

# 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 2021/2022, 2022/2023 and 2023/2024 and a forecast for 2024/2025.

Income achieved	2021/22 Actual (£)	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Forecast (£)
Electoral Services - Other Sales	(1,776)	(1,711)	(2,072)	(2,000)
Budget	(1,500)	(1,500)	(1,500)	(1,700)
Income Achieved (Above)/Below Budget	(276)	(211)	(572)	(300)

### 3. Pricing

The statutory charges are set to recover costs.

### 4. Understanding Customers and Markets

Most 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.

### 5. Proposed Charging

No proposed changes for 2025/2026 as statutory charges have not changed. Any amendments implemented by Government will be reported to Committee as they occur.

## 6. Impact on Medium Term Financial Plan (MTFP)

The income budget is to be increased by £300 pa to £2,000 pa from 2025/2026 to reflect the income received over the previous 3 years (see section 2) and forecast demand.

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)
Proposed Budget - Sales Of Electoral Registers	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Impact on MTFP 2025/26 Pressure/ (Saving)	(300)	(300)	(300)	(300)	(300)

## 7. Recommendation

Members are asked to approve charges for 2025/2026 as detailed below:

Policy and Resources Committee		Electoral Services					
Statutory fees are set by section 110 of the Representation of the People Regulations 2001.	2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate
	£	% Type	£	£	£	£	
<b>Electoral Services (Statutory):</b>							
<b>Printed Format</b>							
Sale of Full Register/ Notice of Alteration	£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
<b>Data Format</b>							
Sale of Full Register/ Notice of Alteration	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of 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 of part	£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
<b>Marked Register:</b>							
<b>Printed Format</b>							
Sale of the whole or any part of the marked register/ 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	£2.00	0.0%	£0.00	£2.00	£0.00	£2.00	OS
<b>Data Format</b>							
Sale of the whole or any part of the marked register / Postal Vote Return Report following an election	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names of part	£1.00	0.0%	£0.00	£1.00	£0.00	£1.00	OS