

Appendix 1 Schedule of Election Fees 2024

	Fees agreed by RO
Role	
Returning Officer / Acting Returning Officer- £475 per 10,000 electors or part thereof	
Deputy Returning Officer (full powers)	10% of ARO fee
Deputy Returning Officer (Specific powers)	TBC
Election Project Management in conjunction with a Deputy Returning Officer with full powers	10% ARO fee
Presiding Officer	£18.00ph
Polling Station Inspector	£18.00ph
Poll Clerk	£12.00ph
Training Presiding Officer/Polling Station Inspector	£40.00
Training Poll Clerk	£25.00
Postal Vote Opening Supervisor (per hour)	£18.50
Postal Vote Opening Reviewers (per hour)	£14.50
Postal Vote Opening Clerks (per hour)	£12.00
Senior Count Staff Training	£30.00
Verification/Count Supervisor	£29.40/hr night 9.30pm-8am/Sat rate £19.60/hr day rate
Head Counter	£27.00/hr night 11pm-8am / Sat rate £18.00/hr day rate
Senior Counter	£21.00/hr night 9.30pm-8am / Sat rate £14.00/hr day rate

Verification/Counting Assistant * Guaranteed minimum payment of 4 hours	£16.00/hr night 9.30pm-8am /Sat rate) £12.00/hr day rate
Poll Card Delivery per card	0.20p
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 plan for the poll or otherwise in connection with the conduct of the election.	£0.45p per mile

* Rates for work undertaken during evenings and Saturdays can be uplifted up to a maximum of **1.5x** the hourly daytime rate for the role.

* Rates for work undertaken on Sundays and bank holidays can be uplifted up to a maximum of **2x** the hourly daytime rate for the role.

TABLE 2

Proposed Returning Officer Fees and Charges for 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