy payments are based on actual weekly pay. The number of weeks individuals are entitled to is based on the statutory redundancy grid which provides for a maximum of 30 weeks. A multiplier of 1.5 is used to support efficient organisational change. The Council scheme therefore provides for an entitlement of up to a maximum of 45 weeks based on length of service and age. The Council operates one redundancy scheme for both voluntary and compulsory redundancies. All redundancies are subject to a full Business case which requires a maximum financial payback of 3 years.
- 22. The Council practice is not to re-employ Chief Officers who have received a redundancy or severance package on leaving the council.

23. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200 are published. This information is contained on 'Transparency and Open Government' pages on the Council's external website.

#### **Employees who are not Chief Officers as defined by the Localism Act**

24. These employees are all paid on the Council's pay structure on Bands 1-9. Each employee will be on one of the 9 Bands based on the job evaluation of their role. Each Band consists of 3, 5 or 6 spinal points. Pay progression within the Band is subject always to good performance.
25. Each "lowest paid employee" is paid within the salary range for Band 1. All other employees are paid within the salary range for the Band of their role i.e. (2-9). In very exceptional cases individuals are paid a pay supplement.
26. Employees new to the Council will normally be appointed to the first spinal point of the salary range for their Band. Where the candidate's current employment package would make the first spinal point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different spinal point in starting salary may be considered by the recruiting manager. This will be within the salary range for the Band. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
27. Employees' performance during the course of the year is reviewed within the Council's performance management arrangements, and pay progression within the Band is subject always to good performance.
28. Pay awards are considered annually for staff. For all staff up to and including the Chief Executive the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
29. The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to an employee will be commensurate with the work being rewarded. All bonuses are subject to Executive Management Team approval.
30. The Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on Council business in accordance with the Council's local Terms and Conditions.
31. Band 9 staff are entitled to the lease car cash alternative. The Essential User allowance only applies to jobs that are visiting officers or jobs that manage across more than one site (average of 2500 miles per annum) and agreed by the Service Manager.

32. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Details of the Council's pension policy are appended as item 2 of this Pay Statement.
33. The Council's redundancy scheme is detailed in paragraph 20 and this applies to all employees.
34. The Council practice is not to re-employ staff who have received a redundancy or severance package on leaving the Council; any request to do so would require specific approval from the appropriate Executive Head.
35. In accordance with The Local Government Association guidance on the Government's requirement for reporting remuneration relationships (the ratio between the highest paid employee and the median average earnings across the organisation as a multiple). Based on current salaries for 1<sup>st</sup> April 2018 this has been calculated as follows:

Chief Executive Remuneration	£115,807
Employees Median average remuneration	£21,827
Ratio	5.31

Leave Days	April 2019	Hourly Rate Apr 2019	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 10A	BAND 11	Chief Exec (CX)
27	£118,123	£61.2261	CX3													£118,123
27	£114,580	£59.3897	CX2													£114,580
27	£111,142	£57.6077	CX1													£111,142
27	£105,148	£54.5009	81													
27	£102,090	£52.9158	80													
27	£99,115	£51.3738	79													
27	£96,229	£49.8779	78													
27	£93,428	£48.4261	77													
27	£90,692	£47.0079	76													
27	£88,063	£45.6453	75													
27	£85,545	£44.3401	74													
27	£83,110	£43.0780	73													
27	£80,740	£41.8496	72												£80,740	
27	£78,437	£40.6559	71												£78,437	
27	£76,220	£39.5067	70												£76,220	
27	£74,078	£38.3965	69													
27	£72,012	£37.3256	68													
27	£70,017	£36.2916	67													
27	£68,108	£35.3021	66											£68,108		
27	£66,266	£34.3473	65											£66,266		
27	£64,501	£33.4325	64											£64,501		
27	£62,813	£32.5576	63									£62,813				
27	£61,195	£31.7189	62									£61,195				
27	£59,599	£30.8917	61									£59,599				
27	£58,335	£30.2365	60									£58,335				
27	£57,157	£29.6259	59									£57,157				
27	£55,982	£29.0169	58									£55,982				
27	£54,816	£28.4125	57													
27	£53,860	£27.9170	56													
27	£52,884	£27.4111	55													
27	£51,916	£26.9094	54													
27	£50,957	£26.4123	53													
27	£49,977	£25.9043	52													
27	£49,013	£25.4047	51													
27	£47,868	£24.8112	50													
27	£47,082	£24.4038	49									£47,082				
27	£46,127	£23.9088	48									£46,127				
27	£45,166	£23.4107	47									£45,166				
27	£44,182	£22.9006	46									£44,182				
27	£43,187	£22.3849	45	Politically Restricted Above Point 43								£43,187				
27	£42,158	£21.8516	44									£42,158				
27	£40,817	£21.1565	43													
26	£40,446	£20.9642	42								£40,446					
26	£39,241	£20.3396	41								£39,241					
26	£38,264	£19.8332	40								£38,264					
26	£37,265	£19.3154	39								£37,265					
26	£36,302	£18.8162	38								£36,302					
26	£35,156	£18.2222	37							£35,156						
26	£34,141	£17.6961	36							£34,141						
26	£33,186	£17.2011	35							£33,186						
26	£32,318	£16.7512	34							£32,318						
26	£31,665	£16.4128	33						£31,665	£31,665						
26	£30,776	£15.9520	32						£30,776							
26	£29,883	£15.4891	31						£29,883							
25	£29,027	£15.0454	30						£29,027							
25	£28,122	£14.5763	29						£28,122							
25	£27,202	£14.0995	28						£27,202							
24	£26,157	£13.5578	27						£26,157							
24	£25,308	£13.1178	26						£25,308							
24	£24,502	£12.7000	25						£24,502							
23	£23,722	£12.2957	24						£23,722							
23	£22,997	£11.9199	23						£22,997							
23	£22,264	£11.5400	22						£22,264							
23	£21,612	£11.2020	21						£21,612							
22	£20,979	£10.8739	20						£20,979							
22	£20,366	£10.5562	19						£20,366							
22	£19,770	£10.2473	18						£19,770							
22	£19,191	£9.9472	17						£19,191							
22	£18,629	£9.6559	16						£18,629							
22	£18,085	£9.3739	15						£18,085							
22	£17,554	£9.0987	14						£17,554							
22	£17,364	£9.0002	13						£17,364							
22	£16,727	£8.6700	12						£16,727							
Employee Notice Period				One Month						Two Months			Three Months			

