

APPENDIX 1

Proposed Returning Officer Fees and Charges for Borough Elections 2021/2022

SCALE OF FEES	£ gross
Fee for Returning Officer	
Fee for preparing and conducting, and being legally responsible, for a Borough Council election or by-election and generally performing all the duties required to be performed and all disbursements and expenses other than those for which special provision is made below.	£457.50 per Ward
Fee for Deputy Returning Officer and Election Project Management	
Fee for a Deputy Returning Officer appointed with full powers to perform duties and rights lawfully performed and discharged in the same manner as the appointed Returning Officer	50% of the Returning Officer Fee
Each Deputy Returning Officer appointed for conducting a count	£282.00
Each Deputy Returning Officer appointed for conducting the issue, receipt and opening of postal ballot packs (per hour)	£19 per hour
Fee for clerical assistance	
Borough Council elections, per Ward (contested)	£457.50 per Ward
Polling Station Staff	
Each Presiding Officer, Polling Station Inspector and Election Day Control Room staff	£209.00
Each Poll Clerk	£151.00
Reserve Poll Clerk	£42.00
Training Fee	Maximum of £50.00
Counting of Votes	
Each Verification/Count Supervisor	£125.00
Each Verification/Counting Assistant	£84.00
Each General Assistant/Ballot Box Receiver/Clerical Assistant	£84.00
Training Fee	Maximum of £30.00

Postal Voting	
Each Postal Vote Opening Manager (per hour)	£17.00 per hour
Each Postal Vote Opening Scanner/Reviewer (per hour)	£15.00 per hour
Each Postal Vote Opening Clerk (per hour)	£11.00 per hour
Travelling Expenses	
Travelling expenses of the Returning Officer and any other officer employed by the Returning Officer where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election.	Minimum of 46.9p per mile or set travel fee at the discretion of the Returning Officer
Poll Cards	
Delivery of poll cards by hand per card	0.18p
Parish Council Elections	
Fee for Returning Officer where the election or by election is for a Parish Council only or for each Parish Ward	£228.75 (50% of RO Fee)
Fee for Returning Officer where the election or by election is held concurrently with the appropriate Borough Council Ward election	£114.37 (25% of RO Fee)
Fee for clerical assistance per Ward or Parish (if not warded)	£114.37 (25% of RO Fee)
Where the election or by-election held, is not held concurrently with the appropriate Borough Council Ward election all other fees and charges will be paid as at the Local Election.	
Uncontested Elections	
Borough Council Election, per Ward	33% of fee for contested election
Parish Council for each Ward or Parish (if not warded) if held concurrently with the appropriate Borough Council Ward elections	33% of fee for contested election
Parish Council if not held concurrently with the Borough Council Ward election	33% of fee for contested election
Fee for clerical assistance, per Ward or Parish (if not warded)	33% of fee for contested election

“Electoral area” means any district or ward for which a separate election is held.

All payments are at the discretion of the Returning Officer