

ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2021/2022			
The scale of Fees and Charges specifies the maximum recoverable amounts available for each electoral area.			
It also sets maximum recoverable amounts for specified services and specified expenses.			
Neither of these can be exceeded but the Returning Officer is entitled to disburse funds on the different functions specified in the fee scale as he/she sees fit, provided the expenditure is accounted for properly and only spent on what is necessary for the efficient and effective conduct of the election.			
This scale of Fees and Charges is also to be used at any referendum held under the regulations listed in the Notes at the bottom of Annex 1.			
All references in this document to the Returning Officer or County DRO are to be read and interpreted as applying to the Counting Officer at any Referendum covered by the list of regulations in the Notes at the bottom of Annex 1.			
Part A -	Note: The Returning Officer or County DRO may allocate some of his/her fee to deputies or vire them to another expenditure head.		
	2019/2020	2020/2021(Hourly Rate)	2022/2023(Hourly Rate)
	Bringing payments up to Living Wage	The Hourly rate is calculated for working 15 1/2 hours	The Hourly rate is calculated for working 16 hours
1	(a) Separate County, Borough or Parish Elections		
	First 500 electorate	£32	£32
	For every additional 500 electors, or part thereof	£16	£16
	(b) Combined County / Borough and Parish Elections		
	First 500 electorate (in combined part of area only)	£43	£43
	For every additional 500 electors, or part thereof (in combined part of area only)	£21	£21
	Note 1: Where a combined fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.		
	Note 2: Where a single election is payable from this fee scale in combination with an election paid by central government, the combination element will only be paid by this local fee scale if there is no payment for combination in the government fee scale.		
	Note 3: Where more than two elections are combined from this fee scale, the following payment will be made per 500 electors or part thereof for each extra election. This is only applicable in the areas in which those elections apply.	£6.00	£6.00
	(c) Uncontested Election *	£27.00	£27.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested.		
2	In each contested electoral area, for services in connection with the despatch and receipt of postal ballot papers		
	For first 100 postal voters	£7.00	£7.00
	For each additional 75 postal voters or fraction thereof	£6.00	£6.00
3	In each contested electoral area, for services in connection with the preparation and issue of Official Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)		
	First 2000 poll cards	£20.00	£20.00
	For every additional 250 poll cards, or fraction thereof	£1.00	£1.00
4	NOTE: At a contested by-election the total fee payable to the Returning Officer must be at least equal to the sum of the Presiding Officer and Count Assistant fees stated at B1(a) and B4(a)(i) respectively and the amount opposite	£90.00	£90.00
5	Max fee for training Presiding Officers and Poll Clerks per session (min 25 people at ordinary election. One session only at by-election if training deemed necessary). This fee to be distributed direct to the Trainer(s).	£162.00	£162.00
Part B -	Expenses of Returning Officer or County DRO for which maximum amounts are specified		
In no case shall a charge exceed the sum actually and necessarily payable or paid by the Returning Officer or County Deputy Returning Officer. Subject thereto the MAXIMUM charges shall be as follows:			
1	For the Presiding Officer at each Polling Station		
	(i) (a) at separate Borough or Parish Polls (including payment for use of mobile phone £5)	£260.00	£269 (£17.03)
	(i) (b) at combined Borough / Parish Polls (including payment for use of mobile phone £5)	£300.00	£319 (£20.25)
	(i) (c) for each extra election above a combined election	£30.00	£30.00
	(ii) Where at a polling place there is more than one polling station, the maximum recoverable amount in respect of one only of the presiding officers at the polling station at such a polling place is increased by	£20.00	£20.00
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B1 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Presiding Officers as necessary	£43.00	£43.00
2	For each Poll Clerk at each Polling Station		
	(a) at separate Borough or Parish Polls	£145.00	£167 (£10.77)
	(b) at combined Borough / Parish Polls	£170.00	£192 (£12.39)
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit	£15.00	£15.00
	Part time Poll Clerk	Will be calculated on hourly rate	Will be calculated on hourly rate
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B2 (a) & (b) are increased by	£40.00	£40.00
	Max fee per session for training of Poll Clerks as necessary	£43.00	£43.00
3	For each Postal Vote Issuing/Opening Clerk		£11.05 per hour
	Postal Vote Scanning Clerk		£11.05 per hour
	Postal Vote / Scanning Supervisor		£15 per hour
	Postal Vote / Scanning Deputy Supervisor		£12 per hour

