

# APPENDIX

## DISTRICT AND PARISH COUNCIL ELECTIONS / BY-ELECTIONS NEIGHBOURHOOD PLANNING REFERENDUMS AND PARISH POLLS

### PART 1 – Returning Officer’s/Counting Officer’s Fees

Fee for conducting the election /by-election/ referendum, parish poll giving the prescribed notices, preparing and supplying nomination papers, deciding as to the validity of nominations, appointing and remunerating deputy returning officers / deputy counting officers, arranging for and conducting the poll, issuing poll cards, issuing and receiving postal ballot papers, counting the votes, declaring the result and generally performing all the duties which a returning officer / counting officer is required to perform under the Representation of the People Acts and the Rules and Regulations made thereunder, and including all disbursements and expenses other than those for which special provision has been herein made, as follows:

In no case shall a charge exceed the sum actually and necessarily paid or payable by the returning officer/counting officer. Subject to this, the maximum charges are set out in the scale.

<b>District Council election (contested election)</b> for each contested ward	£200
<b>District Council Election (uncontested election)</b> for each uncontested ward	£100
<b>Parish Council election (contested election)</b> for each contested parish / parish ward	£200
<b>Parish Council election (uncontested election)</b> for each uncontested parish / parish ward	£100
<b>Neighbourhood Planning Referendum</b>	£170
<b>Polls consequent upon parish meeting</b> For every poll consequent on a parish meeting where such poll is not taken as to the elections of parish councillors, to cover all the services of the returning officer and, if the poll is taken on more than one question on the same day in any parish, only one fee to be charged:	£70

<b>Part 2 – Disbursements</b>	
1. Presiding officer, a fee of or where a poll is combined with a parish council poll, a fee of	£200.00 £225.00
2. Poll clerk, a fee of or where a poll is combined with a parish council poll, a fee of	£145.00 £155.00
(Presiding officers and poll clerks may not include any additional expenses i.e. electricity charges, without the prior written express agreement of the (deputy) returning officer.)	
3. An additional poll clerk may be employed full-time or part-time at a polling station at the discretion of the returning officer or her duly appointed deputy returning officer and will be paid the fee payable under item 2 of this scale, or an appropriate proportionate amount as applicable.	
4. For the provision of training for polling station staff, including a payment for staff undertaking the training. This may be used in respect of any payment made for the collection of the ballot box ahead of an election by staff. To be distributed by the returning officer at their discretion. A fee of	£50.00 per presiding officer and poll clerk
5. Counting/Verification Supervisor: A fee of (a) for the first hour (b) for each half hour thereafter or part thereof  In respect of evening/overnight working (c) for the first hour (d) for each half hour thereafter or part thereof	£16.00 £8.00  £18.00 £9.00
6. Count venue manager	£500 at returning officer's discretion

<p>7. Counting/Verification Assistant:  A fee of  (a) for the first hour  (b) for each half hour thereafter or part thereof</p> <p>In respect of evening/overnight working  (c) for the first hour  (d) for each half hour thereafter or part thereof</p>	<p>£12.00  £6.00</p> <p>£14.00  £7.00</p>
<p>8. For the employment of persons for clerical and all other assistance other than where separate fees are provided. For each electoral area</p>	<p>£100</p>
<p>9. Preparation and issue of poll cards and postal vote cards, for supervising the preparation and issue of official poll and postal vote cards. For each electoral area</p>	<p>£20.00</p>
<p>10. To an officer designated by the returning officer or her duly appointed deputy, for inspection and supervision of polling stations. A fee of</p>	<p>£200.00</p>
<p>11. For preparation of ballot boxes. For each polling station, a fee of</p>	<p>£5.00</p>
<p>11. Supervisor for the issue and receipt of postal ballot papers. A fee of:  (a) for the first hour  (b) for each half hour thereafter or part thereof</p>	<p>£16.00  £8.00</p>
<p>12. For the employment of persons in connection with the issue and receipt of postal ballot papers, the total sum of which to be distributed by the returning officer at her discretion. A fee of</p>	<p>£0.70 per postal vote</p>
<p>20. Hire of rooms in connection with the issue and receipt of postal ballot papers</p>	<p>Actual and necessary costs</p>
<p>21. For travelling expenses of the returning officer, deputy returning officer, assistants, presiding officers, poll clerks and counting assistants, and for posting notices of election and notices of poll.  Per mile</p> <p><b><i>Travel expenses will not be paid for any journey made to the place of election work or training venue. However, presiding officers only will be able to claim reimbursement of mileage for the following journeys:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>from home to the relevant venue to collect the ballot box and return journey home;</i></b></li> <li>• <b><i>from the polling station to the count venue and return journey home only.</i></b></li> </ul> <p><b><i>Polling station inspectors may claim in accordance with their duties. Expense claim forms and receipts will be required.</i></b></p>	<p>£0.45</p>

22. Hire of rooms for the preparation of ballot boxes	Actual and necessary cost
23. For preparing a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station) (a) in the case of a school maintained by a local authority, which may be used free of hire charge, the caretaker's fee is to be paid in accordance with the allowances in force in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service; or any local agreement; and (b) in any other building	Actual and necessary cost  Actual and necessary cost
24. Heating and lighting (per polling station)	Actual and necessary cost
25. Conveyance of ballot boxes and voting screens	Actual and necessary cost
26. Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations or places of count	Actual and necessary cost
27. For provision of ballot boxes and voting screens, for printing notices, ballot papers and other forms and documents required, including the printing costs, computer charges and all associated costs of producing the official poll and postal vote cards, and for stationery, advertising, postage, telephone calls, bank charges and miscellaneous expenses	Actual and necessary cost

**NOTE:** At a combined election of district or parish councillors, wherever appropriate the costs are to be shared on an equal basis between the relevant authorities, unless a particular expense can actually be allocated to a specific authority.

## General Clerical Fees

### A. Principles

The core principles for payments to electoral services staff during an election/referendum period are that:

- Staff are recognised for the additional work they undertake, which includes working in the evening, on Saturdays, Sundays and bank holidays
- The payments are accountable and transparent
- The payments are straightforward to administer and understand
- Staff will know in advance the basis of their payments and what they will be paid for
- The payments are fair

### B. Policy

- All authorised hours worked over and above contracted hours will be paid at the standard council rates for the individual's position from the notice of

- election/referendum through to one week following polling day.
- Named electoral staff who work on polling day in the office will receive a single fixed payment equivalent to that of a presiding officer.

**NOTES:**

1. "Electoral area" means any district, ward or parish council for which a separate election is held.
2. The fees prescribed for presiding officers and poll clerks are for the hours of poll from 7am to 10pm. In the event of an election or poll for a non-principal area where the hours of poll are fewer in number, the fees payable to presiding officers and poll clerks shall be at the discretion of the returning officer.
3. With regard to other electoral activities and events where there is not a fees and charges order set by Government (this includes but is not limited to business and residential neighbourhood planning referendums, council tax referendums and local polls) this schedule shall be used as the basis for calculating the fees and charges.