

# Creating Central Bedfordshire

Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ

please ask for Suzanne Hulks

direct line 0845 849 6296

date 14 November 2008

## ***NOTICE OF MEETING***

<b><i>Meeting:</i></b>	<b>CENTRAL BEDFORDSHIRE SHADOW GENERAL PURPOSES COMMITTEE</b>
<b><i>Date:</i></b>	<b>MONDAY, 24 NOVEMBER 2008</b>
<b><i>Time:</i></b>	<b>10.00 a.m.</b>
<b><i>Venue:</i></b>	<b>ROOM 15, PRIORY HOUSE, MONKS WALK, SHEFFORD</b>

Jaki Salisbury  
**Interim Chief Executive**

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE SHADOW GENERAL PURPOSES COMMITTEE:

Cllrs Mrs J G Lawrence (Chairman), T Green (Vice-Chairman), D Bowater,  
Mrs J R Davison, Mrs S Goodchild, J A Gurney, R W Johnstone, D J Lawrence and  
Mrs L Ledster

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
MEETING***

## AGENDA

### 1. **APOLOGIES FOR ABSENCE**

Apologies for absence.

### 2. **MEMBERS' INTERESTS**

To receive from Members declarations and the **nature** thereof in relation to:-

- (a) Personal Interests in any Agenda item
- (b) Personal and Prejudicial Interests in any Agenda item

## REPORTS

<i>Item</i>	<i>Subject</i>	<i>Portfolio</i>
GP3	<b>DESIGNATION OF S.151 OFFICER AND DEPUTY</b> <i>(To seek approval for a change of Responsible Officer. (Contact Officers: Clive Heaphy Tel: 01462 611421 / Barbara Morris Tel: 01462 611029))</i>	* Director of Corporate Resources
GP4	<b>DESIGNATION OF MONITORING OFFICER FOR CENTRAL BEDFORDSHIRE COUNCIL</b> <i>(To seek approval for confirmation of Responsible Officer. (Contact Officers: Clive Heaphy Tel: 01462 611421 / Barbara Morris Tel: 01462 611029))</i>	* Director of Corporate Resources
GP5	<b>CREATING CENTRAL BEDFORDSHIRE: SCALE OF ELECTION FEES</b> <i>(To adopt a unified scale of fees. (Contact Officer: Brian Dunleavy Tel: 0845 849 6225))</i>	* Electoral Services Lead

**This information can be provided in an alternative format or language on request (08452 30 40 40 )**

- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন। (08 452 30 40 40) (Bengali)
- ◆ 你可以要求以另一種格式或語言提供這些訊息 (08452 30 40 40) (Chinese)
- ◆ ਈਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਮਿਲ ਸਕਦੀ ਹੈ। (08 452 30 40 40) (Punjabi)
- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیٹا یا زبان میں مہیا کی جاسکتی ہیں۔ (08452 30 40 40) (Urdu)
- ◆ Questa informazione puo' essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero (08452 30 40 40) (Italian)
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<b>SHADOW GENERAL PURPOSES COMMITTEE</b>
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<b>24 NOVEMBER 2008</b>
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<b>SUBJECT</b>	<b>DESIGNATION OF S.151 OFFICER AND DEPUTY</b>  (To seek approval for a change of Responsible Officer)
<b>REPORT OF</b>	<b>Director of Corporate Resources and Head of Legal &amp; Democratic Services</b>
<i>Contact Officer: Clive Heaphy (Tel: 01462 611421) and Barbara Morris (01462 611029)</i>	

**IMPLICATIONS**

<b>SUSTAINABILITY</b>	None
<b>FINANCIAL</b>	None
<b>LEGAL</b>	Local Government Act 1972 and Local Government Act 1985
<b>PERSONNEL/EQUAL OPPORTUNITIES</b>	None
<b>COMMUNITY DEVELOPMENT/SAFETY</b>	None
<b>TRADES UNIONS</b>	None
<b>HUMAN RIGHTS</b>	None

