

Appendix

**PROPOSED COUNTY SCALE OF FEES AND EXPENSES
2021/22**

1	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes	Reasonable and appropriate 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	Ballot Papers – provision and printing	
6	Register of Electors – purchase	
7	Printing or production of official poll cards and postal vote packs	
8	Delivery of official poll cards by hand	Second class postage rate
9	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	45p per mile
10	Presiding Officer travelling expenses	£15.95 (see Note 2)
11	Poll Clerk travelling expenses	£9.00 (see Note 2)
12	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	£9.00 (see Note 2)
13	One Presiding Officer at each Polling Station – single election	£225.92
14	One Presiding Officer at each Polling Station – joint election or difficult station due to local circumstances (at discretion of DRO).	Shared equally with other elections, up to a maximum of £138.78
15	Presiding Officer who acts as a supervisor in a Polling Place where there are a number of polling stations (additional).	£10.96

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16	Polling Station Inspector – for every 10 polling stations overseen	£ 225.92
17	For each Poll Clerk at a Polling Station – single election	£152.80 (see Note 3)
18	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at discretion of DRO).	Shared equally with other elections, up to a maximum of £83.91
19	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	£193.68
20	For each Presiding Officer and Poll Clerk attending training	£50.15
21	An allowance for each polling station to have available a mobile phone on polling day	£5
22	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the DRO – for each 1000 electors or part in a contested election	£158.08 for single Member Divisions £206.12 for two Member divisions
23	For the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part	£77.47
24	For the recount of votes – for each 1000 electors or part	£9.09
25	Contested single election – payment to District/Borough Council for the use of Council staff in the conduct of the election – each 1000 electors or part	£122.44
26	Contested joint election – payment to District/Borough Council for the use of Council staff in the conduct of the election – for each 1000 electors or part	£61.21
27	Contested single election – payment to DRO for the management and conduct of the election – for each 1000 electors or part	£51.30
28	Contested joint 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 £35.43
29	For each Counter attending training	£15

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30	For each Count Supervisor and Count General Assistant attending training	£30
31	Reasonable refreshments for staff involved in the verification and count	Maximum £5 per head
32	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	£33.78
33	Insurance in respect of employer's liability and for injury or damage to persons and property of third parties, and for such other risks as advised by the County Council's Finance Director and the insurer's to the County Council. Costs incurred by the County Returning Officer only.	Reasonable and appropriate cost.
34	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.

Definitions:

1. Single Election means a poll for the County Council Elections only.
2. Joint 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. Items **10,11 and 12**: variable mileage rates may be applied where fixed travel is considered inappropriate.
3. Item **17** has been additionally uplifted to be above the Living Wage Foundation for 2020/21.