

Slough Borough Council

SCALE OF FEES

Returning Officer Fee Scale – Local Government

Scale of expenditure fixed under section 36(4) and (5) of the Representation of the People Act 1983

Fees for conducting the election include the following duties:

- giving the prescribed notices;
- preparing and supplying nomination papers, distributing, filling up;
- verifying and adjudicating upon the same
- Appointing Deputy Returning Officer(s);
- Arrange for or conducting the poll;
- Counting the votes and declaring the results

In addition to the above duties, the Returning officer will generally perform all the duties which a Returning Officer is required to perform under the Act or the Rules and Regulations made under it. This also includes all disbursements and expenses other than those for which special provision has been made. The scale of fees set out below will remain in full force and used for Local Government and Parish elections.

1	Returning Officer (RO)	
	Contested election - Ward Councillors	
(a)	For every 500 electors in each ward	£35.00
	By-election fees: for every 100 electors per ward	£35.00
	Contested election - Parish Councillors	
(b)	For each Parish	£60.50
	For every 500 electors in each Parish	£35.00
	Uncontested Local Election	
(c)	Where the election is for borough councillors – for each borough ward per 100 electors	£25.00
	Where the election is for parish councillors – for each parish or parish ward per 100 electors	£12.50
2	Deputy Returning Officer (DRO)	
	The DRO (with full powers) fee is at the discretion of the RO and will be agreed based upon duties undertaken and performance. The maximum DRO fee that can be awarded is 75% of the RO fee.	
	DRO (Part powers) – eg. The Count adjudication of doubtful Ballot Papers	£200.00

Disbursements (Fixed or actual and necessary) – All Elections

Disbursements to be allowed in relation to the holding of an election, but excluding both the employee's and employers share of national insurance contributions where payable, shall be as follows:

3	Polling Staff Fees	Based on 15hrs poll	Notes
(a)	Presiding Officer	£250	This includes training fee of £40
	(i) Porta cabin uplift	£25	Supplementary fee £25.00
(b)	Reserve Presiding Officer	£50 (not used)	If used and deployed before 2pm full fee paid. If deployed after 2pm use evening PO fee.
(c)	Evening Presiding Officer	£125	Based on 7.5hrs poll
	(ii) Porta cabin uplift	£137.50	
(d)	Poll Clerk	£160	This includes training fee of £40
	(i) Porta cabin uplift	£25	Supplementary fee £25.00
(e)	Reserve Poll Clerk	£50 (not used)	If used and deployed before 2pm full fee paid. If deployed after 2pm use evening PC fee.
(f)	Evening Poll Clerk	£80.00	Based on 7.5hrs poll
	(ii) Porta cabin uplift	£92.50	
(g)	Polling Station Inspectors	£300	This includes training fee to attend 1 x PS training and 1 x Briefing session
(h)	Assistant Polling Station Inspector	£180	This includes training fee to attend 1 x PS training and 1 x Briefing session
4	Count Staff Fees	6.30 hrs Count Time (10 pm – 4.30am)	Count Exceeding 6.30hrs (4.30am onwards) £14.00 per hour only applies to jobs active for the duration of the count
(a)	Count Assistant	£101.50	Set fee
(b)	Reserve Count Assistant	£50.00	Reserve staff need to be present at the start of the count and will be used as necessary.
(c)	Count Supervisor	£176.50	Controls their allocated Count table during the verification & count.
(d)	Ballot Box Controller	£150.00	Controls the BB storage area/BB Allocation to table/BB control during Verification & Count
(e)	Election/Count Centre Facility Manager	£450.00	Organises all facility requirements for the elections. Controls the Count equipment in/out. Setting up of the Count/Clearing the Count at the end and co-ordination of parking/dropping off of ballot boxes
(f)	Count BB & Equipment Check in and document retrieval Officer	£175.00	1 x Controls Ballot Box check in desk/PO Bag sorting/Sorting the contents of the PO bag into trays/ consolidating paperwork for removal to SBC at conclusion of count.
(g)	Ballot Box Handler Supervisor	£200	
(h)	Ballot Box Handlers	£150	
(i)	Count Runners	£50	Assist Ballot Box & PO bag check in area/Dispense stationery to Count Tables/Ferry Postal Votes from Hall to PV opening/Any other adhoc duties
(j)	Ballot Paper Account/Unused	£80	Checks BPA figures and resolves discrepancies

	Checkers		
(k)	Accounts Officer	£200	Data entry BPA figures/verification figures and Checks count figures against verified figures /checks and confirm results/completes and prints declaration of results.
(l)	Count Reception Manager	£200	Checks in all Count Staff/Candidates/Agents/Guests/Media/EC Reps/Supervisors Break Out area/Supervises the Cloak Room distribution
(m)	Communications Manager	£150	
(n)	Communications Officer	£125	
(o)	Communications Assistant	£100	
5	Miscellaneous Job Fees		
(a)	Poll Staff Trainer	£70 Per session	Train Poll Staff/Presiding Officers/PSI
(b)	PO Bag Preparation (Manager)	£300	Prepare PO and Ballot Box ready for collection
	(i) PO bag preparation assistant	£100	
6	Postal Vote		
(a)	Postal Vote Openers		
	Per hour	£11	
(b)	Postal Vote Supervisor		
	Per hour	£15	
(c)	Postal Vote opening (evening) Per hour	£15	
(d)	Postal Vote supervisor (Evening) Per hour	£20	

Notes;

“Electoral area” means any borough, ward, or parish council for which a separate election is held.

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.

The fee scale, where its use is appropriate, is subject to a 20% increase when a combination of polls is required.