

Appendix 1

Local Government Elections 2017 Proposed Fees & Charges Structure	Current £	Proposed £
Returning Officer: Fee per contested Electoral Division or Community/Community Ward	165.00	165.00
Fee per uncontested Electoral Division or Community/Community Ward	25.00	25.00
Deputy Returning Officers: Fee for conducting a count and declaring the result per contested Electoral Division or Community/ Community Ward. (Subject to the Returning Officer's fee being reduced by 50% of the Deputies fee - i.e. £35.00 per contested Electoral Division or Community/ Community Ward)	70.00	70.00
Receiving and validating of nomination papers. and liaising with candidates/parties on behalf of the Returning Officer: Fee per Electoral Division or Community/ Community Ward	40.00	40.00
Polling Station Inspector (One per 6+ Polling Stations): Single election (County Borough or Community)	195.00	230.00
Combined election (County Borough & Community)	230.00	250.00
Presiding Officer (One per Polling Station): Single election (County Borough or Community)	195.00	215.00
Combined election (County Borough & Community)	230.00	250.00
Poll Clerk (One per 850 electors): Single election (County Borough or Community)	115.00	135.00
Combined election (County Borough & Community)	135.00	155.00
Training: – Deputy Returning Officers, Polling Station Inspectors, Presiding Officers	30.00	35.00
Training: – Poll Clerks	30.00	30.00

Local Government Elections 2017 Proposed Fees & Charges Structure	Current £	Proposed £
Delivery of training: Payable per session	50.00	50.00
Issue of Postal Votes: Payable to assistants per session (office hours) Payable for supervision per session (office hours) Payable to assistants per session (weekend) Payable for supervision per session (weekend)	25.00 40.00 35.00 55.00	20.00 35.00 30.00 50.00
Opening of Postal Votes: Payable to assistants per session (office hours) Payable for supervision per session (office hours) Payable to assistants per session (weekend) Payable for supervision per session (weekend)	25.00 40.00 35.00 55.00	30.00 40.00 35.00 55.00
Verification and Count: Count Assistant (Thursday Night) Chief Counter (Thursday Night) Count Control Assistant (Thursday Night) Count Assistant (Friday Day) Chief Counter (Friday Day) Count Control Assistant (Friday Day)	100.00 150.00 150.00 60.00 100.00 100.00	100.00 150.00 150.00 60.00 100.00 100.00
General Clerical and other assistance: Per contested Electoral Division or Community/Community Ward Per uncontested Electoral Division or Community/Community Ward	40.00 30.00	40.00 30.00

Travelling Expenses

It is also proposed that the payment of travelling expenses for election staff be reviewed.

At national elections 'fixed' travelling allowances are paid to staff who use their own transport. This arrangement reduces the administration of very large numbers of claims for travelling in connection with the election, and speeds up the process for paying staff.

Based on the fixed travelling allowance paid at the 2012 local elections it is proposed that the allowances set out in the following table are used for the 2017 elections, subject to use of own vehicle.

Local Government Elections 2017 Proposed Fees & Charges Structure	2012 £	2017 £
Presiding Officers – for travelling to training, collection of ballot boxes, travel to and from the Polling Station, delivery of ballot box to the count	15.00	15.00
Poll Clerks – for travelling to training, travel to and from the Polling Station	7.50	10.00
Polling Station Inspectors – for all travelling on Polling Day	15.00	Based on actual mileage of 0.45 a mile
Verification/Count Assistants – for travelling to and from the verification/count (unless already paid the Presiding Officer travelling allowance above)	5.00	5.00

Expenses at Actual Costs

In addition to the above charges, the following expenses are met at actual cost:-

- (a) Hire and fitting up of polling stations and Verification/Count Centres, including the provision of heating, lighting and cleaning
- (b) Stationery and postages
- (c) Polling screens, ballot boxes, etc. required to be purchased, hired, altered or repaired
- (d) Printing of Poll Cards, Ballot Papers and Postal Voting stationery (Quotations sought by the Returning Officer).
- (e) Conveyance of ballot boxes and polling screens.

