

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of Fees and Charges namely;

- Sales of electoral registers
- Sales of copies of Return of Declaration of Election Expenses

The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

The table below illustrates the actual income received 2017-18 and 2018-19 and an estimate for 2019-20. The income within this is non controllable.

Income achieved	2017-18	2018-19	2019-20
Letters confirming electors register	(96)	(75)	0
Supply of computer data	0	0	0
Other Sales	(2,455)	(1,732)	(1,800)
Total Income	(2,551)	(1,807)	(1,800)
Budget	(4,000)	(3,500)	(1,800)

3. Pricing

The statutory charges are set to recover costs.

4. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with primarily credit rating companies. We have 5 main customers who have repeat orders for the information year on year.

5. Proposed Charging

The charges for sales of Electoral Registers are Statutory Fixed. For 2020/21 there has been an increase of £3.00 for sales of Electoral Register per thousand names

and an increase of £0.50 for sales of the supply of computer data: Electoral Register per thousand names. It is proposed that the non-statutory charge for the inspection of Return of Declaration of Election Expenses is removed as this has not been used in recent years and no demand is forecast for future years.

6. Recommendation

Members are asked to approve charges for 2020-21 as detailed below;

Policy and Resources Committee

Central & Democratic Services

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Electoral Services (Statutory):

Sales of Electoral Registers/ Postal Vote Return report following Election	£10.00		£10.00	£0.00	£10.00	OS
- Per thousand names or part	£2.00	£3.00	£5.00	£0.00	£5.00	OS
Sales of full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£10.00		£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00		£5.00	£0.00	£5.00	OS
Supply of Computer Data: Electoral Registers/ Postal Vote Return report following Election	£20.00		£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.00	£0.50	£1.50	£0.00	£1.50	OS
Supply of Computer Data: Full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£20.00		£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50		£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses		- Per side	£0.20	£0.00	£0.20	OS