

Phil Norrey
Chief Executive

To: The Chairman and Members of
the Appointments and
Remuneration Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 25 January 2017
Please ask for : Rob Hooper 01392 382300

Email: rob.hooper@devon.gov.uk

APPOINTMENTS AND REMUNERATION COMMITTEE

Thursday, 2nd February, 2017

A meeting of the Appointments and Remuneration Committee is to be held on the above date at 2.45pm (or on the rising of the Procedures Committee whichever is the earlier) in the Committee Suite, County Hall to consider the following matters.

P NORREY
Chief Executive

A G E N D A


PART I - OPEN COMMITTEE

- 1 Apologies for Absence
- 2 Minutes
Minutes of the meeting held on 16 January 2017, previously circulated
- 3 Items Requiring Urgent Attention
Items which in the opinion of the Chairman should be considered at the meeting as a matter of urgency.
- 4 County Council Election Fees 2017 (Pages 1 - 4)
To receive and confirm the schedule of fees for the 2017 Quadrennial Elections prepared in consultation with District Council Chief Executives and Deputy (District Council) Returning Officers, reflecting past practice and in line with the indicative framework approved in 2012 (Minute 4/18 September 2012 refers), attached.

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

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| Membership |
| Councillors J Hart (Chairman), J Clatworthy, B Greenslade, S Hughes and R Westlake |
| Declaration of Interests |
| Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item. |
| Access to Information |
| Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Mr Hooper on 01392 382300. |
| Internet |
| Agendas and minutes of this Committee together with any officers' reports considered at the meeting are published online on the Council's Website. |
| Webcasting. Recording or Reporting of Meetings and Proceedings |
| <p>The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: http://www.devoncc.public-i.tv/core/</p> <p>In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p> <p>Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.</p> |
| Access to County Hall |
| Access to County Hall is restricted and all visitors are requested to report to the Main Reception. Car parking facilities on site are limited. Provision for disabled parking is available. It is advisable to contact County Hall Main Reception in advance on 01392 382504. See attached sheet for Public Transport Links. |
| Emergencies |
| In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green breakglass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so. |
| Mobile Phones |
| Please switch off all mobile phones before entering the Committee Room or Council Chamber |
| <p>If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: centre@devon.gov.uk or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.</p> |
|  <p>Induction loop system available</p> |



COUNTY COUNCIL ELECTIONS 2017 - SCALE OF COSTS

[As before, fees for Presiding Officers, Poll Clerks & Deputy Returning Officers may be increased (by an amount determined at that time) in light of there being a combined election and similarly the cost of hiring accommodation for polling stations would be shared]

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|----------|---|---|
| 1 | County Returning Officer For professional, clerical and other assistance arranged by him/her in and about the conduct of the election for <u>all</u> electoral divisions in the County of Devon) a fee shall be payable equivalent to the maximum fee for a Deputy Returning Officer and the fee for any Deputy County Returning Officer be set at 50% of the maximum fee for a Deputy Returning Officer. | |
| 2 | Deputy Returning Officer For personal remuneration of the Deputy Returning Officer in the conduct of the election for all the County Electoral Divisions within the area of his/her District Council subject to the fee payable to a DRO who is responsible for more than three electoral divisions being increased by £308 for each contested division exceeding three. For each additional Deputy Returning Officer appointed to supervise the separate counting of the votes in an electoral division. For the issue and receipt of ballot papers by post, per 100 or part thereof issued. | 3025 <i>Scale Fee for Presiding Officer (see below)</i> 15 |
| 3 | Polling Station Staff For each Presiding Officer For each Poll Clerk Allowance for each night necessarily away from home Training Fees for Presiding Officers and Poll Clerks For Polling Station Inspectors (for 1-15 polling stations) For Counting Assistants (including Presiding Officers and Poll Clerks) <i>(where the count takes place on the day following the election)</i> | 220 130 Actual and necessary cost 50 <i>Scale Fee for Presiding Officer (see above)</i> 50 |

Agenda Item 4

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| <p>4</p> | <p>Counting the Votes</p> <p>For each candidate elected</p> | <p>940 (plus recount fee of 30%)</p> |
| <p>5</p> | <p>Travelling Expenses</p> <p>Travelling expenses of Deputy Returning Officers, Presiding Officer Poll; Clerks and Count Assistants, as determined locally</p> <p>For conveyance of ballot boxes from polling stations to count</p> | <p>As determined locally, actual and necessary cost <u>or</u> for use of own car, the Commercial Rate laid down from time to time by HMRC, currently 45p per mile</p> |
| <p>6</p> | <p>Polling Stations</p> <p>For hiring suitable accommodation for use as polling stations.</p> <p>For cleaning, lighting and heating of polling stations</p> | <p>Actual and necessary cost</p> <p>Actual and necessary cost</p> |
| <p>7</p> | <p>Count Venues</p> <p>For hiring suitable accommodation for use as venues for the count(s)</p> <p>For cleaning, lighting and heating of venues for the count(s)</p> | <p>Actual and necessary cost</p> <p>Actual and necessary cost</p> |
| <p>8</p> | <p>Poll Cards</p> <p>For manual preparation, completion and issue of official poll cards – for every 100 or part thereof</p> <p>Printing and provision of official poll cards by computer.</p> <p>For issue of official poll cards not prepared manually - for every 100 or part thereof.</p> | <p>2.75</p> <p>Actual and necessary cost</p> <p>2.75</p> |
| <p>9</p> | <p>Printing and Postage</p> <p>For printing and provision of ballot papers and notices and postage necessarily incurred.</p> | <p>Actual and necessary cost</p> |

Agenda Item 4

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| <p>10</p> | <p>Postal Vote Validation</p> <p>For validation of postal votes – for every 100 or part thereof.</p> | <p>25</p> |
| <p>11</p> | <p>Clerical Assistance</p> <p>For professional, clerical and other assistance arranged by the Deputy Returning Officer in and about the conduct of the election for all the County Electoral Divisions within the area of his/her District Council:</p> <p>Electorate of 60,000 basic fee:</p> <p>For every 1000 electors over 60,000 (or part)</p> <p>For every 100 electors (or part) entitled to vote by post:</p> | <p>7,150</p> <p>82.50</p> <p>82.50</p> |
| | | |
| <p>12</p> | <p>Miscellaneous Expenditure</p> <p>For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form).</p> | <p>Actual and necessary cost</p> |
| | <p>BY-ELECTIONS</p> <p>In the event of there being a by-election in the quadrennium (2017 - 2021) then, as before and for each by-election, the fees will be pro-rata to the basic DRO fee <u>plus</u> 50% of the clerical fee (i.e. £3575) <u>plus</u> expenses. The pro-rata fee for a single (by-)election shall be one third of the basic DRO fee (i.e. £1008).</p> | |

Oct. 2016

