



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Appointments and Conditions of Service Committee

Date: **Tuesday 28 March 2017**

Time: **4.30 pm**

Place: **Committee Room**

For any further information please contact:

Alec Dubberley

Service Manager, Elections and Members' Services

0115 9013906

Appointments and Conditions of Service Committee

Membership

Chair Councillor John Clarke

Vice-Chair Councillor Michael Payne

Councillor Michael Adams
Councillor Chris Barnfather
Councillor Bob Collis
Councillor Marje Paling
Councillor Colin Powell

AGENDA

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- 2 To approve, as a correct record, the minutes of the meeting held on 8 December 2016.** 5 - 6
- 3 Declaration of Interests.**
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Report of the Chief Executive and the Service Manager, Organisational Development.
- 5 Returning Officer Fee for Local and Parish Elections** 11 - 16

Report of the Service Manager, Elections and Members' Services.
- 6 Any other item which the Chair considers urgent.**

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Thursday 8 December 2016

Councillor Michael Payne

Councillor Michael Adams
Councillor Chris Barnfather
Councillor Bob Collis

Councillor Marje Paling
Councillor Colin Powell

Apologies for absence: Councillor John Clarke

Officers in Attendance: D Archer, M Hill and L Parnell

67 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Clarke.

68 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2016.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

69 DECLARATION OF INTERESTS.

None.

70 PAY POLICY STATEMENT 2017-18

The Service Manger Organisational Development introduced a report, which had been circulated prior to the meeting, seeking endorsement of the Pay Policy Statement for referral to Council.

RESOLVED to:

- 1) Approve the proposed Pay Policy Statement and method of implementation; and
- 2) Recommend its referral to, and adoption by, Council for subsequent publication on the Council's website.

71 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.40 pm

Signed by Chair:
Date:



Report to Appointments and Conditions of Service Committee

Subject: Recognition of Long Service

Date: 28 March 2017

Author: Chief Executive
Service Manager- Organisational Development

1. Purpose of the Report

To report feedback from the Joint Consultative and Safety Committee (JCSC) following the formal consultation exercise that took place at the meeting on 21 February 2017 (**Appendix 1**) in order to inform the decisions of this committee in respect to implementation of the change to policy.

2. Introduction and background

Currently long service with the Council or its constituent bodies is recognised with an award of a gift up to the value of £125 at 25 years' service. This scheme of recognition has been in place and unaltered for more than 20 years.

Senior Leadership Team considered the matter of recognition for long-serving employees and expressed a view that the current arrangements no longer properly recognise loyal service over long lengths of time. The final proposals put forward by SLT take into consideration the need to balance recognition of contributions made by an employee with the public interest and financial constraints.

3. Proposal

The proposals being made are to change our current policy as follows:

- For employees with ten years' service, a letter of appreciation signed by the Mayor will be presented to the employee by their Director, or if the employee prefers, by the Mayor.
- At 25 years' service the employee will be given the choice of either an award of £250 (or a gift to the same value) or an extra week's annual leave to be taken within 12 months of the anniversary date.
- At 40 years' service the employee will receive an award of £500 or a gift up to that value.
- At 50 years' service the employee will receive an award of £1,000 or a gift up to that value.

At 25, 40 and 50 years' service, a letter of appreciation signed by the Mayor will also be presented to the employee by their Director, or if the employee prefers, by the Mayor.

The proposals were endorsed in general terms by the JCSC. The only suggestion for amendment was that consideration should be given to awarding a long-service lapel pin at ten years' service. Clearly, if supported this would carry additional financial burden to the proposals made by Senior Leadership Team. There are approximately 270 contracted employees who have already achieved their ten-year service or will reach it during 2017-18.

4. Financial Implications

The proposals do have financial consequences, and if implemented from 1 April 2017 will have the following impact which will need to be built into future budgets. More detail is included in the original report but in summary the additional cost of SLT's proposals over the next five years are;

Year	Difference
2017/18	£500
2018/19	£625
2019/20	£0
2020/21	£1,250
2021/22	£375
Five year total	£2,750

These costings presume that the long-serving employees will remain in service up to the point of the anniversary award.

