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To: The Chair and Members
of the Appointments,
Remuneration and Chief
Officer Conduct
Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 2 October 2020

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**APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT
COMMITTEE**

Monday, 12th October, 2020

A virtual meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 2.15 pm. To view and watch the meeting, the link will appear on the agenda page.

Phil 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 28 September 2020.

Electoral Divisions(s): All Divisions

3 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

MATTERS FOR DECISION

4 County Returning Officer

In accordance with the Representation of the People Act 1983, to ask the Committee to formally appoint Mrs J Shadbolt to be the Returning Officer for election of Councillors of the County.

Electoral Divisions(s): All Divisions

5 County Council Election Fees 2021

To receive and confirm the schedule of fees for the 2021 Quadrennial Elections prepared in consultation with District Council Chief Executives and Deputy (District Council) Returning Officers reflecting previous past practice and applying the staff pay awards, between 2017 and 2020, as an uplift to the fees, attached.

Electoral Divisions(s): All Divisions

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

NIL

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEETINGS INFORMATION AND NOTES FOR VISITORS

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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 Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

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Declarations of Interest for Members of the Council

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Induction Loop available





COUNTY COUNCIL ELECTIONS 2021 - 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]

	Increases based on 1% (17/18), 2% 18/19, 2% 19/20 and 2.75% for 20/21 i.e. 7.75% (7.75 applied as a whole as opposed to compounded rises, although the end result is negligible (21 pence per £100)	£
1	<p>County Returning Officer</p> <p>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.</p>	
2	<p>Deputy Returning Officer</p> <p>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 / £332 for each contested division exceeding three.</p> <p>For each additional Deputy Returning Officer appointed to supervise the separate counting of the votes in an electoral division.</p> <p>For the issue and receipt of ballot papers by post, per 100 or part thereof issued.</p>	<p>3025 3260</p> <p><i>Scale Fee for Presiding Officer (see below)</i></p> <p>16</p>
3	<p>Polling Station Staff</p> <p>For each Presiding Officer</p> <p>For each Poll Clerk <i>*Additional Rise to take account of the Real Living Wage</i></p> <p>Allowance for each night necessarily away from home</p> <p>Training Fees for Presiding Officers and Poll Clerks</p>	<p>220 / 240</p> <p>130 / 150</p> <p>Actual and necessary cost</p> <p>50</p>

Agenda Item 5

	For Polling Station Inspectors (for 1-15 polling stations)	<i>Scale Fee for Presiding Officer (see above)</i>
	For Counting Assistants (including Presiding Officers and Poll Clerks) <i>(where the count takes place on the day following the election)</i>	55 / 60
4	Counting the Votes For each candidate elected	940 / 1015 (plus recount fee of 30%)
5	Travelling Expenses Travelling expenses of Deputy Returning Officers, Presiding Officer Poll; Clerks and Count Assistants, as determined locally For conveyance of ballot boxes from polling stations to count	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
6	Polling Stations For hiring suitable accommodation for use as polling stations. For cleaning, lighting and heating of polling stations	Actual and necessary cost Actual and necessary cost
7	Count Venues For hiring suitable accommodation for use as venues for the count(s) For cleaning, lighting and heating of venues for the count(s)	Actual and necessary cost Actual and necessary cost
8	Poll Cards For manual preparation, completion and issue of official poll cards – for every 100 or part thereof Printing and provision of official poll cards by computer. For issue of official poll cards not prepared manually - for every 100 or part thereof.	2.75 / 3.00 Actual and necessary cost 2.75 / 3.00

Agenda Item 5

9	<p>Printing and Postage</p> <p>For printing and provision of ballot papers and notices and postage necessarily incurred.</p>	Actual and necessary cost
10	<p>Postal Vote Validation</p> <p>For validation of postal votes – for every 100 or part thereof.</p>	<i>25/ 27</i>
11	<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 / 7,705</p> <p>82.50 / 89.00</p> <p>82.50 / 89.00</p>
12	<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>	Actual and necessary cost
<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 (£3575 / £3853) <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 /£1087).</p>		

Sept 2020

