

**ELECTORAL SERVICES – SCALE OF FEES**  
**1 APRIL 2024 – 31 MARCH 2025**

<b>ELECTORAL SERVICES - SCALE OF FEES</b>	<b>2024/25 RATE</b> (All Fees To Be Paid Hourly Rates)	<b>NIGHT TIME AND SATURDAY RATE</b> (Payable at 1.5 Times Normal Rate) (Minimum 4 Hours Applicable to Count Roles)	<b>SUNDAY AND BANK HOLIDAY</b> (Payable at 2 Times Normal Rate) (Minimum 4 Hours – Applicable to Count Roles)
<b>Duty</b>	<b>Fee (£)</b>	<b>Fee (£)</b>	<b>Fee (£)</b>
<b>1. Polling staff</b>			
Presiding Officer	16.00	N/A	N/A
Presiding Officer (covering two stations – additional payment)	100.00 (flat fee)	N/A	N/A
Poll Clerk	The higher of 12.50 or the National Living Wage excluding holiday pay *	N/A	N/A
Presiding Officer (Parish/Town Poll only)	16.00	N/A	N/A
Poll Clerk (Parish/Town Poll only)	The higher of 12.50 or the National Living Wage excluding holiday pay*	N/A	N/A

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<b>2. Counting staff</b>			
Count Manager / Senior Count Supervisor per hour	26.00	39.00	52.00
Count supervisor per hour (including ballot box receipt and Central Team)	18.38	27.57	36.76
Counting Assistant per hour	13.50	20.25	27.00
Count Media & Comms Manager	17.50	26.25	35.00
Control of Entry / Councillor Liaison / Reception Duty	13.50	20.25	27.00
Elections Porter	The higher of 12.50 or the National Living Wage excluding holiday pay*	As per the multiple above	As per the multiple above
<b>3. Postal voting staff</b>			
Postal Vote Opening Manager	25.00	37.50	50.00
Postal Vote Supervisor – per hour	17.50	26.25	35.00
Postal Votes Assistant – per hour	13.50	20.25	27.00

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Postal Vote Quality Control (set fee)	15.00	22.50	30.00
Car Parking fees for Garden Square Multi Storey	As per parking charges	-	-
<b>4. Polling Station Inspector staff</b>			
Polling Station Inspector (set fee)	19.00	N/A	N/A
<b>5. Clerical Assistance/Ballot Box Preparation</b>			
Administration per hour	To be set at National Living Wage excluding holiday pay*	As per multiple above	As per multiple above
<b>6. Returning Officer's fees</b>			
(a) For each contested ward/parish:	300.00	N/A	N/A
(b) For each un-contested ward/parish	35.00	N/A	N/A
<b>7. Training</b>			
Presiding Officer	30.00	N/A	N/A

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Poll Clerk	30.00	N/A	N/A
Senior/Polling Station Inspector	30.00	N/A	N/A
<b>8. Travel for Polling Station Inspectors/Canvassers (Returns) /Postal Vote Issue/Postal Vote Drive</b>			
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.			
<b>9. Canvasser – Canvass Forms and Invitation to Register Forms (RETURNS)</b>			
Per hour Canvassing	The higher of 12.50 or the National Living Wage excluding holiday pay*		
<b>10. Poll Card Delivery and Canvass Form (DELIVERY)</b>			
Poll Card Delivery (per card)	0.20		
Canvass Form Delivery (per form)	0.20		
<b>11. Uncontested Elections (including the Returning Officer uncontested fee)</b>			
Up to and including 5 seats	250.00		
Between 6 and up to and including 10 seats	450.00		
Over 10 seats	650.00		
<b>12. Holiday Pay</b>	12.07% (included within the fees listed)		

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	<p>* Where rates need to be set so they are at least in line with the National Living Wage then the basis rate needs to be at least equal to the National Living Wage rate for 2024/25 (when it is set). The equivalent amount for this table will be 12.07% higher to reflect holiday pay.</p>
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