

LONDON ELECTS: SCALE OF FEES 2021

1. Rationale for Scale of Fees

- 1.1. The Mayor of London and London Assembly election is different from other ad-hoc activities requiring deployment of GLA staff to carry out duties outside of their substantive post.
- 1.2. The election is a high profile, statutory obligation, and therefore we need motivated and engaged staff. This justifies a unique approach.
- 1.3. The election is also outside of the boundaries of the GLA's policy on honorarium and recognition payments, in that the fees are agreed by the GLRO and are not subject to the corporate process for additional payments.
- 1.4. In 2016, a precedent was set with honorarium payments and time-off-in-lieu (TOIL) awarded to some staff engaged in elections activity. However, there was no transparent scale of fees.
- 1.5. Local Authority staff who support delivery of elections - both the GLA elections and central/local elections - in roles such as poll clerk, or count assistant, are rewarded with a fee. Local Authority staff at the GLA counts in May 2021 will be paid.
- 1.6. The scale of fees reflects the above and seeks to ensure that the efforts of GLA staff deployed to support the successful delivery of the elections are recognised.

2. Principles to guide eligibility

- 2.1. All roles have been assessed by workstream leads to ascertain:
 - a. the time commitment to the role;
 - b. the level of responsibility and nature of the role;
 - c. the working pattern and requirements for the role in comparison to BaU arrangements and contracts; and
 - d. the location of the role.
- 2.2. The guiding principle is that staff should not be paid twice: for example staff should not receive an election fee and a payment related to any normal contractual arrangement such as overtime or an out of ours allowance.
- 2.3. There are two categories of fee: Fee 1 applies to staff deployed on count day; Fee 2 applies to staff deployed in the planning and preparation for the election.
- 2.4. All staff deployed on count day will be eligible for Fee 1
- 2.5. Staff deployed in the planning and preparation for the election in advance of count day, outside of their normal contractual/business-as-usual arrangements, may be eligible for Fee 2.
- 2.6. Exceptions: Staff may not be eligible for Fee 1 or Fee 2 if:

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- a. the role has become Business as Usual for a defined period;
 - b. they are already in receipt of a fee for elections work; and
 - c. they are already in receipt of out of hours allowances or overtime payment which can be applied to the election activity.
- 2.7. In the scenario that the count takes place on a bank holiday, those staff deployed on the bank holiday may also be entitled to TOIL if their Business as Usual role does not require them to work on a bank holiday.

3. Payments

- 3.1. The fees will be a flat fee rather than an hourly or daily rate as this is cleaner to process through payroll, and avoids the need to log hours.
- 3.2. Staff will be informed of their fee, if eligible, in advance of their deployment.
- 3.3. Staff will be informed as to who they should report to for their activity, and their attendance will be confirmed to payroll in advance of any payment.
- 3.4. Payment of the fee will be made in the June 2021 payroll.

4. Scale of Fees:

Fee	Sub category	In recognition of:	Amount
FEE 1 Count Day Operations	FEE 1 A	To recognise persons deployed in a role which supports the operation of the election at a count centre or the operation of the count hub at City Hall.	£250
	FEE 1 B	To recognise persons deployed in a senior role, leading an activity at a count centre or at the count hub at City Hall.	£350
FEE 2 Elections Planning	FEE 2 A	To recognise people providing support to an activity during the planning and preparation for the Mayor of London and London Assembly Elections.	£150
	FEE 2 B	To recognise people leading an activity during the planning and preparation for the Mayor of London and London Assembly Elections.	£300

5. Expenses

- 5.1. The GLA Expenses and Benefits Framework applies to any expenses incurred relating to elections activity, and approval should be sought in line with the Framework.