

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of statutory Fees and Charges for sales of electoral registers. 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 2019/2020 and 2020/2021 and a forecast for 2021/2022.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 Forecast (£)
Other Sales	(1,738)	(1,944)	(1,500)
Total Income	(1,738)	(1,944)	(1,500)
Budget	(1,800)	(1,800)	(1,500)

3. COVID-19 Impact

As evidenced in the prior year analysis, the pandemic has had no effect on the sales of electoral registers. Our forecast reflects the assumption that there will no future impact on demand due to COVID-19.

4. Pricing

The statutory charges are set to recover costs.

5. Understanding Customers and Markets

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

6. Proposed Charging

The wording in the schedules has been updated to make them more user friendly. We propose to delete the fee charging for 'copy of a return of declaration of election expenses' which is currently set at £0.20 per side of A4, this fee is not a statutory requirement and there have been no requests for a number of years.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Proposed Budget - Sales Of Electoral Registers	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Impact on MTFP 2022/23 Pressure/ (Saving)	-	-	-	-	-

8. Recommendation

Members are asked to approve charges for 2022/2023 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.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
	£	%				

Electoral Services (Statutory):

Printed Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Overseas Register	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per hundred names or part	£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS

Data Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names or part	£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Overseas Register	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per hundred names or part	£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS