

NOTICE OF MEETING

Meeting: GENERAL PURPOSES AND LICENSING COMMITTEE

Date and Time: FRIDAY, 27 MAY 2022, AT 9.30 AM*

Place: COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

Enquiries to: Email: andy.rogers@nfdc.gov.uk
Tel: 023 8028 5070

PUBLIC PARTICIPATION:

Members of the public may watch this meeting live on the [Council's website](#).

*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 General Purposes and Licensing 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 no later than 12.00 noon on Tuesday, 24 May 2022.

Kate Ryan
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

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

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meetings held on 14 January and 16 May 2022 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. REVIEW OF NFDC TAXI TABLE OF FARES (TAXI TARIFF) (Pages 3 - 18)

To consider a review of Taxi Tariffs.

5. RETURNING OFFICERS FEES AND EXPENSES (Pages 19 - 28)

To consider proposed Returning Officer's Fees and Expenses for 2022/23.

6. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To:

Councillors

Steve Clarke (Chairman)
Neil Tungate (Vice-
Chairman)
Keith Craze
Arthur Davis
Sandra Delemare
Barry Dunning
Allan Glass
David Harrison

Councillors

David Hawkins
Maureen Holding
Mahmoud Kangarani
Alvin Reid
Joe Reilly
Barry Rickman
John Ward

GENERAL PURPOSES AND LICENSING COMMITTEE – 27 MAY 2022

REVIEW OF NFDC TAXI TABLE OF FARES (TAXI TARIFF)

1. RECOMMENDATIONS

- 1.1 That Members of the Committee consider the information contained in this report and determine whether to adopt an increase the current tariff of fares. Members can either:
 - i. Approve changes to the tariff as proposed in **Appendix 3**.
 - ii. Approve the changes to the tariff with amendments.
 - iii. Refuse the proposed changes.
- 1.2 That, should Members agree to the increase, with or without amendments, they resolve to authorise the advertising of the tariff. If no objections are received then it should come into effect after the period allowed for objections.

2. INTRODUCTION

- 2.1 This report is presented to Members following requests from New Forest hackney carriage proprietors to increase the general tariff of fares within the district. The report provides details of the review and the proposed fare increases in relation to hackney carriage fees.
- 2.2 New Forest District Council (NFDC) is responsible for setting the maximum fares for the hackney carriage tariff by the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.
- 2.3 All hackney carriage proprietors are required to install and use calibrated meters in their hackney carriages to regulate passenger fares within the district. The Council does not have powers to set fares for journeys in private hire vehicles, however many private hire operators voluntarily adopt the charging scale and have meters installed in their vehicles.
- 2.4 Members should note that the tariff is a maximum charge and drivers may charge a lower fare or offer a discount if they wish.

3. BACKGROUND AND REASON FOR THE REVIEW

- 3.1 The last increase to the tariff was approved by this Committee on the 9 March 2012 and implemented on 2 July 2012. The current tariff of fares is provided as **Appendix 1**.
- 3.2 The cost of living has steadily increased over recent years, along with other overheads such as vehicle replacement, servicing and insurance costs and more recently the cost of fuel. In addition, the trade has been impacted by the Covid pandemic and all of these factors have put financial pressures on the trade in this current economic climate.
- 3.3 The Table of Fares (tariff) should be set to enable a sustainable income for drivers, future investment in vehicles and to clearly set rates that minimise the opportunity for overcharging or confusion for residents and visitors to the area.
- 3.4 The tariff has to be displayed within all Hackney Carriages to allow passengers to calculate the approximate cost of their journey.

3.5 The review has only considered the rates and the additional charges and there is no proposal to alter the tariff band structure. The tariff structure will stand as:

Tariff 1 07:00 to 23:00

Tariff 2 23:00 to 07:00

and on all Public Holidays with the exception of those covered by Tariff 3

Tariff 3 Between 18:00 on 24 December and 07:00 on 27 December

and between 18:00 on 31 December and 07:00 on 2 January

3.6 Should Members agree to increase the tariff, the Council is legally obliged to advertise any variation of fares as required by s65(2) of the Local Government (Miscellaneous Provisions) Act 1976. A notice must be published in at least one local newspaper setting out the variation, which cannot be less than 14 days from the date of first publication of the notice, for any objections to be made. A copy of the notice will also be available at the council offices and on the website.

3.7 If no objection to the variation of the tariff, or if all objections are withdrawn, the revised tariff will come into operation on the date of expiration of the consultation period.

3.8 However, if objections are received from members of the public or the trade and are not withdrawn, the General Licensing and Purposes Committee must consider the objections and set a further date, no more than 2 months after the first specified date by which to agree, or reject any modifications.

3.9 There is no right of appeal once the fares have been set.

4. CONSULTATION ON THE TARIFF

4.1 A consultation was carried out between 12 and 28 January 2022 with hackney carriage proprietors in the district (43 in total). The purpose of the consultation was to ensure that any increase in charges made was carefully considered and justified and that a single proposed tariff could be put forwards to Members for consideration.

4.2 The Council received 21 individual replies but based on some proprietors holding multiple licences for more than one vehicle, this represents a total of 84 vehicles. (There are currently 112 hackney carriages in the NFDC fleet).

4.3 The consultation questions requested views on increasing the flag drop charge, the yardage charge and waiting time. Proprietors were also asked for views on luggage charges, those for carrying animals, charges for the number of passengers and soilage fees. Further details are provided in **Appendix 2**.

4.4 All responses confirmed the need to increase the tariff, however there was a range of suggestions as to how an increase may be applied. All wanted an increase in the flag drop (the initial hiring charge ie. the starting price on the meter) and the majority requested an increase to the yardage (the subsequent running distance).

5. COMPARISON NATIONALLY AND LOCALLY

5.1 In terms of the national context, in April 2022, the New Forest was ranked 170 out of the 355 local authorities for a two mile journey on tariff 1 (position 1 being the most expensive). (*Source: Private Hire and Taxi Monthly*). The national average for a two-mile hackney fare on tariff 1 is £6.17, (current rate for NFDC is £6.03).

- 5.2 It is important to note that many Licensing Authorities are currently reviewing their tariffs or have recently increased them. Whilst it is acknowledged that situations and requirements differ between authorities, benchmarking has been carried out to consider consistency of costings. A two mile rate is the common comparison used by authorities and the table below shows where the proposed tariff would sit against other authorities for a two mile journey on tariff 1.

Council	Rate for 2 miles Tariff 1	Last review date	Previous rate
BCP	£7.65	2022	£7.20
Southampton	£7.60	2022	£6.20
Wiltshire	£7.30	2022	£7.00
NFDC Proposed	£7.27	Currently	£6.03
Dorset	£7.20	2022	N/A
IOW	£7.10	2022	£6.00
Eastleigh	£6.70	2016	
Basingstoke and Deane	£6.60	2016	
Havant	£6.40	2022	£5.80
East Hants	£6.40	2018	
Portsmouth	£6.20	2019	
Winchester	£6.20	2016	
Test Valley	£6.80	2020	

6. PROPOSALS

- 6.1 The current tariff is set out in **Appendix 1** and the proposed tariff is set out in **Appendix 3**. For Members ease the table below provides a summary of the proposals and compares the current tariff against the new proposed tariff.

	Tariff 1		Tariff 2		Tariff 3	
	Current	Proposed	Current	Proposed	Current	Proposed
First 850 yards (Flag drop)	£2.30	£2.60	£2.85	£3.00	£3.80	£4.00
Each subsequent 143 yards (Yardage)	20p	25p	30p	35p	40p	45p
Waiting time	20p for 50 sec	30p per 60 secs	30p per 75 sec	40p per 60 secs	40p per 100 sec	50p per 60 secs
Luggage Charge	Removed					
Animal Charge	Removed					
Passenger Charge	No Change					
Soilage Charge	Increase					

- 6.2 The proposal is to increase the flag drop by 30p on tariff 1, 15p on tariff 2 and by 20p on tariff 3. This increase is in line with the majority of responses from the trade and based on the current economic climate, would provide a more realistic, up to date charge for local shorter journeys.
- 6.3 The yardage increase of 5p is proposed across all tariffs for journeys over 850yds (a mile is 1760 yds). The table in **Appendix 4** provides a comparison with the current tariff of fares and indicates the proposed increases for a number of milestones.
- 6.4 The waiting time is applied should a passenger request to call at a cash point or whilst stopping to allow further passengers to board. In order to simplify the tariff it is proposed to change the effective time periods to one minute. An increased rate of 25p for 1 minute at tariff 1, 35p for 1 minute at tariff 2 and 45p for 1 minute at tariff 3 is proposed, which supports the majority of responses received.
- 6.5 There was no majority response to support an increase of the charge for additional passengers and therefore it is proposed that this remains the same at 20p per passenger per journey for 3 or more passengers in a vehicle.
- 6.6 The majority of consultation responses support the removal of charges for luggage and animals and this is in line with several other councils. The proposal to remove these charges will simplify the tariff. It should be noted that assistance dogs have always been exempt from any additional charges.
- 6.7 The proposal to increase the soilage charge from £20.00 to £70.00 more accurately reflects the cost of removing the vehicle from use when having to valet and clean vehicles when soiled by customers. Whilst the Licensing Officers acknowledge this is a large increase, it is intended to compensate drivers for the cost of cleaning the interior, for loss of earnings and to act as a deterrent. This figure is in a similar region to other authorities and in practice, a soiling charge is often negotiated at the time.

7. CONCLUSION

- 7.1 The taxi trade has experienced a number of financial pressures in past years notably from the effect of the Covid pandemic, the recent high increase in fuel prices, higher insurance premiums and a rise in the cost of living. In addition, there has been no increase in the taxi tariff in the New Forest for 10 years.
- 7.2 Whilst there is no one single organisation representing taxi drivers in the New Forest, the Licensing Manager received several requests over the past few months, from drivers, operators, Councillors and a Member of Parliament, requesting a review of fares with a view to an increase.
- 7.3 A balance needs to be struck between supporting the trade in having a viable livelihood and the needs of the travelling public.
- 7.4 The proposed amendments to the tariff put forwards have been carefully considered and are in line with other neighbouring local authorities who have recently reviewed their tariffs.
- 7.5 Members should note that the fares prescribed by the Council are maximum fares and drivers may charge a lower fare or offer a discount if they wish.

8 FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications as the income is not generated for the Council.

9 CRIME & DISORDER, ENVIRONMENTAL, EQUALITY & DIVERSITY AND DATA PROTECTION IMPLICATIONS

- 9.1 An Equality Impact Assessment has been completed and it is likely that those most affected by this proposed tariff change would be those that are most heavily reliant on public transport, the elderly and disabled. Although it is proposed to increase the maximum permitted fare, it is not mandatory for all taxi firms to do so. This is a maximum charge and drivers may charge a lower fare or offer discount. The taxi tariff only relates to hackney carriages and not private hire vehicles. Regular users of taxis who use this mode of transport for various reasons may have an agreement in place with a specific taxi company or driver.

10 APPENDICES

- Appendix 1- Current tariff of fares
- Appendix 2- Consultation responses
- Appendix 3- Proposed tariff of fares
- Appendix 4- Proposals across all tariffs

For further information contact:

Joanne McClay
Service Manager
Environmental and Regulation
Email: Joanne.mcclay@nfdc.gov.uk

Background Papers:

None

Christa Ferguson
Licensing Manager
Environmental and Regulation
Email: Christa.ferguson@nfdc.gov.uk

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Taxi fares

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
HACKNEY CARRIAGE FARES
 Effective from 2012 (2 July)

Period applicable	07:00 to 23:00	23:00 to 07:00 and on all Public Holidays with the exception of those covered by Tariff 3	Between 18:00 on 24 December and 07:00 on 27 December and between 18:00 on 31 December and 07:00 on 2 January
Tariff rate	1	2	3
First 850 yards or part thereof	£2.30	£2.85	£3.80
Each subsequent 143 yards or part thereof	20p	30p	40p
Waiting time	20p per 50 seconds	30p per 75 seconds	40p per 100 seconds
Equivalent cost of the first mile with no waiting time or extras added	£3.57	£4.76	£6.35
Additional charges		For each article of luggage or wheeled article	20p
		For each animal not otherwise carried in a suitable and secure container – except guide and assistance dogs	40p
		For each person over two persons conveyed	20p
		Soiling charge – where the taxi or seating is soiled which necessitates cleaning before the vehicle can be used again for public hire	£20.00
Notes		1 mile=1760 yards	

