

APPENDIX A

ELECTORAL SERVICES – SCALE OF FEES FROM 1 APRIL 2024

1. Polling Staff

Post/Role	Hourly rate	Flat rate fee
Presiding Officer	£16.00	-
Poll Clerk	£11.50	-
Polling Station Inspector	£25.00	-

An uplift of 20% is applied to the Presiding Officer and Poll Clerk fees where there is a combination of poll (for each additional poll).

2. Postal Voting Staff

Post/Role	Hourly rate	Flat rate fee
Postal Vote Preparation and Issuing Head Supervisor Postal Vote Opening Head Supervisor	£17.50	-
Postal Vote Preparation and Issuing Supervisor Postal Vote Opening Supervisor	£15.00	-
Postal Vote Preparation and Issuing Assistant Postal Vote Opening Assistant	£12.50	-
Postal Vote IT Assistant Postal Vote Facilities Assistant Postal Vote Collection Officer	£15.00	-

For postal vote opening sessions on evenings/Saturdays an uplift of x1.5 will apply. For postal vote opening sessions on Sundays/Bank Holidays an uplift of x2 will apply.

3. Verification and Count Staff

Post/Role	Hourly rate	Flat rate fee
Senior Verification/Count Supervisor	£25.00	-
Verification/Count Supervisor	£18.00	-
Senior Verification/Count Assistant Ballot Box Receipt Supervisor Data Verification Officer Media Support Officer Count Setup Supervisor	£16.00	-
Verification/Count Assistants Ballot Box Receipt Assistant Unused Ballot Paper Verification Officer IT Support Assistant Facilities Assistant Reception Support Assistant Count Setup Assistant	£14.00	-

For overnight/Saturday counts an uplift of x1.5 will apply. For Sunday/Bank Holiday counts an uplift of x2 will apply.

4. Other Fees

Post/Role	Hourly rate	Flat rate fee
Delivery of Training (including preparation)	-	£100.00
Attendance at Training	-	£40.00
Poll Card Preparation Supervisor Ballot Box Issuing and Preparation Supervisor Count Preparation Supervisor	£17.50	
Poll Card Preparation Assistant Ballot Box Issuing and Preparation Assistant Count Preparation Assistant	£15.00	
Poll Card Deliverer	-	£0.24 per card

5. Travel

Mileage for travel costs to be paid at £0.45 per mile. Where polling staff have used public transport, this is to be paid at a flat rate of £4.50 for up to 10 miles, £9 for between 10 and 20 miles, and £20 for more than 20 miles.

6. Annual Canvass

Post/Role	Hourly rate	Flat rate fee
Canvass Registration Assistant	-	£0.50 per visit
	-	£1.25 per successful confirmation of registration

Canvass Registration Assistants conduct their visits using tablet software.

7. Returning Officers Fee

Returning Officer	First 1000 electors	Additional 1000 electors (or part thereof)
Per Ward	£105.99	£53.01