

ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES					
	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.				
				2024-25 Claims Unit fees	
1	(a) Separate County, Borough or Parish Elections				
	First 500 electorate			£32	
	For every additional 500 electors, or part thereof			£16	
	(b) Combined County / Borough and Parish Elections				
	First 500 electorate (in combined part of area only)			£43	
	For every additional 500 electors, or part thereof (in combined part of area only)			£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	
	(c) Uncontested Election *			£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	
	For each additional 75 postal voters or fraction thereof			£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	
	For every additional 250 poll cards, or fraction thereof			£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	
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).			£100-£150	
6	For each Electoral Division, Ward or Parish Ward				
	(a) Contested Elections: * County/Borough Councillors and Parish Councillors				
	(i) Separate Polls				
	First 500 electorate				
	For every additional 500 electorate, or part thereof				
	(ii) Combined Polls (County/Borough & Parish)				
	First 500 electorate (in combined part of area only)				
	For every additional 500 electorate, or part thereof (in combined part of area only)				
	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 * :				
	* 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			£250.00	
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			£19.50 per hour (19 hrs overall)	£370.50
	(i) (b) at combined Borough / Parish Polls			£23.40 per hour (19 hours overall)	
	(i) (c) for each extra election above a combined election			No rate	
	(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			1.5 times hourly rate for the hours there is only one Presiding Officer	
	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			5%	

	Max fee per session for training of Presiding Officers as necessary				Maximum of £42.50	
2	For each Poll Clerk at each Polling Station					
	(a) at separate Borough or Parish Polls				£14.00 per hour (16 hours)	£224.00
	(b) at combined Borough / Parish Polls				£16.80 per hour (16 hours)	
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit				No rate	
	Part time Poll Clerk				£14.00 per hour	
	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				5%	
	Max fee per session for training of Poll Clerks as necessary				Maximum £42.50	
3	For each Postal Vote prep & issue/Opening &checking assistant				£14 per hour + 1.5% uplift for overnight	
	Postal Vote Scanning Assistant				£14.00 per hour + 1.5% uplift for overnight	
	Postal Vote prep & issue/opening & checking or Scanning Supervisor				£17.00 per hour + 1.5% uplift for overnight	
	Postal Vote prep & issue/opening & checking or Scanning Deputy Supervisor				£16.00 per hour + 1.5% uplift for overnight	
	Postal Vote Opening session Manager				£20.00 per hour + 1.5% uplift for overnight	
	Postal vote IT support (signature verification)				£16.50 per hour + 1.5% uplift for overnight	
	Postal vote - signature adjudicator				£15.00 per hour + 1.5% uplift for overnight	
4	For the remuneration for persons employed in connection with the count					
	(a) Counting and VerificationAssistants					
	(i) For overnight/ weekend counts Minimum payment for 4 hours starting 9.30pm-8am				£19.50 per hour	
	(iii) For Day time counts 8am-9.30pm				£13.00 per hour	
	(b) Count and Verification Table Leaders					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£24.00 per hour	
	(iii) For Day time counts 8am-9.30pm				£16.00 per hour	
	( c ) Count and Verification Supervisors					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£28.50 per hour	
	(iii) For Day time counts 8am-9.30pm				£19.00 per hour	
	(d) Count Manager					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£43.50 per hour	
	(iii) For Day time counts 8am-9.30pm				£29.00 per hour	
	(e) Count setup/takedown assistant					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£19.50 per hour	
	(iii) For Day time counts 8am-9.30pm				£13.00per hour	
	(e) Count setup/takedown supervisor					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£24.00 per hour	
	(iii) For Day time counts 8am-9.30pm				£16.00 per hour	
	(f) Count IT support					
	(i) For overnight/weekend counts Minimum payment for 4 hours starting 9.30pm -8am				£24.75 per hour	
	(iii) For Day time counts 8am-9.30pm				£16.50 per hour	
	(g) Collection & prep of equipment count and PS				£13.00	
	(h)Top table assistant/data officer				£15.00 per hour + 1.5% uplift for overnight	
	(i) Unused ballot papers checking & verification				£14.00 per hour + 1.5% uplift for overnight	
5	Preparation and issue of poll cards assistant				£14.00 per hour	
	Preparation and issue of poll cards supervisor				£17.00 per hour	
6	Any clerical or other assistants employed by the Returning Officer				£15.00 per hour	
7	Reception staff				£12.50 per hour	
	Poll card printing (if in house)				£11.50 per hour	
	Printing co-ordinator				£11.00 per hour	
	Media handling /comms				£400.00 maximum	
	Book keeping prior agreement to be sought from paying authority.					
Part C -	Expenses of Returning Officer for which NO maximum amounts are specified					
1	Expenses in printing or otherwise producing the ballot papers				Actual costs	
2	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	
3	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	
4	Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required by the Representation of the People Acts					
5	Expenses in renting, heating, lighting and cleaning any building or room for the purpose of the election				Actual costs	
6	Expenses in adapting any building or room and in restoring it to a fit condition for its normal use				Actual costs	
7	Expenses in the provision of voting compartments and any other furniture necessary for polling stations. Prior agreement to be sought from paying authority.					
8	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.					
9	Expenses in the conveyance to and from the polling stations of:					
	(a) the ballot boxes and ballot papers, and				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	

10	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	
11	Expenses in connection with the provision of security measures				Actual costs	
12	Expenses in connection with the employer's portion of superannuation contributions for the Returning Officer, Deputy Returning Officer(s), etc					
13	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.					
14	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)	Travel 20 miles or more (PO)				£20 fixed rate	
C1(c)	Travel 10-20 Miles				£9 fixed rate	
C1(c)	Travel up to 10 miles				£4.50 fixed rate	
C1(d)	Private mileage rate				45p per mile	
C1(d)	Public mileage rate				25p per mile	
C2	Poll card, postal votes and ballot papers - running data, checking and proofing				£17 per hour	
C7	Polling Station Inspectors -				£20.00 per hour or PO rate which ever is higher	
C8	Ballot box / equipment issueing assistant				£14.00 per hour	
C8 (a)	Ballot box receipt assistant				£13.00 per hour + 1.5% uplift for overnight	
C10	Ballot box / equipment issuing supervisor				£17.50 per hour	
C10 (a)	Ballot box / equipment receipt supervisor				£17.00 per hour + 1.5% uplift overnight	
C10	Remove bundles of counted votes - 3 per District / Borough 1 w					
C12	Security at Count -Three quotes or				£13.00 per hour	
C12	Postal vote security				£13.00 per hour	
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						
Work undertaken by the core electoral services staff taken outside of normal working hours can be paid at the contracted overtime rate.						
	Signed Mari Roberts-Wood					
	Mari Roberts-Wood, Returning Officer Reigate and Banstead Borough Council					
	On behalf of all Surrey Returning Officers					