Should the suggestion made by JCSC be adopted, to buy lapel pins, then based on a cost of, say, £3.00 per badge the additional cost in the first year will be £800 although the annual cost after that is negligible. The total five year increase in cost of modifying the proposal would be £1,000.

5. Appendices

Appendix 1: Recognition of Long Service- report received by the JCSC of 21 February 2017.

6. Background papers

None identified.

7. Recommendations

It is recommended that the Appointments and Conditions of Service Committee:

7.1 Varies Council policy through adoption of the original proposals made by Senior Leadership Team as detailed in section 3 of the report with effect from 1 April 2017.

7.2 Determines whether to accept the additional proposal offered by the JCSC, to award long-service lapel badges at ten years' service, for adoption into policy with effect from 1 April 2017.



Report to Joint Consultative and Safety Committee

Subject: Recognition of Long Service

Date: 21 February 2017

Author: Service Manager- Organisational Development

1. Purpose

To ask the Committee to support recommendations made by the Senior Leadership Team in respect to recognition of long service and to refer comments on these proposals to the Appointments and Conditions of Service Committee in order to inform decision on policy change.

2. Background

Currently long service with the Council or its constituent bodies is recognised with an award of a gift up to the value of £125 at 25 years' service. This scheme of recognition has been in place and unaltered for more than 20 years.

Senior Leadership Team considered the matter of recognition for long-serving employees and expressed a view that the current arrangements no longer properly recognise loyal service over long lengths of time. The final proposals put forward by SLT take into consideration the need to balance recognition of contributions made by an employee with the public interest and financial constraints.

3. Proposals

Senior Leadership Team proposed the following measures;

- For employees with ten years' service, a letter of appreciation signed by the Mayor will be presented to the employee by their Director, or if the employee prefers, by the Mayor.
- At 25 years' service the employee will be given the choice of either an award of £250 (or a gift to the same value) or an extra week's annual leave to be taken within 12 months of the anniversary date.
- At 40 years' service the employee will receive an award of £500 or a gift up to that value.
- At 50 years' service the employee will receive an award of £1,000 or a gift up to that value.

At 25, 40 and 50 years' service, a letter of appreciation signed by the Mayor will also be presented to the employee by their Director, or if the employee prefers, by the Mayor.

4. Financial Implications

The proposals do have financial consequences, and if implemented from 1 April 2017 will have the following impact which will need to be built into future budgets;

Year	Cost of current scheme	Cost of proposed scheme	Difference
2017/18	£500	£1000	£500
2018/19	£625	£1250	£625
2019/20	£0	£0	£0
2020/21	£750	£2000	£1,250
2021/22	£375	£750	£375

These costings presume that the long-serving employees will remain in service up to the point of the anniversary award.

6. Recommendations

It is recommended that the Joint Consultative and Safety Committee;

6.1 In principle offers support for the proposals made by Senior Leadership Team for implementation from 1 April 2017 and;

6.2 Refers any comments or recommendation onto the Appointments and Conditions of Service Committee which will determine the final policy of the Council.



Report to Appointments and Conditions of Service Committee

Subject: Returning Officer Fee for Local and Parish Elections

Date: 28 March 2017

Author: Service Manager, Elections and Members' Services

1. Purpose of the Report

For the Committee to agree minor changes to the level of fees for election staff when working on local and parish council elections

2. Background

The Returning Officer is a separate statutory function from that of the Head of Paid Service and is a different legal entity from that of the Council. The same person does not necessarily undertake both roles. Gedling Borough Council has appointed the Chief Executive to the role of Returning Officer.

In respect of parliamentary elections and other national polls the fees are set by Government while fees for local elections are set locally by the Council responsible for the election.

Under the Council's scheme of delegation, although the Chief Executive has delegated authority for a wide range of matters under the Representation of the People Acts for electoral functions, the delegation does not refer to the specific section of the 1983 Act for approving fees for the role of Returning Officer. The Act does, however, make clear that the Returning Officer has power to set the level of payments for staff he employs to assist on the discharge of his function, for example poll clerks and presiding officers for polling stations and any deputies he may wish to appoint.

3. Proposal

The scale of fees were last reviewed in August 2012 and the report before the committee today simply aims to revise rates of pay so that they comply with the new national living wage.