<b>OTHER DOCUMENTS RELEVANT TO REPORT</b>
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Shadow Council, 10 April 2008
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<b>RECOMMENDATION(S):</b>
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<p><b>that the Director of Corporate Resources, Clive Heaphy, be designated as the s.151 Officer and the Head of Finance, Matt Bowmer, as the Deputy s.151 Officer for Central Bedfordshire Council with immediate effect.</b></p>
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**Background to the report**

1. The s.151 Officer, under the Local Government Act 1972 has the specific statutory responsibility to ensure the proper arrangements of the Authority's financial affairs. Mid Bedfordshire District Council's Chief Finance Officer is the designated interim s.151 Officer for the Council and this role is support by a nominated Deputy s.151 Officer under Article 12 of the Shadow Constitution.
2. Members will recall at the their Council meeting on 10 April 2008, that an interim s.151 Officer, David Sutherland, Chief Finance Officer, was appointed in accordance with the Structural Changes Order for Bedfordshire. This interim arrangement will now cease upon the appointment of Clive Heaphy as the Director of Corporate Resources who has within his remit the designation as s.151 Officer for Central Bedfordshire Council.

3. Members will also be aware that appointments to Heads of Service for the new Authority have taken place. As a consequence Matt Bowmer has been appointed as Head of Finance and will be designated Deputy s.151 Officer.
  4. Both of these Officers are financially qualified and of sufficient status to carry out the important role in respect of the new Central Bedfordshire Council.
  5. The necessary amendments will made to the Constitution to reflect these changes.
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***Background Papers:*** N/A

***Location of Papers:*** Priory House, Chicksands

***File Reference:*** N/A

<b>SHADOW GENERAL PURPOSES COMMITTEE</b>
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<b>24 NOVEMBER 2008</b>
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<b>SUBJECT</b>	<b>DESIGNATION OF MONITORING OFFICER FOR CENTRAL BEDFORDSHIRE COUNCIL</b>  (To seek approval for confirmation of Responsible Officer)
<b>REPORT OF</b>	<b>Director of Corporate Resources and Head of Legal &amp; Democratic Services</b>
<i>Contact Officer: Clive Heaphy (Tel: 01462 611421) and Barbara Morris (01462 611029)</i>	

### IMPLICATIONS

<b>SUSTAINABILITY</b>	None
<b>FINANCIAL</b>	None
<b>LEGAL</b>	Section 5 of the Local Government and Housing Act 1985 and the Local Government Act 2000
<b>PERSONNEL/EQUAL OPPORTUNITIES</b>	None
<b>COMMUNITY DEVELOPMENT/SAFETY</b>	None
<b>TRADES UNIONS</b>	None
<b>HUMAN RIGHTS</b>	None

<b>OTHER DOCUMENTS RELEVANT TO REPORT</b>
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Shadow Council, 10 April 2008
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<b>RECOMMENDATION(S):</b>
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<b>that the Head of Legal &amp; Democratic Services, Barbara Morris, be designated the Monitoring Officer for Central Bedfordshire Council with immediate effect.</b>
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### Background to the report

1. Pursuant to Section 5 of the Local Government and Housing Act 1989, it shall be the duty of every Local Authority to designate one of their officers to be known as the Monitoring Officer who is responsible for performing duties in relation to governance and ethical matters. The Act also requires the Authority to provide that officer with such staff, accommodation and other resources as are, in his/her opinion, sufficient to allow them to carry out their duties.
2. Members will recall at the their Council meeting on 10 April 2008, that an Interim Monitoring Officer, Barbara Morris, was appointed in accordance with the Structural Changes Order for Bedfordshire. This interim arrangement will now cease upon the appointment of the Head of Legal & Democratic Services for Central Bedfordshire Council.

