

## Scale of fees for local and parish elections and Neighbourhood Planning referendums

### A

#### Fee for \*Returning Officer

- |   |     |  |   |
|---|-----|--|---|
| 1 | (a) | Fee for conducting Local Authority election(s) and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below.     | <b>One fee of £1500 plus £475 for every 10,000 electors (or part)</b> |
|   | (b) | Fee for conducting Local Authority by-election and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below.     | <b>£1500 plus £475 for every 10,000 electors (or part)</b>            |
|   |     | <b>Note: Only one amount of £1500 applicable per election day to cover all Ward elections taking place on the same day.</b>  |   |
| 2 | (a) | Fee for conducting a Parish Council election and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below.       | <b>One fee of £150 plus £47.50 for every 1000 electors (or part)</b>  |
|   | (b) | Fee for conducting a Parish Council by-election and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below.    | <b>£150 plus £47.50 for every 1000 electors (or part)</b>             |
|   | (c) | Fee for conducting a Neighbourhood Plan Referendum and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below. | <b>£150 plus £47.50 for every 1000 electors (or part)</b>             |

**Note: Only one amount of £150 applicable per election day to cover all Parish elections and/or Neighbourhood Plan Referendums taking place on the same day.**

**Uncontested elections**

**33% of fee for contested election**

**B      Fee for \*Deputy Returning Officer (with full powers)**

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|---|-----|--|--|
| 1 | (a) | Fee for conducting a Local Authority election or by election and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below.                               | <b>75% of Returning Officer/Counting Officer fee</b> |
| 2 | (a) | Fee for conducting a Parish Council election/ by election or Neighbourhood Plan referendum and generally performing all the duties required to be performed; also including duties in connection with voting by persons entitled to vote by post, and all disbursements and expenses other than those for which special provision is made below. | <b>75% of Returning Officer/Counting Officer fee</b> |

**Note: The fee of 75% of the Returning Officer fee to be divided between all appointed Deputy Returning Officers (with full powers) at the discretion of the Returning Officer.**

**Uncontested elections**

**33% of fee for contested election**

**C      Fee for \*Deputy Returning Officer carrying out the following:**

- |   |   |                                     |
|---|---|-------------------------------------|
| • | Duties in connection with postal voting               | <b>20% of Returning Officer fee</b> |
| • | Duties in connection with the count (per count venue) | <b>20% of Returning Officer fee</b> |

**Note: The fee of 20% of the Returning Officer fee to be at the discretion of the Returning Officer.**

**Uncontested elections**

**33% of fee for contested election**

**D****Administration Allowances****1 Contested Elections/Neighbourhood Plan Referendum**

- (a) General clerical – to cover the following tasks: **£500 per 10,000 electors (or part)**
- Preparation of equipment for polling stations
  - Ballot Box distribution
  - Recruitment of polling and counting staff
  - Booking of polling stations
  - Ballot paper checks
  - Preparation and checking of Nomination papers
  - Preparation and delivery of polling staff training (in house)
- (b) Postal Votes – preparation and issue **Number of postal votes ÷ 60 x £7.50**
- (c) Postal Votes – opening and checking **Number of postal votes x 75% ÷ 20 x £12.50**  
**Note:** If the number of returned postal votes exceeds 75%, the actual number of postal votes received be used for calculation
- (d) Poll Cards – preparation and checking **Electorate ÷ 240 x £7.50**

**2 Uncontested elections 33% of fee for contested election**

**Note: The distribution of the Administrative Allowance is at the discretion of the Returning Officer**

**E****Polling Station Staff**

- 1 (a) Presiding Officer **£195.00**
- If held concurrently with Parish Election + 20% **£234.00**
- (b) Visiting Presiding Officer/Polling Station Inspectors **£195.00**
- If held concurrently with Parish Election + 20% **£234.00**
- (c) Poll Clerk **£115.00**
- If held concurrently with Parish Election + 20% **£138.00**

