

**ELECTORAL SERVICES – SCALE OF FEES
1 APRIL 2023 – 31 MARCH 2024**

				APPENDIX A
ELECTORAL SERVICES - SCALE OF FEES	2022/23	2023/24 RATE (All Fees To Be Paid Hourly Rates)	2023 TOTAL FEE (For Comparison Vs 2022/23 Set Fees Only)	NIGHT TIME RATE (PAYABLE AT 1.5 TIMES NORMAL RATE FOR MINIMUM 4 HOURS – WHERE APPLICABLE)
Duty	Fee (£)	Fee (£)	Fee (£)	Fee (£)
1. Polling staff				
Presiding Officer	255.00	16.00	304.00 (19 HOURS)	N/A
Presiding Officer (covering two stations – additional payment)	127.50	100.00 (flat fee)	100.00 (flat fee)	N/A
For combined polls, additional payment of (P.O.'s)	30.53	To be removed	N/A	N/A
Poll Clerk	160	12.50	200.00 (16 HOURS)	N/A
For combined polls, additional payment of (P.C.'s)	20.35	To be removed	N/A	N/A
Presiding Officer (Parish/Town Poll only)	95.63	16.00		N/A
Poll Clerk (Parish/Town Poll only)	60	12.50		N/A

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2. Counting staff				
Count Manager / Senior Count Supervisor per hour	43.90	26.00		39.00
Count supervisor per hour (including ballot box receipt and Central Team)	38.50	17.50		26.25
Counting Assistant per hour	18.80	13.50		20.25
Count Media & Comms Manager		17.50		26.25
Control of Entry / Councillor Liaison / Reception Duty	18.80	13.50		18.75
Elections Porter	12.50	12.50		18.75
3. Postal voting staff				
Postal Vote Opening Manager		25.00		37.50
Postal Vote Supervisor – per hour	25.00	17.50		26.25
Postal Votes Assistant - per hour	12.50	12.50		18.75
Postal Vote Quality Control (set fee)	227.90	15.00		22.50
Car Parking fees for Garden Square Multi Storey	As per parking charges	As per parking charges		
4. Polling Station Inspector staff				

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Polling Station Inspector (set fee)	255.00	19.00	304.00 (16 HOURS)	N/A
5. Clerical Assistance/Ballot Box Preparation				
Administration per hour	9.50	11.85		18.75
6. Returning Officer's fees				
(a) For each contested ward/parish:		300.00		N/A
(b) For each un-contested ward/parish	33.30	35.00		N/A
7. Training				
Presiding Officer	29.60	30.00		N/A
Poll Clerk	29.60	30.00		N/A
Senior/Polling Station Inspector	29.60	30.00		N/A

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8. Travel for Polling Station Inspectors/Canvassers (Returns) /Postal Vote Issue/Postal Vote Driver				
Mileage payable at the recommended HMRC approved amount of 45 pence per mile for cars for the first 10,000 miles and 25 pence per mile thereafter.				
9. Canvasser – Canvass Forms and Invitation to Register Forms (RETURNS)				
Per hour Canvassing		12.50		N/A
10. Poll Card Delivery and Canvass Form Delivery				
Poll Card Delivery (per card)	0.20	0.20		
Canvass Form Delivery (per form)	0.20	0.20		