

## **GENERAL PURPOSES AND LICENSING COMMITTEE – 10 MARCH 2023**

### **RETURNING OFFICERS' FEES AND EXPENSES – 2023/2024**

#### **1. RECOMMENDATIONS**

- 1.1 That the 2023/24 fees and expenses for Returning Officers, as set out in Appendix 1, be approved.

#### **2. INTRODUCTION**

- 2.1 The fees and expenses for Returning Officers in Hampshire and the Isle of Wight to conduct local elections, are agreed annually by a working party of representatives of Hampshire County Council and other Local Authorities in the area. This practice (approved by the Council) ensures uniformity across councils and has been in place for many years. The scale of fees and expenses is published on the Council's website.
- 2.2 More recently the Government has looked to standardise election fees nationally and the Department for Levelling Up, Housing and Communities (DLUHC) has issued standard pay bands and rates for election roles.
- 2.3 The revised local scheme issued by the Hampshire and Isle of Wight Election Fees Committee fees and expenses at Appendix 1 is based on these pay bands and rates for jobs and roles at elections and this scheme is proposed for adoption by New Forest District Council.

#### **3. PAY POLICY STATEMENT AND ADJUSTMENT IN FEES**

- 3.1 The Council's Pay Policy Statement provides for the Returning Officers Fees and Expenses to be submitted to the General Purposes and Licensing Committee. Accordingly, the fees and expenses for 2023/24 are attached, at Appendix 1, for the Committee's consideration.
- 3.2 There are minor adjustments in payments for some count roles resulting from the national pay bands and pay rates issued by DLUHC (part 4 of Appendix 1) and more roles have been added to give greater transparency around remuneration for different activities. Most other payments remain the same.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 Costs of elections are borne by the body, or responsible authority for the body or individual, being elected. The revised fee scale attached to this report will be applied for elections held in May 2023 and any unscheduled elections during 2023/24.



**LOCAL GOVERNMENT ACT 1972****HAMPSHIRE AND ISLE OF WIGHT****SCALE OF COSTS, CHARGES AND EXPENSES AT ELECTIONS OF  
COUNTY COUNCILLORS, DISTRICT COUNCILLORS AND PARISH COUNCILLORS****PART 1 - FOR SERVICES AND EXPENSES**

The fees for elections held within the Hampshire and Isle of Wight area are based on pay bands and pay rates for roles and jobs at elections set by the relevant Government Department (set out in Part 4 of this Document). the Department for Levelling Up, Housing and Communities (DLUHC) and most particularly the Electoral Claims Unit (ECU) within that Department. DLUHC and ECU use these pay bands and rates for all elections paid by them from the Consolidated Fund (e.g., UKPGE and PCC poll). The Hampshire and Isle of Wight Election Fees Committee based our local scheme on the nationally set pay bands and pay rates to assist ROs and ESMs align principal area elections with the consolidated funded polls.

Fees for conducting the election, giving the prescribed notices, preparing and supplying nomination papers, distributing, filling up, verifying and adjudicating upon the same, appointing Deputy Returning Officers, arranging for or conducting the poll, counting the votes, declaring results and making return of same, and generally performing all the duties which a Returning Officer is required to perform under the Act or the Rules and Regulations made under it, and including all disbursements and expenses other than those for which special provision has been hereinbefore made, shall be as set out below save that where there is currently in force a scale which provides for the payment of a greater amount by way of fees and costs, such scale shall remain in full force in those respects in which it is more favourable.

Where a Returning Officer acts as Presiding Officer, they are also entitled to the Presiding Officer's fee; they are not entitled to the fee for counting.

Where a Deputy Returning Officer acts as Presiding Officer, they are also entitled to the Presiding Officer's fee and, where they have been appointed to attend at the count for the purpose of declaring the result of the poll and carrying out any other duty deputed by the Returning Officer, they are also entitled to the fee prescribed in Part 2 of this scale.

