

**DISTRICT AND PARISH COUNCIL ELECTIONS / BY-ELECTIONS
NEIGHBOURHOOD PLANNING REFERENDUMS
AND REFERENDUM ON A DIRECTLY ELECTED MAYOR**

Maximum scale of expenditure fixed under sections 36(4) and 36(5) of the
Representation of the People Act 1983 and effective from **1 December 2015**

A	Returning Officer's / Counting Officer's Fees	
	<p>Fee for conducting the election /by-election/ referendum, giving the prescribed notices, preparing and supplying nomination papers, deciding as to the validity of nominations, appointing and remunerating Deputy Returning Officers / Deputy Counting Officers, arranging for and conducting the poll, issuing poll cards, issuing and receiving postal ballot papers, counting the votes, declaring the result and generally performing all the duties which a Returning Officer / Counting Officer is required to perform under the Representation of the People Acts and the Rules and Regulations made thereunder, and including all disbursements and expenses other than those for which special provision has been herein made, as follows:</p>	
A.1a	<p>District Council Election (contested election) for each Bath & North East Somerset Council contested ward</p>	£260.00
A.1b	<p>District Council Election (uncontested election) for each Bath & North East Somerset Council uncontested ward</p>	£90.00
A.2a	<p>Parish Council Election (contested election) for each contested parish / parish ward</p> <p>in addition to the fee for district council election, as described in points A.1a and A.1b above, in the case of District Council Elections being combined with Parish Council Elections</p>	£260.00
A.2b	<p>Parish Council Election (uncontested election) for each uncontested parish / parish ward</p> <p>in addition to the fee for district council election, as described in points A.1a and A.1b above, in the case of District Council Elections being combined with Parish Council Elections</p>	£90.00
A.3	<p>Neighbourhood Planning Referendum for each neighbourhood planning area</p>	£230.00
A.4	<p>Referendum on a Directly Elected Mayor</p> <p>fee based on the maximum recoverable amount allocated to Bath and North East Somerset's Counting Officer at the Referendum on the UK Parliamentary Voting System held in 2011</p>	7,075.00

B	Postal Voting Staff Fees	
B.1	Postal Vote Preparation Clerk (hourly rate) including all expenses, and based on 100 postal vote packs processed per hour	£8.50
B.2	Postal Vote Opening Clerk (hourly rate) including all expenses, and based on 50 postal vote packs processed per hour	£8.50
B.3	Postal Vote Preparation Supervisor (hourly rate) including all expenses	£10.00
B.4	Postal Vote Opening Supervisor (hourly rate) including all expenses	£10.00

C	Polling Station Staff Fees	
C.1a	Presiding Officer's fee (single election) including all expenses other than training, travel expenses and mobile phone use	£195.00
C.1b	Presiding Officer's fee (combined election) including all expenses other than training, travel expenses and mobile phone use	£234.00
C.1c	Presiding Officer's training fee	£30.00
C.1d	Presiding Officer's travel expenses (pence per mile)	£0.45
C.1e	Presiding Officer's mobile phone allowance	£5.00
C.2a	Poll Clerk's fee (single election) including all expenses other than training and travel expenses	£115.00
C.2b	Poll Clerk's fee (combined election) including all expenses other than training and travel expenses	£138.00
C.2c	Poll Clerk's training fee	£30.00
C.2d	Poll Clerk's travel expenses (pence per mile)	£0.45
C.3a	Polling Station Inspector's fee (single election) including all expenses other than training, travel expenses and mobile phone use	£145.00
C.3b	Polling Station Inspector's fee (combined election) including all expenses other than training, travel expenses and mobile phone use	£175.00
C.3c	Polling Station Inspector's training fee	£30.00
C.3d	Polling Station Inspector's travel expenses (pence per mile)	£0.45
C.3e	Polling Station Inspector's mobile phone allowance	£5.00

D	Verification and Count Staff Fees	
D.1	Verification/Count Clerk (hourly rate) including all expenses	£13.00
D.2	Verification/Count Supervisor (hourly rate) including all expenses	£15.00
D.3	Verification/Count Accountant (hourly rate) including all expenses	£20.00
D.4	Deputy Returning Officer for the purposes of presiding at the count and declaring the result (by-elections)	£105.00
D.5	Verification/Count Miscellaneous Jobs (hourly rate)	£8.50

E	General Clerical Fees	
E.1	<p>Principles</p> <p>The core principles for payments to Electoral Services staff during an election/referendum period are that:</p> <ul style="list-style-type: none"> • Staff are recognised for the additional work they undertake, which includes working in the evening, on Saturdays, Sundays and bank holidays • The payments are accountable and transparent • The payments are straightforward to administer and understand • Staff will know in advance the basis of their payments and what they will be paid for • The payments are fair 	
E.2	<p>Policy</p> <ul style="list-style-type: none"> • All authorised hours worked over and above contracted hours will be paid at the standard Council rates for the individual's position from the notice of election/referendum through to one week following polling day. • Named electoral staff who work on polling day in the office will receive a single fixed payment equivalent to that of a presiding officer. 	

F	Disbursements	
F.1	For the employment of clerical assistance in connection with the election/referendum	The actual cost reasonably and properly incurred
F.2	For the preparation, revision, printing and despatch of poll cards	
F.3	For the hire of any room or building required in connection with the election/referendum	
F.4	For the fitting up, heating, lighting, cleaning and repair of damage to any room or building used in connection with the election/referendum	
F.5	For the purchase of ballot boxes	
F.6	For the purchase of polling booths	
F.7	For the printing, purchase and distribution of all election/referendum notices, forms and ballot papers	
F.8	For the general stationery, postages, telephone expenses, bank charges and other incidental expenses	
F.9	For copies of the electoral register	
F.10	For the carriage of ballot boxes, polling booths, and other election/referendum equipment	