

SCALE OF RETURNING OFFICERS EXPENDITURE FOR LOCAL GOVERNMENT ELECTIONS, POLLS AND REFERENDUMS IN HELD WEST SUSSEX 2023/2024

The rates which will apply from 1 April 2023 are as follows:

	Rate from April 2023	Annual increase (£)	Annual increase (per cent)
National Living Wage	£10.42	0.92	9.7
21-22 Year Old Rate	£10.18	1.00	10.9
18-20 Year Old Rate	£7.49	0.66	9.7
16-17 Year Old Rate	£5.28	0.47	9.7
Apprentice Rate	£5.28	0.47	9.7
Accommodation Offset	£9.10	0.40	4.6

PART A – PERSONAL FEE FOR RETURNING OFFICER’S SERVICES

- A.1 Personal fee in respect of each electoral area for executing all the statutory duties of the Returning Officer for the conduct of the election, including the appointment of Deputy Returning Officers, the publication of prescribed notices, the distribution preparation, verification and adjudication of candidates’ nomination papers and consents, the provision of polling stations and ballot papers (including the dispatch and receipt of postal ballot papers), the appointment of presiding officers, poll clerks and counting assistants, the dispatch of poll cards, the issue of notifications of secrecy, the supervision of the counting of votes and declaration of the result of poll, the submission of returns and the custody of records.

For all services in an uncontested election or for services up to the close of the withdrawals period in a contested election

£79.00

For services after the close of the withdrawals period in a contested election

£31.00 for every 500 local government electors (or part 500)

For a countermanded election:-

- a) If countermanded before the close of the withdrawals period

£79.00

- b) If countermanded after the close of the withdrawals period

£79.00 plus £16.50

PART B – DISBURSEMENTS BY RETURNING OFFICER

B.1 Staff for polling Stations

a)	Presiding Officer's services	£255.00
b)	Supplementary fee to Presiding Officers for combined polls for district, parish or county elections	£45.50
c)	Poll Clerk's services (one clerk for each 1000 local government electors or part 1000 allocated to a polling station)	£170.00
d)	Supplementary fee to Poll Clerk for combined polls for district, parish or county elections	£30.00
e)	Services of part-time Poll Clerk (where not required for whole of polling hours)	Hourly rate (as proportion of normal fee) on basis of hours employed
f)	Supplementary fee to Presiding Officer who acts as Senior Presiding Officer at a polling place where there is more than one polling station	£15.50
g)	Polling Station Inspector	£255.00
h)	Fee in respect of attendance at training session for up to	£43.50
i)	Polling Station Marshalls/ Stewards	£187.00
j)	Supplementary fee for staff in connection with cleaning the polling station	Up to £35 in addition to the normal fee
k)	Supplementary fee for Presiding Officer to collect and deliver poll booths	£15.00

B.2 Staff for Counting of Votes

a)	Counting Assistant's services (for sorting and counting ballot papers)	£25.00 plus £10.50 per hour, or part, of duration of count proceedings or £25.00 plus £15.50 per hour, or part, of duration if count held overnight
b)	Counting Supervisor's services (for directing Counting Assistant's functions to ensure proper verification of ballot boxes)	£18.50 (responsibility supplement for each electoral area) plus £15.50 per hour (day count), £22.50 per hour (overnight count), or part.
c)	Deputy Returning Officer's services	£44.50 (responsibility supplement for each electoral area) plus the fee for Counting Assistant's services
d)	Fee in respect of Count Supervisors attendance at training up to	£43.50

B.3 Staff for Clerical Assistance

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| a) | General Assistance for purposes of preparation for the dispatch and receipt of postal ballot papers | £28.50 for every 50 ballot papers (or part of 50) |
| b) | General assistance for all other matters in district, parish or county elections (including completing, handling and dispatch of poll cards) | £8.50 for every 100 electors (or part 100); allowance to be reduced by 5% in parish elections where no poll cards are issued |
| c) | Staff payments in respect of despatch and opening of postal ballot papers | £28.50 per half day session or £10.50 per hour (or part hour) where hourly rate is applicable or £12.00 per hour (or part hour) where working after 5pm is involved or £15.00 per hour (or part hour) where weekend/bank holiday working is involved |
| d) | Postal Vote Supervisor (opening and despatch) | £18.50 plus payment of despatch/opening fee |

Travelling and Subsistence Expenses

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| a) | Journeys necessarily made for any purposes approved by the Returning Officer in relation to the election proceedings | Actual cost of rail fare (second class) or other forms of public transport. Top allowance on NJC Scale for use of private vehicle |
| b) | Travel Expenses paid to staff in connection with the election | |

Fixed Fee for Presiding Officer	£10.00
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Fixed Fee for Poll Clerks/Counting Assistants	£7.00
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For those being paid mileage rate	.45p per mile
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B.5 Ballot Boxes and Stamping Instruments

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| a) | Cleaning and preparation of equipment before issue from storage place | £3.00 for each polling place |
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B.6 Poll Cards

For hand delivery of poll cards	20p per card
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B.7 All other expenses necessary for the proper conduct of the election proceedings, including the following particular matters:-

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| a) | Provision, use and fitting up of accommodation for polling stations |
| b) | Provision and transport of equipment for polling stations (e.g. voting compartments, tables and chairs) |
| c) | Provision and publication of notices, poll cards, ballot papers, registers of electors and postal and proxy voters' lists |

- d) Provision of all other stationery and documents
- e) Postage and telephone charges

- f) Compensation for injury to persons or damage to property

Holiday Pay

Holiday pay is to be paid at a rate of 12.07% of the total paid to the staff member on top of their pay, excluding mileage claims

Notes

- 1 The prescribed amounts in the scale are payable in respect of each separate electoral area
- 2 "Electoral area" means any ward/parish/division for which a separate election is held
- 3 The prescribed amounts in the scale are maximum sums and Returning Officers may pay lesser amounts for those items in circumstances where they consider this to be specifically justified
- 4 "Elector" means a person registered as a local government elector in the register for the electoral area concerned.
- 5 Fees for Parish polls will be adjusted according to the workload and timing of the poll.