

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
	Discretionary /	Need to be recommendations to Council	YES	
	Operational	Is it a Key Decision	YES/NO	
Lead Member: Brian Long E-mail: brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Mary Colangelo E-mail: mary.colangelo@west-norfolk.gov.uk Direct Dial: 01553 616281		Other Officers consulted: Chief Executive, Exec Director – D Gates, Democratic Services Manager		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 17 April 2018

PARISH COUNCIL ELECTION COSTS – UNCONTESTED ELECTIONS

Summary

This report proposes to pass on the full costs of uncontested Parish Council Elections to the Parish Councils concerned, both at the four-yearly Parish Council Elections as well as any Casual Vacancies in between.

Recommendation

To confirm the proposal to charge Parish Councils for their own uncontested elections.

Reason for Decision

To re-coup costs incurred by the Borough Council in the organisation of elections on behalf of Parishes.

1 Background

At its meeting on 16 November 2010, Cabinet agreed to:

- pass on the full cost of Parish Council Elections and Parish Polls to the Parish Councils concerned. This has applied to the Parish Council Elections in 2011 and 2015 so far, as well as casual vacancy elections.

2 Policy Implications

It is now proposed to re-charge Parishes for the cost of uncontested elections, both four yearly and casual vacancies in between in order to re-coup some of the costs associated with service provided.

3 Financial Implications

At the May 2015 Parish Council Elections, 12 Parish Councils had contested elections (13 wards). No charge was made for the other approximately 100 uncontested elections. When a Parish election is uncontested, there is a degree of administrative work required of the Borough Council elections team, as clearly it cannot be known at the outset whether a contested election will take place. This does of course have a real and measurable cost to the Borough.

It is estimated that costs for an uncontested election will be in the region of £200 per election; at this year's rate of uncontested elections this equates to approximately £20,000 cost to the Borough Council (every four years).

Charging for elections as a result of casual vacancies could also recover approximately £2,000 over a four year period, based on historic information available.

4 Personnel Implications

There are no personnel implications.

5 Statutory Considerations

The Borough Council has a statutory obligation to run Parish Council Elections. The proposal is to re-coup the costs of the service from its users.

6 Equality Impact Assessment (EIA)

There are no Equality Impact Assessment implications.

7 Risk Management Implications

There are no immediate risks identified in the proposal.

8 Declarations of Interest / Dispensations Granted

None identified.



**Pre-Screening Equality Impact
Assessment**

Name of policy/service/function					
Is this a new or existing policy/ service/function?		New / Existing (delete as appropriate)			
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
	Other (eg low income)				
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name					
Job title	Date				

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.