(2018/2019)

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

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, he or she is also entitled to the Presiding Officer's fee; he or she is not entitled to the fee for counting.

Where a Deputy Returning Officer acts as Presiding Officer, he or she is also entitled to the Presiding Officer's fee and, where he or she has 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, he or she is also entitled to the fee prescribed in Part 2 of this scale.

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

PARISH COUNCILS:	**For the first 500 local government electors within each electoral area**	**For each additional 100 local government electors or fractional part of 100**
Contested elections:		
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
Uncontested elections:		
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:

(a) 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) 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:

(a) For the first 500 local government electors in a parish	£64.00
(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 Presiding Officers and Poll Clerks, per session** (suggested ratio 1 trainer per 20/25 staff) Where a training session is undertaken by a person other than the Returning Officer, the fee shall be payable to that person accordingly	£167:00

PART 2 - DISBURSEMENTS

• for use and fitting up of a building for polling or constructing a polling station with its fittings and compartments • 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 • for each ballot box required to be purchased • for the use of each ballot box when hired • for stationery, postages, telephone • for printing and providing poll cards • for printing and providing ballot papers • for each stamping instrument • for copies of the register of electors • for printing and providing notices, nomination forms and other documents required in and about the election and cost of publishing same	Actual and necessary cost
PRESIDING OFFICER – for each Presiding Officer	£240.00
For the Presiding Officer where more than one election is held on the same day:	The fee for a Presiding Officer plus £25.00

POLL CLERK - for each Poll Clerk	£150.00
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, plus up to 25% of that total at the discretion of the Returning Officer
For the Poll Clerk where more than one election is held on the same day:	The fee for a Poll Clerk plus £15.00
COUNTING ASSISTANT - for each Counting Assistant	£14:00 per hour for a daytime count £17:00 per hour for a night time, weekend or bank holiday count (A night time count is a count that starts once polling closes and runs through the night)
COUNTING SUPERVISOR - for each Counting Supervisor	The fee for a Counting Assistant plus £60:00
SENIOR SUPERVISOR - for each Senior Supervisor (number and duties to be determined locally)	The fee for a Counting Supervisor plus £50:00
COUNT MANAGER – for each Count Manager (number and duties to be determined locally)	The fee for a Senior Supervisor plus £100:00

For each **DEPUTY RETURNING OFFICER** appointed to conduct the count in the absence of the Returning officer(*where for example two counts are being conduct simultaneously but in geographically different locations warranting the DRO taking full responsibility for a Count*)	£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.

For **Returning Officer's travelling expenses** where necessary to make arrangements for the poll and for the conveyance of ballot boxes and papers etc to and from the polling place: For **Presiding Officers, Poll Clerks and Counting staff travelling expenses** including collection of the ballot box and delivery to place of count:	} 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 } }

For **clerical and other assistance** not specifically mentioned in this scale, including the employment of persons in connection with the **preparation and issue of official poll cards**, including charges for employers' share of national insurance and superannuation contributions where payable	£51.00 per electoral area plus, in contested elections, £35.00 for each 500 electors or part thereof. (**NOTE:** This is a maximum allowance and it is not an entitlement)
For the remuneration of persons employed for the **despatch and receipt of ballot papers of persons entitled to vote by post** (in each electoral area)	Actual and necessary cost

Expenses in connection with the provision of **security measures**	Actual and necessary cost

Expenses in connection with the hire of **mobile telephones**	Actual and necessary cost

Polling Station Inspectors (suggested ratio – 1 Inspector per 15 stations) 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.	The fee for a Presiding Officer

For each **Presiding Officer and Poll Clerk who attends a training session**	£40.00

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. 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
3. 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
4. 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
5. The terms of this order shall be construed accordingly eg ‘each electoral area’ shall be taken to mean each County Electoral Division (as opposed to Ward)

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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