- |     |   |                                  |
|-----|---|----------------------------------|
| (d) | Control Room Staff                              | <b>£195.00</b>                   |
|     | If held concurrently with Parish Election + 20% | <b>£234.00</b>                   |
| (e) | Training fee                                    | <b>Up to a maximum of £50.00</b> |

**F                    Postal Voting**

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|---|--|--|
| 1 | (a) Opening of postal votes (daytime) – Supervisor         | <b>Minimum</b><br><b>£8.00 per hour</b><br><b>Maximum £11.00 per hour</b>  |
|   | (b) Opening of postal votes (evening/weekend) – Supervisor | <b>Minimum</b><br><b>£12.00 per hour</b><br><b>Maximum £15.00 per hour</b> |
|   | (c) Opening of postal votes (Bank Holiday) – Supervisor    | <b>Minimum</b><br><b>£16.00 per hour</b><br><b>Maximum £22.00 per hour</b> |
| 2 | (a) Opening of postal votes (daytime)                      | <b>Minimum</b><br><b>£7.00 per hour</b><br><b>Maximum £9.00 per hour</b>   |
|   | (b) Opening of postal votes (evening/weekend)              | <b>Minimum</b><br><b>£10.00 per hour</b><br><b>Maximum £13.00 per hour</b> |
|   | (c) Opening of postal votes (Bank Holiday)                 | <b>Minimum</b><br><b>£14.00 per hour</b><br><b>Maximum £18.00 per hour</b> |

**Note: Reduced payments, at the discretion of the Returning Officer, will be made to internal staff undertaking postal vote processing during the working day.**

**G****Count – Friday daytime**

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|-----|---|--|
| (a) | Head Counting Assistant/Count Supervisor                    | <b>Minimum £65.00</b><br><b>Maximum £91.00</b> |
| (b) | Head Counting Assistant/Count Supervisor (Parish)           | <b>Minimum £65.00</b><br><b>Maximum £91.00</b> |
| (c) | Counting Assistant  | <b>Minimum £45.00</b><br><b>Maximum £65.00</b> |
| (d) | Counting Assistant (Parish)                                 | <b>Minimum £45.00</b><br><b>Maximum £65.00</b> |
| (e) | Media support, ballot box receiver, porters, security staff | <b>Minimum £45.00</b><br><b>Maximum £65.00</b> |

**Note: Reduced payments, at the discretion of the Returning Officer, will be made to internal staff undertaking counting duties during the working day.**

**H****Count – Thursday evening following the close of poll**

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|-----|---|---|
| (a) | Head Counting Assistant/Count Supervisor                    | <b>Minimum £65.00</b><br><b>Maximum £180.00</b> |
| (b) | Head Counting Assistant/Count Supervisor (Parish)           | <b>Minimum £65.00</b><br><b>Maximum £180.00</b> |
| (c) | Counting Assistant  | <b>Minimum £45.00</b><br><b>Maximum £120.00</b> |
| (d) | Counting Assistant (Parish)                                 | <b>Minimum £45.00</b><br><b>Maximum £120.00</b> |
| (e) | Media support, ballot box receiver, porters, security staff | <b>Minimum £45.00</b><br><b>Maximum £120.00</b> |

<b>I</b>	<b>Poll Card Delivery if applicable</b>	<b>Between 12 pence and 20 pence per card</b>
<b>J</b>	<b>Travelling Expenses</b>	<b>40p per mile or set travel fee at the discretion of the Returning Officer</b>

**In addition to the above fees the actual costs relating to the following will be chargeable:**

- **Printing and postage of poll cards (if provided)**
- **Printing of ballot papers**
- **Printing and postage of postal ballot papers**
- **Delivery and collection of polling booths**
- **Hire and associated costs of polling station and count venue**
- **Travelling costs of polling staff**
- **Cost of stationary packs**

**\*At a neighbourhood planning referendum the referendum is the responsibility of the 'Counting Officer' who is the 'Returning Officer' for the principal area elections for that authority.  
(i.e. the person appointed as the Returning Officer for Cheshire West and Chester is also the Counting Officer for any neighbourhood plan referendum.)**