



Title: **Borough Council Elections
Returning Officers Scale of Fees 2015/2016**

Author: **Kalv Garcha, Head of Corporate Resources**

1 Introduction

This report recommends the adoption of scales of fees payable to the Returning Officer in connection with any elections to fill vacancies that might occur on the Council during the 2015/2016 financial year.

2 Recommendations

That the scale of fees as set out in appendix A be adopted for the 2015/16 financial year.

3 Information

The Council needs to approve a scale of fees payable for the Returning Officer in connection with any Borough Council by elections that might occur during 2015/2016

The scale of fees insofar as the employment of staff is concerned is based upon the fees laid down for Parliamentary Elections and updated annually to take account of pay awards made to Administrative, Professional, Technical and Clerical scales of local government pay.

The proposed fees for 2015/16 are set out in the schedule below and are in line with the fees this Council adopted last year. County electoral administrators met to discuss these fees and agreed to propose no increase.

Background papers: - None

Email: **lan.dobson@oadby-wigston.gov.uk** Tel: **0116 257 2604**

Implications	
Financial (PL)	The Council has budgeted for the Borough Council element of the combined Parliamentary and Local elections scheduled for 7 May 2015.
Risk (KG)	CR3 – Political Dynamics
Equalities (KG)	None
Legal (KG)	The Council needs to adopt a scale of fees payable to the returning officer in connection with any Borough Council elections held in 2015/16.

APPENDIX A

SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS

LEICESTERSHIRE SCHEDULE	
SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS 01.04.15 TO 31.03.16	
DISTRICT COUNCIL ELECTIONS	
DESCRIPTION OF DUTIES	GROSS
Returning Officer fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and Counting of the votes and making the return of the election for each 500 local government electors or part thereof on the Register of Electors for each ward separately returning a Councillor or Councillors	£56.77
Returning Officer's fee in the case of an uncontested election – for each division separately returning a Councillor or Councillors	£54.37
Deputy Returning Officers' fee with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election	Discretionary but recommended equivalent to 50% of the RO fee
All equipment to be purchased, hired, altered or repaired	Actual and necessary cost
Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof	Actual and necessary cost
Stationery at Polling Stations	Actual and necessary cost
Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll	Actual and necessary cost
Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement
Conveyance of Ballot Boxes	Actual and necessary cost
Each Presiding Officer 7.00 am to 10.00 pm Poll	£195.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00
Each part-time Poll Clerk where acting for 4 hours	£35.48
Remuneration of persons employed at the Counting of Votes at the Election:	
1) For each 500 local government electors or part thereof on the Register of Electors used at the election	£32.42
2) Where the number of candidates exceeds three, for every three candidates or part thereof	£32.42

3) Allowance for a recount per ward (single member)	£53.70
4) Allowance for a recount per ward (multiple members)	£107.41
For the production and printing of postal ballot packs	Actual and necessary cost
Remuneration of persons employed for the purpose of in house despatch of postal ballot papers:	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£12.63
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£1.72
Alternative to above formula	
1) Postal vote Supervisor fee – per hour – standard rate	£10.00
2) Postal Vote Assistant fee – per hour – standard rate	£7.50
Remuneration of persons employed for the purpose of in house receipt of postal ballot papers:	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£25.27
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£3.44
Alternative to above formula	
1) Postal vote supervisor fee – per hour – standard rate	£12.50
2) Postal Vote Assistant fee – per hour- standard rate	£10.00
Alternative formula for Postal Votes	
Remuneration of persons employed for the purpose of in house despatch and receipt of postal ballot papers:	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£37.89
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£5.15
Clerical assistance	Actual and necessary cost
For the employment of persons in connection with the preparation, completion and issue of Official Poll Cards , for every 100 cards or fraction thereof issued	£10.37
For the attendance at training of persons employed at the election – per category of job, subject to local conditions and annual review	£30.00
For printing and providing Official Poll Cards	Actual and necessary cost
For general stationery, postages and miscellaneous expenses	Actual and necessary cost