

## PROPOSED COUNTY SCALE OF FEES AND EXPENSES UPDATE 2025/26

KCC has adopted the Ministry of Housing, Communities and Local Government's (MHCLG) 2025/26 pay bands in its entirety with the exception of the following roles:

- Poll Clerks and Presiding Officer fees are capped at the midpoint of the 2025/26 pay band for single elections as detailed in the 'Polling Station Staffing Costs' section.
- Bookkeeping fees are unable to be reimbursed (see Note 2)

The items below are not included in MHCLG's 2025/26 Pay Bands. With the exception of 'Deputy Returning Officer Costs' & 'Other Costs' sections, these items are based on the then Department for Levelling Up, Housing and Communities' (DLUHC) Expense Guidance for Returning Officers (February 2024).

		2024/25 Update	2025/26 Update
<b>Stationery &amp; Equipment Costs</b>			
1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure	Actual 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	Elections Management Software	50% of annual licence fee to be shared equally at a combined election	25% of annual licence fee to be shared equally at a combined election

<b>Polling Station Staffing Costs</b>			
1	Presiding Officer– single election	£15.68-£17.64 p/h [DLUHC Pay Band C Rate] (see Note 3)	£16.07 - £18.08 [MHCLG Pay band C rate] (see Note 3)
2	Presiding Officer– combined election or difficult station due to local circumstances (at discretion of DRO)	£17.65-£19.60 p/h [DLUHC Pay Band C Rate] shared equally at a combined election (see Note 3)	£18.09 - £20.09 [MHCLG Pay band C rate] (see Note 3)
3	Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee [DLUHC Rate]	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee
4	For each Poll Clerk at a Polling Station – single election	Minimum of National Living Wage up to £13.28 p/h [DLUHC Pay Band A Rate] (see Note 4)	£12.21 - £13.86 [MHCLG 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)	£13.29 - £15.12 p/h [Pay Band A DLUHC Rate] shared equally at a combined election (see Note 4)	£13.87 - £15.50 [MHCLG Pay band A rate] (see Note 4)
7	Standby Polling Station Staff Fee	£50 (max) to be shared equally at a combined election	£50 (max) to be shared equally at a combined election
<b>Verification and Count Staffing Costs</b>			
1	Night Rate	N/A	Up to 1.5x the hourly daytime rate shown in the pay bands
2	Refreshments for staff at the verification and count	Maximum £5 per head	Maximum £6 per head

<b>Deputy Returning Officer Costs</b>			
1	Contested single election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	£57.76	£59.49
2	Contested combined election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	Shared equally at a combined election, up to a maximum of £39.89	Shared equally at a combined election, up to a maximum of £41.09
3	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	£38.02	£39.16
<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	<p>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.</p> <p>Over £1000 per single item to be approved by Electoral and Boundary Review Committee at the appropriate time.</p>	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.

## 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 Deputy Returning Officer Costs 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/bookkeeping costs
  - DRO superannuation costs
3. Up to a maximum of 18 hours: 16 hours on polling day plus 2 additional hours for the collection and drop-off of polling station equipment and attendance at a Presiding Officer briefing in advance of polling day
4. Up to a maximum of 16 hours for Poll Clerks and 16.5 hours for Polling Station Inspectors
5. Fringe areas to London, as defined by MHCLG, can uplift, subject to the discretion of the CRO, each pay band by a maximum of 5%.
6. Holiday pay of up 12.07% is available for contracted hours of work
7. Core staff can claim overtime at their contracted rate where the tasks undertaken are part of their contracted duties and necessary. For all other staff, overtime where reasonably worked ..can be claimed up to 1.5x of the hourly daytime rate unless the overtime takes place on a Sunday or bank holiday in which case the uplift can be up to 2x the hourly daytime rate.