4	For the remuneration of persons employed in the despatch and receipt of postal ballot papers. (NB. See C3 below. If external contractors are used to prepare/despatch ballot paper packs then the total fee is actual costs.)			
	For each 100 postal ballot papers, or fraction thereof in each electoral area of the County / Borough / Parish	£75.00	£75.00	£75
5	For the remuneration for persons employed in connection with the count			
	(a) Counting Assistants			
	(i) For overnight counts		£17.00	£17.00
	(ii) For Weekend Day time counts		£14.00	£14.00
	(iii) For Day time counts		£11.00	£11.05
	(b) Count Supervisors			
	(i) For overnight counts		£27.00	£27.00
	(ii) For Weekend Day time counts		£24.00	£24.00
	(iii) For Day time counts		£22.00	£22.00
	(c) Senior Count Supervisors			
	(i) For overnight counts		£33.00	£33.00
	(ii) For Weekend Day time counts		£30.00	£30.00
	(iii) For Day time counts		£28.00	£28.00
6	For each Electoral Division, Ward or Parish Ward			
	(a) Contested Elections: * County/Borough Councillors and Parish Councillors			
	(i) Separate Polls			
	First 500 electorate	£35.00	£35.00	£35.00
	For every additional 500 electorate, or part thereof	£17.00	£17.00	£17.00
	(ii) Combined Polls (County/Borough & Parish)			
	First 500 electorate (in combined part of area only)	£46.00	£46.00	£46.00
	For every additional 500 electorate, or part thereof (in combined part of area only)	£23.00	£23.00	£23.00
	Note: Where a combined clerical fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.			
	(b) Uncontested Elections * :	£28.00	£28.00	£28.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested. The Fee is also applicable at Ordinary Elections where the Parish or Parish Ward is contested but the Borough Ward is uncontested.			
	*For un-contested scheduled Parish elections the Returning Officer can charge a maximum administration fee	£150.00	£150.00	£200
7	Preparation and issue of poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)			
	For every 100 cards or fraction thereof	£5.00	£5.00	£5
Part C -	Expenses of Returning Officer for which NO maximum amounts are specified			
1	For travelling and overnight subsistence expenses of:			
	(a) the Returning Officer			
	(b) the Deputy Returning Officer(s)			
	(c) any Presiding Officer or Poll Clerk			
	(d) any clerical or other assistants employed by the Returning Officer			
2	Expenses in printing or otherwise producing the ballot papers	Actual costs	Actual costs	Actual costs
3	Expenses in printing or otherwise producing the postal ballot ballot paper packs by external contractors. (NB See B3 above. If external contractors are used to prepare/despatch ballot paper packs then the total actual costs apply).	Actual costs	Actual costs	Actual costs
4	Expenses in printing or otherwise producing the official poll cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) and in delivering them to voters, excluding the expenses referred to in paragraph 6 of Part B above	Actual costs	Actual costs	Actual costs
5	Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required by the Representation of the People Acts			
6	Expenses in renting, heating, lighting and cleaning any building or room for the purpose of the election	Actual costs	Actual costs	Actual costs
7	Expenses in adapting any building or room and in restoring it to a fit condition for its normal use	Actual costs	Actual costs	Actual costs
8	Expenses in the provision of voting compartments and any other furniture necessary for polling stations. Prior agreement to be sought from paying authority.			
9	Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark and also the provision of devices to record the signatures relating to the issue of ballot papers. Prior agreement to be sort from paying authority.			
10	Expenses in the conveyance to and from the polling stations of:			
	(a) the ballot boxes and ballot papers, and	Actual costs	Actual costs	Actual costs

	(b) the voting compartments, any other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark or any other equipment required in the administration of the election.	Actual costs	Actual costs	Actual costs
11	Expenses in the provision of stationery and writing implements and in postages, including postal ballot paper postages (but excluding official poll cards - see paragraph 4 of Part C above) telephone, bank charges and other miscellaneous items	Actual costs	Actual costs	Actual costs
12	Expenses in connection with the provision of security measures	Actual costs	Actual costs	Actual costs
13	Expenses in connection with the employer's portion of superannuation contributions for the Returning Officer, Deputy Returning Officer(s), etc			
14	Expenses in the provision of equipment and software for the checking of personal identifiers on the postal voting statements. Prior agreement to be sought from paying authority.			
15	Reimbursement of up to 50% of the costs of any elections management software licence charge in the year in which local elections are held. Further scaled down to a proportionate amount if a by-election held.			
	For maximum levels of expenditure for certain duties under Part C above - see Annex 1 attached.			
ANNEX 1				
Maximum Levels of Expenditure under Part C of Scale of Fees and Charges for County / District / Borough / Parish Elections within Surrey				
Head	Duty			
C1(c)	Presiding Officer Travel - Fixed w	£25.00	£25.00	£25.00
C1(c)	Poll Clerk Travel - Fixed w	£10.00	£10.00	£10.00
	<i>Mileage rates applicable in rural areas where fixed travel is not appropriate</i>	£0.48	£0.48	£0.48
C1(d)	Fixed Travel of staff to transport boxes at the Count (if not delivered by Presiding Officer)	£21.00	£21.00	£21.00
C1(d)	Count staff travel - fixed w	£10.00	£10.00	£10.00
C2	Checking Ballot Papers - per 10,000 ballot papers or part thereof ww	£18.00	£18.00	£18.00
C4	Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll) - Hand delivery	£0.19	£0.19	£0.20
C7	Polling Station Inspectors - maximum payable per person 1 w	£262.00	£269.00 (£17.03)	269 ((£16.8125)
C8	Preparation of Ballot Boxes & stamping instruments (each polling station)	£9.00	£9.00	£13
C10	Transport of Postal Votes to Count - 2 per District / Borough 1 w	£85.00	£85.00	£85.00
C10	Staff to transport boxes at Count - per District / Borough 1 ww	£635.00	£635.00	£635.00
C10	Remove bundles of counted votes - 3 per District / Borough 1 w	£141.00	£141.00	£141.00
C12	Security at Count - per District / Borough 1 ww	£254.00	£254.00	£254.00
C12	Security at Count - Fixed Travel 1 w	£14.00	£14.00	£14.00
	Note: C12 restriction on ordinary day of election only to be removed			
NOTES	1 Applicable only at the Ordinary Day of Election for County /Borough / Parish Councillors			
	w payable per person			
	ww maximum payable to be disbursed appropriately			
	Referendum regulations applicable to this fee scale:			
	The Local Authorities (Conduct of Referendums) (England) Regulations 2012			
	The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012			
	The Neighbourhood Planning (Referendums) Regulations 2012			
ANNEX 2				
Proposed calculation and distribution of core payments - see Word document annexed to this document. Actual payments agreed by each Surrey authority to be recorded in the 'Actual Core Staff Payments' worksheet. Core staff will be paid overtime as per agreed Council policy or if no policy in place a minimum of normal hourly rate is paid				
	Signed _____			
	Tom Horwood, Returning Officer Guildford Borough Council			
	On behalf of all Surrey Returning Officers			