

Election Fees Schedule 2011/12

(Fees held at 2010/11 levels)

CDC Elections RO, DRO Fees

	1 member ward	2 member ward	3 or more member ward
RO Election Fee (Uncontested)	£43.75	£87.50	£131.25
RO Election Fee (Contested)	£90.90	£181.80	£272.70
DRO Election Fee (Contested)	£86.50	£173.00	£259.50
RO & DRO Count Fee	£58.00	£116.00	£174.00
RO & DRO Recount Fee	£14.00 for each re-count		
The above figures are based on CDC elections. For elections funded by others the fees as set by that authority shall apply, apportioned as set out in Function and Responsibility Fees below marked *.			

Parish Elections RO, DRO Fees

	Electorate 1000 or less	Electorate 1000 to 2000	Electorate 2000 to 3000	Electorate Greater than 3000
RO Election Fee (Uncontested)**	£26.00			
RO Election Fee (Contested)**	£54.60 and £11.95 per electoral area			
RO & DRO Count Fee For Electoral areas of two or less seats	£40.20	£43.30	£45.30	£50.50
RO & DRO Count Fee For Electoral areas of more than two seats	£45.30	£53.60	£60.80	£68.00
RO & DRO Recount Fee Parish and District	£14.00 for each re-count			
**These figures are for Parish elections and are to be apportioned as set out in Function and Responsibility Fees below marked *.				

CDC and Parish Elections PO and PC Fees

	Single Election (Minimum)	Combined Election (Minimum)
PO Fee	£175	£196
PC Fee***	£113	£130
The above figures are based on CDC and parish elections. For elections funded by others the RO may decide to increase these in line with other local authorities and guidance.		
The above figures include all expenses other than travelling, unless the prior		

agreement of the Returning Officer has been obtained. Poll Clerks and Presiding Officers should where ever possible travel together and claims by both the PO and PC will only be paid with the prior approval of the RO.

*** Poll clerks working 7am-2pm or 2pm-10pm shall be paid 50% of the relevant fee

Election Mileage

Election mileage for RO, DRO, Inspectors, Count staff, PO & PC (where paid)	Paid at HMRC mileage rate, currently 40p per mile.	RO, DRO and Inspectors obliged to have a car and business use insurance available as condition of appointment/employment.
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Administration Recharges to Parishes

	5 or less candidates	6 to 10 candidates	Greater than 10 candidates
Charge for poll card administration	£7.00		
Additional charge for each hundred poll cards	£2.50		
Administration charge to Parishes (Uncontested)	£13.00		
Administration charge to Parishes (Contested)	£21.00		
Clerical charge to Parishes (Contested)	£22.80	£28.50	£36.60
Preparation of Ballot Boxes for each polling station	£3.65		
Receipt of postal ballot papers for each electoral area (includes first 25 postal voters)	£31.00		
Receipt of postal ballot papers for each electoral area (for each additional 25 postal voters or part)	£15.40		
Recharges to parishes will also include RO and DRO fees as well as a proportion of the actual and necessary costs shared on an equal basis between the relevant authorities unless a particular expense can actually be allocated to a specific authority where they will be applied directly. The above administration charges will also be applied.			

Returning Officers Expenses

In accordance with the Representation of the People Act 1983, 36 (4), (5) and (6) all actual and necessary cost of expenditure properly incurred by the Returning Officer in relation to holding an election of a councillor for a district or parish shall be paid by the council. At the request of the Returning Officer the council shall advance such reasonable sums in respect of the election expenses that the Returning Officer may

require. Additionally the Council will provide all reasonable assistance to the Returning Officer.

Parish Charges

For contested and uncontested parish elections for 2011/12 the Council will charge parishes a maximum contribution of £1.05 per elector to help defray the cost of the election.

Allocation of Poll Clerks

Polling Stations shall normally be staffed by a Presiding Officer (PO) and a Poll Clerk (PC). An additional Poll Clerk is provided to stations in districts that have between 1,000 and 1,500 electors. Where the electorate is greater than 1,500 electors a double polling station will be created.

Cost Sharing

At combined polls, 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.