3. Members will be aware that appointments to Heads of Service in the new Authority have taken place. As a consequence Barbara Morris has been appointed Head of Legal and Democratic Services and needs confirmation in respect of the designation as Monitoring Officer for Central Bedfordshire Council.
  4. The necessary amendments will be made to the Constitution to reflect this change under Article 15(2).
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**Background Papers:** N/A

**Location of Papers:** Priory House, Chicksands

**File Reference:** N/A



<p><b>SHADOW GENERAL PURPOSES COMMITTEE</b></p>
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<p><b>24 NOVEMBER 2008</b></p>
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<b>SUBJECT</b>	<b>CREATING CENTRAL BEDFORDSHIRE : SCALE OF ELECTION FEES</b>  (To adopt a unified scale of fees)
<b>REPORT OF</b>	<b>Electoral Services Lead</b>
<i>Contact Officer: Brian Dunleavy (0845849 6225) brian.dunleavy@southbeds.gov.uk</i>	

**IMPLICATIONS**

<b>SUSTAINABILITY</b>	None arising from this report
<b>FINANCIAL</b>	The scale of fees includes the increase for inflation as approved by the General Purposes Committee of Mid Beds DC on 31 Jan 2007 (Minute R/06/24) and is incorporated in the draft budgets for Central Bedfordshire.
<b>LEGAL</b>	None
<b>PERSONNEL/EQUAL OPPORTUNITIES</b>	None
<b>COMMUNITY DEV/SAFETY</b>	None
<b>TRADES UNION</b>	None
<b>HUMAN RIGHTS</b>	None

<p><b>OTHER DOCUMENTS RELEVANT TO REPORT</b></p>
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<p>Mid Bedfordshire District Council Scale of Election Fees for the year commencing 1 April 2008</p>
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<p><b>RECOMMENDATIONS:</b></p>
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1. That the Election fees for the year commencing 1 April 2009 as shown in the attached appendix are adopted.
2. That the fees set out in the Appendix are up rated annually to reflect inflation as advised by the Director of Corporate Resources for Central Bedfordshire Council and that provision be made within the draft Central Bedfordshire Scheme of Delegation to Officers to enable the Returning Officer to adjust fees annually on that basis.

*Reason for Recommendations*

*To put in place the appropriate fees for the election administration.*

## **1. Background**

- 1.1 Fee orders have a basic division into fees payable to the Returning Officer personally, and sums made available to the Returning Officer to defray the costs of running an election.
- 1.2 For national elections, fees are prescribed on a fixed scale. The scale is updated usually just before a general election. For local elections the fees scales and payments are set by the local authority concerned. There is a range of local discretion but in most cases local authorities tend to base their fees on the latest government complete scale or by using the government scale for a Presiding Officer and then determining the rest of the fees by a percentage multiplier.

## **2. Scale of Fees and 'Electoral Appointee'**

- 2.1 There are two different approaches in the constituent districts. At South Beds the 2005 Returning Officer fees order is used, with annual adjustments for inflation, but this becomes complicated when determining fees appropriate for the whole of the district specifically when the government rate was based on the administration of the election being on a parliamentary boundary as it was in 2005. In Mid Beds the approach has been to take the 2005 order for a Presiding Officer, added inflation annually, and then used the multiplier system. The multiplier system takes the Presiding Officer fee as the base level and then relates other responsibilities and work to this sum.
- 2.2 The administration of the initial Central Bedfordshire elections will be carried out by the existing election teams from the two Authorities, under the guidance of one Returning Officer. The appointment of the Returning Officer for the 2009 Central Bedfordshire elections was made by the Bedfordshire Structural Changes Order. However, following on from that order it has been recognised by the Department for Communities and Local Government (DCLG) that there are number of issues regarding electoral appointments for some of the preparing and shadow councils. Consequently, the DCLG has directed, by further statutory instrument, that exceptionally and notwithstanding that electoral matters are not normally the function of the Executive. The 'Executives' of all preparing/shadow councils are to nominate an 'electoral appointee' to cover the transitional period. For Central Bedfordshire the matter will be determined at the meeting of the Shadow Executive on 25 November 2008.