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Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9
Increase in flag drop YES/NO and any suggestion	Increase in yardage YES/NO and any suggestion	Increase in waiting time YES/NO and any suggestion	Luggage charge dropped YES/NO	Animal charge dropped YES/NO	Increase in passenger charge YES/NO and any suggestion	Increase in soilage charge YES/NO and any suggestion	Comments
YES at least £3.00 in line with Christchurch	YES to 30p	YES at least 50p per 50 seconds	YES	YES	NO	YES £100.00	we hope tariff will increase as 10 years is too long with fuel prices, tyres, increases etc
YES	YES	YES	YES	YES	NO	YES	NONE
YES £2.60	YES 25p	NO	NO	NO	NO	YES £70.00	NONE
YES	YES	YES	NO after 4 pieces 20p	NO	YES 20p per person	YES £40.00	should be minimum charge for short journeys such as £5.00 or £7.00. meter fare too low
YES	YES	YES	YES	YES	YES	YES	NONE
YES T1 20p=£2.50/£2.60 T2 15p=£3.00 T3 20p=£4.00	YES T1 30p T2 10p T3 10p	NO	YES	YES	NO	YES £45-£65	There should be a tariff review every 4 years
YES T1 increase by 20/30p to £2.50/£2.60 T2 increase by 15p to £3.00 T3 increase by 20p to £4.00	YES T1 increase to 30p T2 increase to 40p T3 increase to 50p	NO	YES	YES	Unsure could affect trade to charge for larger vehicles, probably wouldn't use this option	YES between £45.00 to £65.00	1 suggest review after 4 years next time 2 a 23% increase at £2.50 flag T1 for first mile. This sounds excessive but average out over 10 years, it is 2.3% increase pe year
YES £2.60	YES 25p	NO	YES	YES	NO	YES £60.00	Please don't have 5p in the fare have to have to too much change on tariff 1 or 2. But we do need a fare increase as NFDC put up what we have to pay them
YES T1 flag to £3.00 T2 flg to £3.50 T3 flag to £4.30	YES T1 increase to 30p T2 increase to 40p T3 increase to 50p	NO	NO	NO	NO	YES £70.00	10 years is a long time to wait for an increase
YES £3.50	YES T1 5p (25%) T2 & T3 similar	YES	YES	YES	YES Higher rate for minibuses	YES £70.00	not wait as long for next review

YES up to £2.80	YES T1 increase of 25p T2 increase of 35p T3 increase of 45p	YES up to £16 per hour	YES	YES	NO	NO	United taxis working in the area have a starting meter charge of £3.80
YES £2.50	NO	NO	YES	YES	NO	YES £60.00	Reduce application costs as some Councils have done
YES minimum flag of £4.00	YES 25p to 30p	YES	YES	YES	NO	YES £100.00	
YES	YES Suggest 10p per 143yds	YES	YES	YES	YES over 4 passengers	YES	Unfortunatley the flag increase will only have an impact on the elderly as they are the perople who rely on taxis for short journeys. Should have an addional penalty for damage to vehicles by passengers NFDC has one of the most cheapest tariffs and it is the most affluent area
YES	YES	YES	YES	YES	YES	YES	
YES	YES	YES	blank	blank	YES	YES	

YES £4.00	YES £0.35	YES £0.50 per 50s	NO £0.35	NO £0.70	YES £0.35	YES £75.00	
YES T1-£2.50 T2-£3.00 T3 £4.00	NO	NO	NO 30P PER ITEM	NO £1.00	YES 30P PER PERSON	YES £35.00	
YES suggest £3.20	NO	YES 30P per 50s	NO 30P PER ITEM	NO 30p	NO	YES £70.00	the increase to the flag rate would bring a 2 mile trip to £7.00, just less than BCP
YES T1-£2.50 T2-£3.00 T3 £3.50	YES 10% increase	YES 10% increase	YES	YES	YES an extra £1.00 per passenger	YES £70.00	Tariffs should be simplified as much as possible ie remove extras such as animal and luggage
YES T1-£2.35 T2-£2.90	YES 5p each tariff	NO	NO	NO	YES	YES	Prices of everthing have gone up. Please consider up to the minute fares

