

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Policy and Resources Cabinet Board**

11 January 2017

### **Urgent Report of the Head of Corporate Strategy and Democratic Services – Karen Jones**

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

#### **Review of fees paid at local elections**

#### **Purpose of the Report**

1. This report sets out for decision proposals relating to the review of fees and charges paid to staff appointed by the Returning Officer for Local Government elections. The reason the report is urgent is that arrangements need to be put in place for the appointment of appropriate staff.

#### **Background**

2. The current structure and scale of fees paid at local elections are based on those previously set by the former Neath, Lliw Valley and Port Talbot authorities. This Council adopted those scale of fees in 1996.

3. The fees were last reviewed prior to the Local Government Elections in 2012, and now need to be revisited once again to ensure they continue to reflect the fees paid at national elections.
4. The most recent national electoral event (excluding the Referendum on the United Kingdom's membership of the European Union held on 23 June, 2016) was the National Assembly for Wales and Police and Crime Commissioner Elections which took place on 5 May 2016. It is proposed that the fees paid for these elections are used as a benchmark for certain local election fees.
5. The updated fees and charges scheduled will ensure that an accurate up to date structure is in place prior to the commencement of the election timetable and the appointment of appropriate staff for the forthcoming Local Government Elections due to take place on 4 May, 2017.

### **Financial Impact**

6. The cost of the ordinary local elections is met from the Elections Equalisation Reserve Fund, to which annual contributions are made from the Chief Executive's Office budget. The cost of the 2017 elections for the County Borough Council is estimated at £230,000.
7. Where elections to the County Borough Council and community councils are combined, the costs of the elections, including fees paid, are shared equally (except those costs attributable to a particular election only) between the Council and the relevant community council. Community councils will be recharged for their share of the costs following the elections.

### **Equality Impact Assessment**

8. A screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010, after completing the Screening Assessment it has been determined that this Policy does not require a Full Equality Impact Assessment.

### **Workforce Impacts**

9. There are no workforce impacts associated with this report.

## **Legal Powers**

10. To support the discharge of the duty placed on the Returning Officer, as contained with the Local Government Act 1972 (as amended) to make arrangement to adequately administer the forthcoming Local Government Elections to be held on 4 May, 2017.

## **Risk Management**

11. There are no significant risk management issues associated with this report.

## **Consultation**

12. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

13. That the amended fee structure, as contained in Appendix 1 attached hereto, for Local Government elections be approved.

## **Implementation of Decision**

14. The decision is for immediate implementation.

## **Reason for Proposed Decision**

15. To agree the amended fee structure prior to the appointment of appropriate staff.

## **Appendices**

16. Appendix 1 - Local Government Elections 2017 proposed fees and charges structure.

## **List of Background Papers**

17. None.

## **Officer Contacts**

Karen Jones - Head of Corporate Strategy and Democratic Services

e-mail: [k.jones3@npt.gov.uk](mailto:k.jones3@npt.gov.uk)

Telephone: 01639 76

Rhys George - Electoral and Democratic Services Manager

e-mail: [r.j.george@npt.gov.uk](mailto:r.j.george@npt.gov.uk)

Telephone: 01639 763719