**Pension Policy Statement**

Under the Local Government Pension Scheme, the Council is required to publish a written statement of policy in relation to pensions.

Any decision that has a financial impact will be subject to a Business Case, where a payback period of no more than three years, is achievable.

**1. Regulation 16 (2e)(4d) Shared cost additional pension contributions**

Discretion not exercised. (Decision at Council July 2014)

**2. Regulation 30(6) Power to allow flexible retirement**

Discretion exercised in line with Policy agreed from 1 May 2015 (Decision at Council April 2015)

**3. Regulation 30 (8) Waiving of actuarial reductions on compassionate grounds**

Discretion exercised provided there is no cost to the Council (Decision at Council July 2014)

**4. Regulation 31 Power to award additional pension**

Discretion not exercised. (Decision at Council July 2014)

**5. (LGPS Regulations 2014 (Transitional provisions, savings and amendments – paragraph 2 (2) of schedule 2)) – Switching on the 85 year rule**

Discretion not exercised (Decision at Council July 2014)

**6. Regulation B30(2)(5)B30A(3)(5) Post – 31 March 2008 /pre – 1 April 2014 leavers early payment of pension**

Discretion not exercised (Decision at Council July 2014)

**7. Membership aggregation Regulation 22 (7)(b), (8)(b)**

Discretion not exercised (Decision at Council July 2014)

**8. Transfers of Pension Rights (Administration Regulation 100 (6))**

Discretion not exercised (Decision at Council July 2014)

**9. Pension Contribution Bands (Regulations 9 and 10 of LGPS Regulations 2013)**

Discretion is exercised (Decision at Council July 2014) - The Council's policy is to review an employee's contributions band when there is a contractual change to the member's salary or hours at some point during the year, when the change is permanent. Any changes in variable pay (i.e. overtime) will only be reviewed once on 1<sup>st</sup> April each year.

**10. Assumed Pensionable Pay and 'regular lump sum' (regulations 21(4)(a), 21(4)(b) and 21(5) of the LGPS Regulations 2013)**

Discretion not exercised (Decision at Council July 2014)

**11. Election of Early Payment of Benefits**

The Council's Early Retirement Policy came into effect from 1 July 2009, and applies to all employees at least 55 and over. Early Retirement can only occur in the following circumstances:

**REDUNDANCY** – for employees where employment is terminated for reasons of redundancy.

**EFFICIENCY** - for employees where early retirement is in the interests of the efficiency of the service.

Leave Days	April 2019	Hourly Rate Apr 2019	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 10A	BAND 11	Chief Exec (CX)
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27	£57,157	£29.6259	59									£57,157				
27	£55,982	£29.0169	58									£55,982				
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27	£53,860	£27.9170	56													
27	£52,884	£27.4111	55													
27	£51,916	£26.9094	54													
27	£50,957	£26.4123	53													
27	£49,977	£25.9043	52													
27	£49,013	£25.4047	51													
27	£47,868	£24.8112	50													
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22	£17,364	£9.0002	13				£17,364									
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Employee Notice Period			One Month						Two Months				Three Months			

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**APPENDIX 3**

(2019/2020)

**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	£255.00
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	£160.00
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

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<p>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>)</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 <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:</p> <p>For <b>Presiding Officers, Poll Clerks and Counting staff travelling expenses</b> 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 <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</p>	<p>£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)</p>
<p>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)</p>	<p>Actual and necessary cost</p>
<p>Expenses in connection with the provision of <b>security measures</b></p>	<p>Actual and necessary cost</p>
<p>Expenses in connection with the hire of <b>mobile telephones</b></p>	<p>Actual and necessary cost</p>
<p><b>Polling Station Inspectors</b> (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 <b>Presiding Officer and Poll Clerk who attends a training session</b></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***

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