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Taxi fares

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
HACKNEY CARRIAGE FARES
PROPOSED FARES

Period applicable	07:00 to 23:00	23:00 to 07:00 and on all Public Holidays with the exception of those covered by Tariff 3	Between 18:00 on 24 December and 07:00 on 27 December and between 18:00 on 31 December and 07:00 on 2 January
Tariff rate	1	2	3
First 850 yards or part thereof	£2.60	£3.00	£4.00
Each subsequent 143 yards or part thereof	25p	35p	45p
Waiting time	30p per minute	40p per minute	50p per minute
Equivalent cost of the first mile with no waiting time or extras added	£4.19	£5.23	£6.86
		For each person over two persons conveyed-per journey	20p
		Soiling charge – where the taxi or seating is soiled which necessitates cleaning before the vehicle can be used again for public hire	£70.00
Notes	1 mile=1760 yards		

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Proposals across all tariff bands

APPENDIX 4

Proposal T1 Flag drop £2.60 first 850yds Yardage 25p per 143 yds	Tariff 1 Mileage	Current	Proposal	increase
Current T1 Flag drop £2.30 first 850yds Yardage 20p per 143 yds	1 mile	£3.57	£4.19	£0.62
	2 miles	£6.03	£7.27	£1.24
	5 miles	£13.42	£16.50	£3.08
	10 miles	£25.73	£31.89	£6.16

Proposal T2 Flag drop £3.00 first 850yds Yardage 35p per 143 yds	Tariff 2 Mileage	Current	Proposal	increase
Current T2 Flag drop £2.85 first 850yds Yardage 30p per 143 yds	1 mile	£4.76	£5.23	£0.47
	2 miles	£8.45	£9.54	£1.09
	5 miles	£19.53	£22.46	£2.93
	10 miles	£38.00	£44.00	£6.00

Proposal T3 Flag drop £4.00 first 850yds Yardage 45p per 143 yds	Tariff 3 Mileage	Current	Proposal	increase
Current T3 Flag drop £3.80 first 850yds Yardage 40p per 143 yds	1 mile	£6.35	£6.86	£0.51
	2 miles	£11.27	£12.40	£1.13
	5 miles	£26.05	£29.02	£2.97
	10 miles	£50.67	£56.72	£6.05

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GENERAL PURPOSES AND LICENSING COMMITTEE – 27 MAY 2022

RETURNING OFFICERS' FEES AND EXPENSES

1. RECOMMENDATIONS

- 1.1 That the 2022/23 fees and expenses for Returning Officers, as set out in Appendix 1, be approved.

2. INTRODUCTION

- 2.1 The fees and expenses for Returning Officers in Hampshire and the Isle of Wight to conduct local elections, are agreed annually 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 the Council's website at <https://newforest.gov.uk/article/1198/Fees-and-expenses-for-local-elections->

3. PAY POLICY STATEMENT AND ADJUSTMENT IN FEES

- 3.1 The Council's Pay Policy Statement provides for the Returning Officers 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 2022/23 are attached, at Appendix 1, for the Committee's consideration.
- 3.2 There are no recommended increases in the proposed fees and expenses for 2022/23. This means that the schedule attached is identical to that reported last year, with no amendments or additions, and fees and expenses will be made on this basis where they are incurred for 2022/23.

4. FINANCIAL IMPLICATIONS

- 4.1 Costs of elections are borne by the body, or responsible authority for the body or individual, being elected. The revised fee scale attached to this report will be applied for elections and referendums held during 2022/23, although there are no scheduled elections until May 2023.

For Further Information Please Contact: Background Papers

Rebecca Drummond
Service Manager – Elections & Business
Improvement
Tel: 023 8028 5588
E Mail: rebecca.drummond@nfdc.gov.uk

None

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	
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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	£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

POLL CLERK - 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
NOTE: Door Manager / Supervisor shall be paid the fee for a Poll Clerk	£160:00
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>Note: <i>This may be more than 1 session and in addition to electoral duties may also cover other obligations or matters that the Returning Officer deems necessary to train staff on</i></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. The County Returning Officer will appoint **one** Deputy County Returning Officer per district area with full powers who will receive fees as set out below.
3. The 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
4. The 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
5. 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
6. The terms of this order shall be construed accordingly e.g. '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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