- 2.3 Whilst acknowledging that there will be different levels of expenditure within the constituent parts, clearly the overall costs should not exceed the amounts previously budgeted for by both Authorities.
- 2.4 The current level of expenditure at South Beds does fit within the overall Mid Beds scheme that is proposed. There may be over expenditure in one aspect but this will be compensated for in an under spend in another particular element. This practice will accord with the fees and charges order for the 2009 European election whereby Local Returning Officers will be free to disburse funds on different functions to meet local requirements provided the overall budget is not exceeded.
- 2.5 The fees for Mid Beds were revised in 2007 to take into account that the poll had been extended by a further 2 hours for all elections. The revised scale was approved by the Remuneration and General Purposes Committee Meeting held on 31 January 2007 and included the provision that the scale be increased each year by a percentage inflation as advised by the Chief Finance Officer. The scale is shown at Appendix A
- 2.6 Before recommending the Mid Beds scale of fees as the most current and therefore appropriate, officers sought comparisons from neighbouring shire authorities where the cost of administering an election would be similar.
- 2.7 For the counties of Cambridgeshire and Buckinghamshire there is a county wide agreed scale of fees. The Presiding Officer fee proposed is the mid point. The fees for a Presiding Officer in Buckinghamshire are 4% greater but in Cambridgeshire they are 4% less. In the same way the Returning Officer fee would fall in the middle range. The Returning Officer fee in both Cambridgeshire and Buckinghamshire are based on the number of elections (i.e. wards) with Cambridgeshire paying 38% greater and Buckinghamshire paying 39% less. Hertfordshire does not have a county wide scheme but a sample of authorities show a comparable rate payable for Presiding Officers and Count staff.

### **3. Central Bedfordshire Elections**

- 3.1 Members will be updated at the meeting about the preparations for the administration of the elections for the new Central Bedfordshire Council. As set out in the bid for unitary status and in the structural changes order, the new Council will elect 66 Councillors, for the new wards based on existing divisional boundaries. There will be 23 two member wards and 5 four member wards.
  
- 3.2 The intention is that there will be 185 polling stations and two counting venues, one at the Dunstable Leisure Centre and the other at the Flitwick Leisure Centre. Altogether there will be some 550 people involved on the day. This is anticipated to be an early opportunity for employees across the new Council to become involved in an historic moment. Information on the progress of the whole count will be relayed electronically between the two venues, so that interested parties will be aware of the overall picture.
  
- 3.3 The update will include the opportunity for members to ask questions.

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**Background Papers:** None specific

**Location of Papers:**

**File Reference:**

## CENTRAL BEDFORDSHIRE COUNCIL

### ELECTIONS FEES FOR THE YEAR COMMENCING 1 APRIL 2009

#### A. PRESIDING OFFICERS/POLL CLERKS

1. Except where a sum is specifically provided in the following scale, the Returning Officer is authorised to incur on behalf of the Council the cost of all accommodation, equipment, notices, stationery, postages and other matters necessary to carry out the elections.
2. For travelling expenses necessarily incurred by Presiding Officers, Poll Clerks and all other persons employed by the Returning Officer in connection with the election where a person uses his own conveyance, the scales in force from time to time under the NJC Scale for Local Authorities APT & C Services at the appropriate casual user or essential user rate according to the vehicle used or, where applicable, at the Council's Lease Car rate.