<b>DISTRICT COUNCILS:</b>	<b>For the first 1000 local government electors within each electoral area</b>	<b>For each additional 500 local government electors or fractional part of 500</b>
<b>Contested elections:</b>		
including the preparation, first revision and the issue of poll cards on the occasion of an election:	£100.00	£38.00
<b>Uncontested elections:</b>	£67.00 for each electoral area	

<b>PARISH COUNCILS:</b>	<b>For the first 500 local government electors within each electoral area</b>	<b>For each additional 100 local government electors or fractional part of 100</b>
<b>Contested elections:</b>		
Where the election is for Parish Councillors only:	£64.00	£12.00

Where the elections are for District Councillors and Parish Councillors on the same day:	£42.00	£6.00
<b>Uncontested elections:</b>		
Where the election is for parish Councillors only:	£36.00	
Where there are District and Parish Council elections on the same day:	£24.00	

### COUNTERMANDED ELECTIONS

In the event of an election being countermanded, the fees for an uncontested election shall be paid, plus **£20.10** if the election is countermanded after the latest time for withdrawal of candidature.

### POSTAL VOTING

In the event of a contest, the fee payable to the Returning Officer for services in connection with the despatch and receipt of ballot papers of persons entitled to vote by post shall be:

<b>(a)</b> for one electoral area for which an election is held on any one day if the number of persons entitled to vote by post does not exceed 50:	£24.00
for each additional 50 or fraction thereof:	£3.00
<b>(b)</b> for each of the remaining electoral areas for which elections are held on the same day, if the number of persons entitled to vote by post does not exceed 50:	£8.00
for each additional 50 or fraction thereof:	£3.00

### POLLS CONSEQUENT UPON PARISH MEETINGS

For every poll consequent on a parish meeting where such poll is not taken as to the elections of parish councillors, to cover all the services of the Returning Officer and, if the poll is taken on more than one question on the same day in any parish, only one fee to be charged:

<b>(a)</b> For the first 500 local government electors in a parish	£64.00
<b>(b)</b> For each additional 100 local government electors or fractional part of 100:	£12.00

If the poll is not taken in consequence of the withdrawal of any candidates, for services preliminary to the poll: **£36.00**

Disbursements in connection with these polls are to be made in accordance with Part 2 of this scale.

## TRAINING

For **Providing Training to Polling Station Inspectors, Senior Presiding Officers, Presiding Officers and Poll Clerks, per session** (suggested ratio 1 trainer per 20/25 staff)

£150.00

Where a training session is undertaken by a person other than the Returning Officer, the fee shall be payable to that person accordingly.

**PART 2 - DISBURSEMENTS**

<ul style="list-style-type: none"> <li>• for use and fitting up of a building for polling or constructing a polling station with its fittings and compartments } }</li> <li>• for the hire of a venue for postal vote processing or the count, where a commercial rate is payable and recoverable in accordance with the current Parliamentary Election Guidance Notes } }</li> <li>• for each ballot box required to be purchased } }</li> <li>• for the use of each ballot box when hired } }</li> <li>• for stationery, postages, telephone } }</li> <li>• for printing and providing poll cards } }</li> <li>• for printing and providing ballot papers } }</li> <li>• for each stamping instrument } }</li> <li>• for copies of the register of electors } }</li> <li>• for printing and providing notices, nomination forms and other documents required in and about the election and cost of publishing same }</li> </ul>	Actual and necessary cost	
<b>PRESIDING OFFICER</b> – for each Presiding Officer		£16.00 per hour plus £25 for a combined poll.
<b>SENIOR PRESIDING OFFICER</b> - where the SPO takes on responsibility for the whole Polling Places communal areas:		The fee for a Presiding Officer plus £25.00

