

**RETURNING OFFICER'S SCALE OF FEES AND EXPENSES PAYABLE AT ELECTIONS OF DISTRICT AND PARISH COUNCILLORS, REFERENDUMS AND PARISH POLLS IN THE DISTRICT OF UTTLESFORD EFFECTIVE FROM 1 APRIL 2023.**

**1. Returning Officer's fees – local elections only** (see note 1)

Fee for conducting the election and generally performing duties which a Returning Officer (RO) is required to perform under any enactments relating to Local Government elections, other than any duties for which separate allowances are prescribed herein:

a. for each electoral area for which a contest takes place	£82.63
b. at a contested election, for every 1,000 electors or part thereof within each electoral area	£29.04
c. for each uncontested electoral area, countermanded election and elections at which there are insufficient valid nominations	£39.05

**2. Clerical fees and allowances**

For all supervisory and clerical assistance, including the services of one or more Deputy Returning Officers (other than counting of votes – see separate payments Section 5), the following shall be payable:

a. For each contested electoral area	£108.73
b. For each uncontested electoral area or countermanded poll	£52.47

**3. Postal voting**

**New rate as from May 2023 in accordance with proposed band rates from DLUHC.**  
(See Note 2).

Hourly rate x 1.5 after 9.30pm (night rate) or weekend/bank holiday.

a. Postal Vote Clerk	£13.00 ph
b. Scanner operative	£13.00 ph
c. Supervisor	£15.00 ph
d. Session Manager	£17.00 ph

**4. Polling staff**

**New rate as from May 2023 in accordance with proposed band rates from DLUHC.**  
Hourly rate x 1.5 after 9.30pm (night rate) or weekend/bank holiday. (See Note 2).

Presiding Officer (PO), Poll Clerk (PC) and Polling Station Inspector (PSI) – 15-hour day

For every additional poll, the PO receives an additional one hour pay.

Any other additional payments for polling staff to be at the discretion of the RO.

a. Presiding Officer	£17.00 ph
b. Poll Clerk	£13.00 ph
c. Training – F2F (for POs)	£40.00
d. Training – Online (for PCs)	£20.00

## Appendix 1

e. Trainer – to prepare and deliver training	£125.00 per session
f. Polling Station Inspector	£20.00 ph
g. Mileage - PO – flat rate fee	£20.00
h. Mileage - PC – flat rate fee	£10.00

## 5. The Count

### 5.1. Returning Officer's fee

a. (1) For performing the duties of a Deputy Returning Officer, a fee for each contested district or parish election, or combination thereof for which the counting of votes takes place	£58.04
(2) Fee for each re-count for any electoral area for which the Deputy Returning Officer is responsible	£29.04
b. a fixed sum is payable for each contested ward or parish, for the remuneration of all staff engaged in the counting of votes, except for any Deputy Returning Officer(s) so appointed; and	£244.50
c. a fixed sum is payable, in respect of each separate re-count of votes that is required to be held, for the remuneration of all staff engaged in that count or those counts, except for any Deputy Returning Office so appointed	£122.30

### 5.2 Counting Staff

**New rates as from May 2023 in accordance with proposed band rates from DLUHC.**

Hourly rate x 1.5 after 9.30pm (night rate) or weekend/bank holiday. (See Note 2).

a. Counting Assistant	£13.00 ph
b. Count Supervisor	£15.00 ph
c. Count Table Supervisor	£18.00 ph
d. Control Supervisor (top table)	£18.00 ph
e. Count Manager	£25.00 ph
f. Ballot Box Receipt Supervisors	£15.00 ph
g. Count Reception	£13.00 ph
h. Porters	£13.00 ph
i. Porters Supervisor	£15.00 ph

## 6. Travelling expenses

The travelling expenses of the Returning Officer and clerical or other assistants employed by him where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election; shall be reimbursed at the **rate of 45 pence per mile.**

**Polling staff to be paid a fixed rate sum as set out in Section 4.**

## **8. Other miscellaneous staff payments**

**Other payment rates as from May 2023 in accordance with proposed band rates from DLUHC.** Hourly rate x 1.5 after 9.30pm (night rate) or weekend/bank holiday. (See Note 2).

This to include such roles as:

HR Payroll	£17.00 ph
Communications	£17.00 ph
Caretaking	£15.00 ph

## **9. Miscellaneous Disbursements**

The actual and necessary costs shall be payable in respect of each of the following items:

- (a) printing and providing ballot papers, postal vote packs and poll cards;
- (b) printing and providing notices and other documents required in and about the election or poll and costs of publishing the same;
- (c) the renting of any building or room for the purpose of the election and for expenses of heating, lighting and cleaning any building or room for such purpose;
- (d) adapting and fitting-up any building or room for the purpose of the election (including the provision of voting compartments and any necessary furniture) and restoring it to fit condition for its normal use;
- (e) providing ballot boxes, including any repairs and cleaning;
- (f) general stationery, postage, telephone calls, bank charges, insurance premiums and all miscellaneous expenses.

## **10. Local referendums**

For every poll held under The Local Authorities (Conduct of Referendums) (England) Regulations 2012, or equivalent Regulations, this scale of fees shall be the same as in 1 to 9 above. This being for Neighbourhood Planning Referendums and other such local referendums.

## **11. Parish Polls**

For every poll consequent on a parish meeting, this scale of fees shall be applied. All costs associated with the parish poll will be reclaimed from the parish council concerned.

## **12. Parish election costs**

## Appendix 1

All costs associated with parish elections will be reclaimed from the parish council concerned.

### Notes:

1. Returning Officer's fees - relate solely to local polls for district and parish council elections and local referendums. For national polls, the Returning Officer or his/her title to be used as per the appropriate poll e.g. Local Returning Officer for the Police, Fire and Crime Commissioner elections for Essex and the Acting Returning Officer for the Parliamentary General Election, his/her fees are prescribed by the statutory Fees and Charges Order. At a County Council election, the County Returning Officer will set the Deputy Returning Officer's fee. The Returning Officer's fee and that for clerical allowance shall be subject to review every 4 years prior to the local elections and the Director of Finance and Corporate Services be authorised to increase the scales in line with local government salary awards annually from 1 April.
2. Other fees - polling, postal voting, miscellaneous and for the count - are to be reviewed and determined annually by the Returning Officer based on national guidance and in relation to the appropriate poll.

PJH 22/02/2023