	<b>% of PO's Fee</b>	<b>Actual Fee £</b>
3. <u>Presiding Officer</u>		
(a) For each Presiding Officer at either an election for Central Bedfordshire or Parish Councillors to include all expenses other than travelling, or		198.00
(b) where the election is for both Central Bedfordshire and Parish Councillors held at the same time.		241.00
4. <u>Poll Clerk</u>		
(a) For each Poll Clerk to include all expenses other than travelling, or		117.00
(b) where the election is for both Central Bedfordshire and Parish Councillors held at the same time and only one Clerk is employed.		145.00
(c) For the employment of an additional Poll Clerk between 6.00 pm and the close of the Poll, or		4(a)
(d) for the employment of an additional Poll Clerk between 6.00 pm and the close of the Poll where the election is for Central Bedfordshire and Parish Councillors held at the same time.	Pro rata to hourly rate of 4(b)	

B. **COUNTING STAFF**

	<b>% of PO's Fee</b>	<b>Actual Fee £</b>
1. <b><u>Central Bedfordshire Council Election only</u></b>		
For the employment of staff at the counting of votes and declaration of a result for each electoral area:-		
(a) Where one candidate only is to be elected a maximum figure of:-		441.00
(b) Where two or more candidates are to be elected a maximum figure of:-		550.00
2. <b><u>Parish Council Election only</u></b>		
For the employment of staff at the counting of votes and declaration of a result for each electoral area:-		
(a) Where the number of electors in the Parish or Parish Ward is less than 1000;		146.00
(b) Where the number of electors is more than 1000 but less than 2000;		295.00
(c) Where the number of electors is more than 2000 but less than 4000;		442.00
(d) Where the number of electors is more than 4000.		589.00

C. **CLERICAL**

	<b>% of PO's Fee</b>	<b>Actual Fee £</b>
1. For the employment of persons in connection with the issue and receipt of postal ballot papers:-		
Up to 50 ballot papers issued.	17.5%	34.65
For each 25 or part thereof in excess of 50, an additional.	3.9%	7.72
2. Maximum total sum for general clerical assistance per electoral area. ....	22.5%	44.55
Plus per polling station in contested election.	22.5%	44.55
3. Maximum total sum for general clerical assistance where the election is for both Central Bedfordshire and Parish Councillors held at the same time.	11.25%	22.28
Plus per polling station in contested election.	11.25%	22.28
4. Clerical assistance in connection with the preparation and completion of Poll Cards - per 100.	1.9%	3.76

**D. RETURNING OFFICERS/DEPUTY RETURNING OFFICERS**

Fee to Returning Officer and/or Deputy Returning Officers for conducting the election, giving the prescribed notices, preparing nomination papers, distributing, filling up, verifying and adjudicating thereon, arranging polling stations, despatching and receiving postal ballot papers, arranging for and conducting poll and count, declaring result and making return of same and generally performing all the duties which a Returning Officer is required to perform, to include all expenses and disbursements other than for which provision is made in Part I.

	<b>% of PO's Fee</b>	<b>Actual Fee £</b>
<b>1. <u>Central Bedfordshire Council Election only</u></b>		
(a) <u>For the first contested election:-</u>		
(i) Where one candidate only is to be elected.	207.5	411.00
(ii) Where two candidates are to be elected.	311.5	617.00
(iii) Where three candidates are to be elected.	415.5	823.00
(b) <u>For the second and each subsequent election:-</u>		
(i) Where one candidate only is to be elected.	138.5	274.00
(ii) Where two candidates are to be elected.	207.5	411.00
(iii) Where three candidates are to be elected.	311.5	617.00
<b>2. <u>Parish Council Election only</u></b>		
For each contested election:-		
(i) Where up to nine candidates are to be elected.	69	137.00
(ii) Where not less than 10 and not more than 13 candidates are to be elected.	138.5	274.00
(iii) Where 14 or more candidates are to be elected.	207.5	411.00



E. **UNCONTESTED ELECTIONS**

	<b>% of PO's Fee</b>	<b>Actual Fee £</b>
1. <u>Central Bedfordshire Election only</u> For each uncontested election.	103.4	205.00
2. <u>Parish Election only</u> For each Parish in which the election is not contested:-		
(i) Where up to nine candidates are to be elected.	34.57	68.00
(ii) Where not less than 10 and not more than 13 candidates are to be elected.	69.15	137.00
(iii) Where 14 or more candidates are to be elected.	103.4	205.00

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