<b>POLL CLERK</b> - for each Poll Clerk (this also includes door manager, greeter or similar)	£11.00 per hour plus £15 for a combined poll.
For each Poll Clerk employed for part only of the period of the poll:	The hours worked to be paid at the Poll Clerk's hourly rate
<b>COUNTING ASSISTANT</b> - for each Counting Assistant	£14.00 per hour for a daytime count £17.50 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 (A night time count is a count that starts once polling closes and runs through the night between 10pm and 8am) £25.00 per hour for a Sunday or bank holiday daytime count.
<b>COUNT/VERIFICATION TEAM LEADER</b> - for each Count/Verification Team Leader	£16.00 per hour for a daytime count £24.00 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 £30.00 per hour for a Sunday or bank holiday daytime count.
<b>COUNT/VERIFICATION SUPERVISOR</b> - for each Count Supervisor (number and duties to be determined locally)	£18.00 per hour for a daytime count £27.00 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25

<p><b>COUNT MANAGER</b> – for each Count Manager (duties to be determined locally, maximum of 1 per venue)</p> <p><b>COUNT SET UP/TAKE DOWN ASSISTANT</b></p> <p><b>COUNT SET UP/TAKE DOWN SUPERVISOR</b></p> <p><b>COUNT SECURITY</b> (when not outsourced to a security company)</p>	<p>£35.00 per hour for a Sunday or bank holiday daytime count.</p> <p>£27.00 per hour for a daytime count £40.50 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 £50.00 per hour for a Sunday or bank holiday daytime count.</p> <p>£14.00 per hour for a daytime count £17.50 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 £25.00 per hour for a Sunday or bank holiday daytime count.</p> <p>£16.00 per hour for a daytime count £24.00 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 £30.00 per hour for a Sunday or bank holiday daytime count.</p> <p>£14.00 per hour for a daytime count £17.50 per hour for a night time or Saturday count. This is calculated by daytime rate multiplied by 1.25 (A night time count is a count that starts once polling closes and runs through the night between 10pm and 8am) £25.00 per hour for a Sunday or bank holiday daytime count.</p>
<p>For each <b>DEPUTY RETURNING OFFICER</b> appointed to conduct the count in the absence of the Returning Officer (<i>where for example two counts are being conduct simultaneously but in geographically different locations warranting the DRO taking full responsibility for a Count</i>)</p>	<p>£77.00 for each electoral area, except that where the count for more than one electoral area is conducted by the same DRO, a further £61.00 be paid for the second electoral area and thereafter at the rate of £36.00 for each electoral area. The fee shall be increased by 60% in any electoral area where the number of electors exceeds 5000.</p>