For simplicity, all Councils in Nottinghamshire have agreed a scale of fees for all job roles associated with the delivery of local elections. This ensures a

consistent approach to staffing arrangements and avoids staff choosing to work for a district that may offer a more attractive rate of pay than the one closest to them. The scale of fees is attached at Appendix One. Appendix Two contains the agreed fees for parish council elections. It is recommended that Gedling Borough Council adopts the Nottinghamshire schemes.

4. Resource Implications

There are no direct resource implications arising from this report as payments to the Returning Officer are managed within existing budgets. The Council has a statutory duty to resource the post of Returning Officer and must provide sufficient resources for him to fulfil his duties.

5. Recommendation

The Appointments and Conditions of Service Committee is asked to:

- 1) Approve the level of fees associated with the post of Returning Officer for local elections and parish elections as detailed in Appendix One;
- 2) Note the scale of fees for all roles other than that of Returning Officer; and
- 3) Note that the Returning Officer's fees for parliamentary elections and other national polls are set nationally.

6. Appendices

Appendix 1 - Scale of Fees for Local Elections

Appendix 2 - Scale of Fees for Parish Elections

Nottinghamshire Scale of Elections Fees for Local Elections

This new scale of fees updates and clarifies existing fees agreed in May 2012, these fees are effective from 1 May 2017.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1 st additional combined election and 10% for each combination thereafter	£195*
Poll Clerk Add 20% for 1 st additional combined election and 10% for each combination thereafter	£120*
Polling Station Inspector	£195*
Training fee	£50 [#]
Delivery of training, fee per session	£150

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

[#] Includes travelling Expenses

Count Staff Fees

Fee	Scale
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*
Count Supervisor per hour	£15*
Count Assistant per hour	£12.50*

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Voting Supervisor per hour	£12.00
Postal Voting Assistant per hour	£7.90

Returning Officer Fees

Fee	Scale
Returning Officers Fee for the 1 st 1000 local electors within each ward for which an election is held	£102
Returning Officers Fee for each additional 1000 electors or part thereof per ward	£34
Returning Officers Fee for an uncontested Election	£41.50
Returning Officers Clerical Fee per 1000 electors	£8.40
Returning Officers Fee for Postal Voting (Issue and Receipt)	£165

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officers Fee or Acting Deputy Returning Officer's Fee (excluding count)	£160
General Clerical Staffing per 100 electors	£8.40
Poll Card Hand Delivery per poll card	18p

Notes

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.

Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

Nottinghamshire Scale of Elections Fees for Parish Elections

This new scale of fees updates and clarifies existing fees agreed in May 2012, these fees are effective from 1 May 2017.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1 st additional combined election and 10% for each combination thereafter	£195*
Poll Clerk Add 20% for 1 st additional combined election and 10% for each combination thereafter	£120*
Polling Station Inspector	£195*
Training fee	£50 [#]
Delivery of training, fee per session	£150

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

[#] Includes travelling Expenses

Count Staff Fees

Fee	Scale
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*
Count Supervisor per hour	£15*
Count Assistant per hour	£12.50*

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Voting Supervisor per hour	£12.00
Postal Voting Assistant per hour	£7.90

Returning Officer Fees

Fee	Scale
Where the election is for Parish Councillors only	
For one Parish	£125.23
For each additional Parish up to 10	£87.52
For each additional Parish over 10	£62.09
Additional payment where a Parish is divided into wards, payment per ward	£20.80
Where the election is a combined Borough/Parish Election	
For one Parish	£99.81
For each additional Parish up to 10	£83.73
For each additional Parish over 10	£50.43
Additional payment where a Parish is divided into wards, payment per ward	£12.39
Uncontested Elections	
For each Parish up to 10	£24.90
For each additional Parish	£12.29
Additional payment where a Parish is divided into wards, payment per ward	£12.39
Other Returning Officer Fees	
Returning Officers Clerical Fee per 1000 electors	£8.40
Returning Officers Fee for Postal Voting (Issue and Receipt)	£165

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officers Fee (excluding count)	£160
General Clerical Staffing per 100 electors	£8.40
Poll Card Hand Delivery per poll card	18p

Notes

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.

Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.