Function and Responsibility Fees

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Returning Officer and Deputy Returning Officers					
*Responsibility Fee	RO	-	-	Externally funded elections	50% of set RO fee
*Responsibility Fee	DRO (Full powers)	-	-	Externally funded elections	25% of set RO fee
Responsibility Fee	Postal Vote and Election Systems Managers (DRO Limited powers)	-	-	Combined	75% DRO total fee
Responsibility Fee	Postal Vote and Election Systems	-	-	District and Parish	75% DRO total fee

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
	Managers (DRO Limited powers)				
Clerical Rates					
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer	Weekday	All	CDC Trainee Admin officer Hourly Rate
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer (1.5)	Weekend	All	Trainee Admin officer Hourly Rate @ (1.5)
Clerical Overtime	Clerical Overtime rate	Trainee Admin officer (2)	Bank holiday	All	Trainee Admin officer Hourly Rate @ (2)
Postal Vote Fees					
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Weekday	All	Trainee Admin officer Hourly Rate
Postal Vote Fee	Postal Vote Supervisor	Senior Admin Officer	Weekday	All	Senior Admin Officer hourly rate
Postal Vote Fee	Postal Vote Issuers and Openers	Trainee Admin officer	Night	All	Trainee Admin officer Hourly Rate @ (1.5)
Postal Vote Fee	Postal Vote Supervisor	Senior Admin Officer	Night	All	Senior Admin Officer hourly rate @ (1.5)
Count Fees					
Day					
Count Role Fee	Head of Count	-	Daytime	All	Single Election PO fee @ (2.5)
Count Role Fee	Count Manager	-	Daytime	All	Single Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Daytime	All	60% Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Daytime	All	75% of Daytime Count Supervisor Fee
Count Role Fee	Count Assistant	-	Daytime	All	60% of Single Election PC

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
					Fee
Night					
Count Role Fee	Head of Count	-	Night	Verification and Count	Combined Election PO fee @ (4.5)
Count Role Fee	Head of Count	-	Night	Verification or Count only	Combined Election PO Fee @ (2.5)
Count Role Fee	Count Manager	-	Night	Verification and Count	Combined Election PO fee @ (4.0)
Count Role Fee	Count Manager	-	Night	Verification or Count Only	Combined Election PO fee @ (2)
Count Role Fee	Count Supervisor	-	Night	All	Combined Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	Night	All	75% of Night time Count Supervisor Fee
Count Role Fee	Count Assistant	-	Night	All	Combined Election PC Fee
Local Government By-elections****					
Count Role Fee	Head of Count	-	-	Local Government By-election	20% of Single Election PO Fee
Count Role Fee	Count Manager	-	-	Local Government By-election	20% of Single Election PO
Count Role Fee	Count Supervisor	-	-	Local Government By-elections	20% of Single Election PO Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	75% of Night LG By-election Count Supervisor Fee
Count Role Fee	Count Assistant Supervisor	-	-	Local Government By-elections	20% of Single Election PC Fee
Election Day Role Fee					

Category	Job	CDC Post	Day	Election	Pay
Fees for Functions and Responsibilities over and above CDC Job Description					
Election Day Role Fee	Inspectors	-	-	Combined	Combined Election PO Fee + £10
Election Day Role Fee	Inspectors	-	-	District and Parish	CPO Fee + £10
Election Day Role Fee	Inspectors	-		Local Government By-elections	20% of Single Election PO
Election Day Role Fee	Election Control Centre Managers			All elections (except by-elections)	Inspectors Fee
Election Day Role Fee	Election Control Centre Supervisors			All elections (except by-elections)	Combined Election PO Fee
Election Day Role Fee	Election Control Centre Staff			All elections (except by-elections)	Combined Election PC Fee
Miscellaneous Fees					
Miscellaneous Fee	Ballot Box Collection Point Co-ordinator	-	Night	All elections	£40
Miscellaneous Fee	Attending Polling Training			Combined or parliamentary or referendum	£30 (includes travel)
Miscellaneous Fee	Attending Polling Training			District and Parish	£20 (includes travel)

****Figures for by-elections are based on a ward or up to 3 parishes, for multiple elections in excess of this the RO will increase this fee up to a maximum of the level set for District elections.