

Appendix 1 Schedule of Borough Election Fees 2023

	Fees agreed by RO
Role	
Returning Officer (per area)	£315.92
Deputy Returning Officer (full powers)	20% of RO overall fee
Deputy Returning Officer (Specific powers)	10% of RO overall fee
Election Project Management in conjunction with a Deputy Returning Officer with full powers	50% of RO overall fee * OR Jo Miller calculation of additional hours – whichever is the greater
Presiding Officer	£234.00
Polling Station Inspector	£234.00
Poll Clerk	£174.50
Training (Presiding Officer/Polling Station Inspector)	£50.00 (no increase suggested)
Postal Vote Opening Supervisor (per hour)	£17.50
Postal Vote Opening Reviewers (per hour)	£13.40
Postal Vote Opening Clerks (per hour)	£11.25
Verification/Count Supervisor	£174.25
Head Counter	£128.65
Senior Counter	£107.65
Verification/Counting Assistant	£93.25 (Evening rate) £10.90/hr day rate
Poll Card Delivery per card	0.19p

Clerical (per 10,000 electors or part)	£546.60
Travelling Expenses Travelling expenses of the Returning Officer and any other officer employed by him where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election.	£0.40p per mile

TABLE 2
Proposed Returning Officer Fees and Charges for Borough Elections

SCALE OF FEES	£ gross
Services	
Printing and provision of ballot papers	Actual and necessary
Printing official poll cards.	Actual and necessary
Printing and providing notices and other documents required in and about the election or poll and cost of publishing such notices and documents	Actual and necessary
Renting of any building, room or equipment for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	Actual and necessary
Hiring or constructing a polling station for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	Actual and necessary
Providing ballot boxes, including repairs	Actual and necessary
Conveyance of ballot boxes, equipment etc.	Actual and necessary
Delivery and collection of voting compartments	Actual and necessary
Printing copies of the register of electors	Actual and necessary
Postage.	Actual and necessary
Election stationery and materials, general stationery, telephone calls, bank charges, cost of delivery of documents to the Returning Officer and miscellaneous expenses.	Actual and necessary
Premium for Employer's Liability, Third Party and Personal Indemnity Insurance.	Actual and necessary
In an uncontested election	
For printing and providing notices and other documents required in and about the election and costs of publishing such notices and documents.	Actual and necessary
Postages, telephone calls and any other necessary miscellaneous expenses.	Actual and necessary