<p>For <b>Returning Officer's travelling expenses</b> where necessary to make arrangements for the poll and for the conveyance of ballot boxes and papers etc to and from the polling place:</p> <p>For <b>Polling Station Inspectors, Senior Presiding Officers, Presiding Officers, Poll Clerks and Counting staff travelling expenses</b> including collection of the ballot box and delivery to place of count:</p>	<p>} Second class railway or bus fare          } or, where not available, sums actually          } and necessarily incurred. For private          } cars (to be shared wherever practicable)          } the current AMAP (HM Revenue and          Customs) rate – which is £0.45 per mile          }          }</p>
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<p>For <b>clerical and other assistance</b> not specifically mentioned in this scale, including the employment of persons in connection with the <b>preparation and issue of official poll cards</b>, including charges for employers' share of national insurance and superannuation contributions where payable</p> <p><b>CASUAL ADMIN SUPPORT/CLERICAL ASSISTANCE</b></p> <p><b>POLL CARD - PREP AND ISSUE ASSISTANT</b></p> <p><b>POLL CARD - PREP AND ISSUE SUPERVISOR</b></p> <p><b>POLL CARD – HAND DELIVERY COST PER CARD</b></p>	<p>£51.00 per electoral area plus, in contested elections, £35.00 for each 500 electors or part thereof. (<b>NOTE:</b> This is a maximum allowance and it is not an entitlement)</p> <p>£12.50 per hour worked</p> <p>£10.42 per hour</p> <p>£12.60 per hour</p> <p>£0.18 each</p>
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<p>For the remuneration of persons employed for the <b>despatch of ballot papers of persons entitled to vote by post</b> (in each electoral area)</p> <p><b>PREP &amp; ISSUE ASSISTANT</b></p> <p><b>PREP &amp; ISSUE SUPERVISOR</b></p>	<p>£10.42 per hour</p> <p>£12.60 per hour</p>
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<p>For the remuneration of persons employed for the <b>receipt of ballot papers of persons entitled to vote by post</b> (in each electoral area)</p> <p><b>OPENING &amp; CHECKING ASSISTANT</b></p> <p><b>OPENING &amp; CHECKING SUPERVISOR</b></p> <p><b>OPENING SESSION MANAGER</b></p>	<p>£10.42 per hour</p> <p>£12.60 per hour</p> <p>£18.50 per hour</p>
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<p>Expenses in connection with the provision of <b>security measures when outsourced to a security company</b></p>	<p>Actual and necessary cost</p>
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<p>Expenses in connection with the hire of <b>mobile telephones</b></p>	<p>Actual and necessary cost</p>
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<p><b>Polling Station Inspectors</b> (suggested ratio – 1 Inspector per 15 stations)</p> <p>At the discretion of the Returning Officer, an appropriate payment may be made for a second team of polling stations inspectors, to assist with the collection of postal votes therefrom.</p>	<p>£16.00 per hour  £22.00 per hour if the PSI is appointed as a DRO with powers to check and assist with Voter ID determinations  Uplift of £25 for combined polls</p>
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<p>For each <b>Polling Station Inspector, Senior Presiding Officer, Presiding Officer and Poll Clerk who attends a training session</b></p> <p><b>Note:</b> <i>This may be more than 1 session and in addition to electoral duties may also cover other obligations or matters that the Returning Officer deems necessary to train staff on</i></p>	<p>£40.00</p>
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### **PART 3 - COUNTY COUNCIL ELECTIONS**

In respect of Hampshire County Council Elections:

1. The County Returning Officer shall not receive a fee. No fees for election duties are included in Hampshire County Council Chief Officer salaries, nor are any additional fees payable for such responsibilities.
2. The County Returning Officer will appoint **one** Deputy County Returning Officer per district area with full powers who will receive fees as set out below.
3. The Deputy County Returning Officers (Local Returning Officers) shall receive the Returning Officer fee payable for District Elections set out in Part 1 of this Order net of superannuation
4. The Deputy County Returning Officers-(Local Returning Officers) shall receive the amount payable for District Elections set out in Part 1 of this Order in respect of postal voting and training
5. In respect of Disbursements (Part 2), the Deputy County Returning Officers (Local Returning Officers) shall receive the amounts set out in Part 2 of this Order payable for District Elections
6. The terms of this order shall be construed accordingly e.g. 'each electoral area' shall be taken to mean each County Electoral Division (as opposed to Ward)

## PART 4 - DLUHC/ECU Pay Bands and rates for 2023/24

For transparency, the current pay bands and rates issued by DLUHC which will be used by the ECU for claims relating to elections paid through the consolidated fund and on which this scheme is based are included below:

<b>Pay Band A</b>	
Roles	Pay Band 23/24
Casual admin support	£10.42-£14.18
Polling Station - Ballot Box/Equipment Issuing Assistants	
Postal Vote - Prep and Issue Assistant	
Postal Vote - Opening and Checking Assistant	
Ballot box receipt assistant	
Poll Card - Prep and Issue Assistant	
Poll Clerks	
Count setup/take down assistant	
Count and verification assistants	
Count Security*	
Postal Vote Security*	
Reception staff	
Poll Card - Printing	
Letters Printing	

\*Does not apply to security company staff if this service is outsourced. This only applies to staff employed by the RO directly.

