

**PROPOSED COUNTY SCALE OF FEES AND EXPENSES 2024/25**

		2023/24	2024/25
<b>Stationery &amp; Equipment Costs</b>			
1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure	Reasonable and appropriate cost	Actual Cost
2	Stationery and equipment at each polling station, including depreciation		
3	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary		
4	Fitting-up polling stations including the provision, transport and erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5	Production and printing of Ballot Papers		
6	Printing and providing copies of the Electoral Register		
7	Production and printing of official poll cards and postal vote packs		
8	Delivery of official poll cards by hand	Second class postage rate	£0.15 - £0.34 [DLUHC Other Rate]

9	Elections Management Software	N/A	50% of annual licence fee to be shared equally at a combined election
<b>Staff Training Costs</b>			
1	Cost of providing online training	N/A	Actual Cost
2	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff (subject to agreement from KCC in advance)	£212.34	£100 - £150 [DLUHC Other Rate]
3	For each Presiding Officer and Poll Clerk attending training	£54.98	£40 (max) [DLUHC Other Rate]
4	For each counter attending training (subject to agreement from KCC in advance)	N/A	£40 (max) [DLUHC Other Rate]
5	For each count supervisor attending training	N/A	£40 (max) [DLUHC Other Rate]
<b>Polling Station Staffing Costs</b>			
1	Presiding Officer– single election	£255.97	£14.70-£16.80 p/h [DLUHC Pay Band C Rate] (see Note 3)
2	Presiding Officer– combined election or difficult station due to local circumstances (at discretion of DRO)	Shared equally with other elections, up to a maximum of £157.23	£16.81-£18.38 p/h [DLUHC Pay Band C Rate] shared equally at a

			combined election (see Note 3)
3	Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).	£12.42	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee [DLUHC Rate]
4	For each Poll Clerk at a Polling Station – single election	£170.30	Minimum of National Living Wage up to £13 p/h [DLUHC Pay Band A Rate] (see Note 4)
5	For each Poll Clerk at a Polling Station – combined election or difficult station due to local circumstances (at discretion of DRO)	Shared equally with other elections, up to a maximum of £92	£13.01 - £14.18 p/h [Pay Band A DLUHC Rate] shared equally at a combined election (see Note 4)
6	Polling Station Inspector	Single - £255.97 Joint - Shared equally with other elections, up to a maximum of £157.23	£15.75 - £27.30 p/h [DLUHC Pay Band D Rate] shared equally at a combined election (see Note 3)

7	Standby Polling Station Staff Fee	N/A	£50 (max) to be shared equally at a combined election
<b>Verification and Count Staffing Costs</b>			
1	Counting Assistant (Daytime)	N/A	Minimum of National Living Wage up to £14.18 p/h(4 hours min) [DLUHC Pay Band A Rate]
2	Counting Assistant (Overnight)	N/A	Minimum of National Living Wage up to £14.18 p/h (4 hours min) [DLUHC Pay Band A Rate]
3	Count Team Leader (Daytime)	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]
4	Count Team Leader (Overnight)	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]
5	Count Supervisor (Daytime)	N/A	£14.70 - £18.38 p/h (4 hours min) [DLUHC Pay Band C Rate]

6	Count Supervisor (Overnight)	N/A	£14.70 - £18.38 p/h (4 hours min) [DLUHC Pay Band C Rate]
7	Count Manager (Daytime)	N/A	£15.75 - £27.30 p/h (4 hours min) [DLUHC Pay Band D Rate]
8	Count Manger (Overnight)	N/A	£15.75 - £27.30 p/h (4 hours min) [DLUHC Pay Band D Rate]
9	IT Support	N/A	£12.60 - £16.80 p/h (4 hours min) [DLUHC Pay Band B Rate]
10	Refreshments for staff at the verification and count	Maximum £5 per head	Maximum £5 per head
<b>Postal Vote Opening Session Costs</b>			
1	Postal Vote Opener/Scanner Supervisor	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]
2	Postal Vote Opener/Scanner Assistant	N/A	Minimum of National Living Wage up to

			£14.18 p/h [DLUHC Pay Band A Rate]
3	Postal Vote Prep and Issue Supervisor	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]
4	Postal Vote Prep and Issue Assistant	N/A	Minimum of National Living Wage up to £14.18 p/h [DLUHC Pay Band A Rate]
5	Postal Vote Opening Session Manager	N/A	£15.75 - £27.30 p/h [DLUHC Pay Band D Rate]
6	IT Support	N/A	£12.60 - £16.80 p/h [DLUHC Pay Band B Rate]
<b>Travelling Expenses</b>			
1	Expenses to RO/DRO staff to plan for the poll or for the conduct of the election	£9.86	45p per mile OR £10 for up to 20 miles using public transport OR £20 over 20 miles using public transport [DLUHC Rate]
2	Presiding Officer travelling expenses	£17.49	
3	Poll Clerk travelling expenses	£9.86	
4	Counting staff travelling expenses (at the discretion of the DRO)	N/A	

<b>Deputy Returning Officer Costs</b>			
1	Contested single election – payment to District/Borough Council for the use of Council staff in the conduct of the election not covered by the above fees	£134.23 – each 1000 electors or part	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £134.23 per 1000 electors or part [plus % increase]
2	Contested combined election – payment to District/Borough Council for the use of Council staff in the conduct of the election not covered by the above fees	£67.11 – for each 1000 electors or part	Actual cost (hourly rate x hours) with clear description of task undertaken up to a maximum of £67.11 per 1000 electors or part [plus % increase]
3	Contested single election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	£56.25	£56.25 (plus % increase)
4	Contested combined election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	Shared equally with other elections, up to a maximum of £38.85	Shared equally at a combined election, up to a maximum of £38.85 (plus % increase)

5	Payment to District/Borough Council for the use of Council staff (including the provision of a DRO) at an uncontested election – for each 1000 electors or part	£37.03	£37.03 (plus % uplift)
<b>Other Costs</b>			
1	Additional expenses (if any) involved in and about the conduct of the election including (a) professional, clerical and other assistance, (b) professional and legal advice, (c) additional costs associated with a recount of the votes and (d) other disbursements	Such amount as may be approved by the Electoral and Boundary Review Committee at the appropriate time.	Up to £1000 per single item to be approved by the County Returning Officer under delegation from the Electoral and Boundary Review Committee and be reported back to Committee at the appropriate time.  Over £1000 per single item to be approved by Electoral and Boundary Review Committee at the appropriate time.

#### Definitions:

1. Single election means a poll for the County Council election or by-election only.
2. Combined election means a poll that is conducted at the same time as the County Council poll, which could be a District or Parish election or by-election or a national poll, such as a parliamentary election or a referendum.

#### Notes:

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. KCC is only able to make payment in accordance with its Scale of Fees and Expenses. There is no provision for the following costs, so these are unable to be reimbursed:
  - registration costs including printing and postage related to absent voting
  - completion of claim form
  - DRO superannuation costs
3. Up to a maximum of 18 hours: 16 hours on polling day plus 2 additional hours for the collection of polling station equipment and attendance at a Presiding Officer briefing in advance of polling day
4. Up to a maximum of 16 hours on polling day