<b>Pay Band B</b>	
Roles	Pay Band 23/24
Polling Station - Ballot Box/Equipment Issuing Supervisors	£12.60-£16.80
Postal Vote - Prep and Issue Supervisor	
Postal Vote - Opening and Checking Supervisor	
Ballot box receipt supervisor	
Poll Card - Prep and Issue Supervisor	
Postal Vote opening supervisor at the count	
Count Staff - IT support	
Postal Vote - IT Support (Signature Verification)	
Count setup/take down supervisor	
Count and verification team leader	
Unused ballot papers checking and verification	
Collection and prep of equipment	

<b>Pay Band C</b>	
Roles	Pay Band 23/24
Presiding Officer*	£14.70-£18.38
Count and verification supervisor	
Staff payments/pay roll	
Poll Card - Running Data, Checking and Proofing	
Postal Vote - Signature Adjudicators	
Top table assistant/data officer	
Media handling/comms	

\*Presiding Officers taking on additional responsibilities can be paid an additional £25 on top of the overall PO fee for the day. These responsibilities can include managing common areas in polling places with more than one polling station. Such staff are often referred to as Senior Presiding Officers.

<b>Pay Band D</b>	
<b>Roles</b>	<b>Pay Band 23/24</b>
Count Manager*	£15.75-£27.30
Polling Station Inspector	
Postal Vote - Opening Session Manager	

\*ECU will generally accept one count manager per venue. However, should there be particular circumstances that warrant more than one count manager in your constituency or voting area this should be discussed and agreed in advance with ECU.

<b>Other rates</b>	
<b>Roles</b>	<b>Pay Band 23/24</b>
Poll card (hand) delivery	£0.15-£0.34
Travel up to 20 miles (Public Transport)*	£10
Travel more than 20 miles (Public Transport)*	£20
Mileage rate	£0.45
Training per member of staff (up to a maximum)	£40
Training Prep & Delivery (per session)	£100-£150
Bookkeeping (capped at a maximum)	£400
Stage and audio equipment at the count (per venue)	N/A**

\*Fees for travel can be paid to polling station inspectors and presiding officers only, and only for travel necessary for the conduct of the poll. Please contact ECU should there be circumstances particular to your area that would require other staff to be paid for necessary travel.

\*\*There is no formal limit set for staging and audio equipment. This is on the basis that these items should be obtained at a rate that is reasonable and that this should be supported by evidence. When claiming for stage and audio equipment, ROs should provide multiple quotes from suppliers to demonstrate that they have sought value for money. Where stage and audio equipment is provided by the venue, any costs claimed should be clearly itemised so that they can be properly scrutinised by ECU. Failure to provide a detailed breakdown of the costs may result in the costs being challenged or removed.

## **NOTES:**

1. "Electoral area" means any district, ward or parish council for which a separate election is held.
2. The fees prescribed for Presiding Officers and Poll Clerks are for the hours of poll from 7am to 10pm. In the event of an election or poll for a non-principal area where the hours of poll are fewer in number, the fees payable to Presiding Officers and Poll Clerks shall be at the discretion of the Returning Officer.
3. With regard to Business Improvement Districts (BIDs), each BID area shall be treated as one electoral area and this schedule shall be used as the basis for calculating both the Ballot Holder's fee and the clerical support fees.
4. With regard to other electoral activities and events where there is not a fees and charges order set by Government (this includes but is not limited to business and residential neighbourhood planning referendums, council tax referendums and local polls) this schedule shall be used as the basis for calculating the fees and charges.
5. By law, all expenditure properly incurred by a Returning Officer in relation to the holding of an election of a councillor for a principal area must be paid by that council in so far as such expenditure does not, in cases where there is a scale fixed for the purpose by the council for that area, exceed that scale.

***Printed and Published by Mark Heath, Chairman of the Hampshire and Isle of Wight  
Election Fees Working Party***

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