

## ELECTORAL REGISTRATION OFFICERS AND STAFF (Kent AEROS) – SCALE OF FEES

### Proposed scale of fees for District/Borough and Parish Council elections and Neighbourhood Referendum held on or after 1<sup>st</sup> April 2019

1. The scale of fees are uplifted annually, by using the NJC award pay award for local government and approved by the Kent Chief Executives Group.
2. Kent County Council’s scale of fees uses a calculation based upon per 1000 electorate. Kent AEROS’ scale uses a calculation of per 500 electorate because of small parishes.
3. The NJC Pay Award for Local Government Services for both 2018/2019 and 2019/2020 was approved at 2%.
4. The Kent Chief Executives Group has already approved Kent Scale of Fees for 2018/2019. This report seeks approval for the Kent Scale of Fees 2019/2020.

	Item	Current 2018 £	Proposed 2019 £
<b>Stationery and Equipment</b>			
1.	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes	Reasonable and appropriate cost	Reasonable and appropriate cost
2.	Stationery and equipment at each polling station, including depreciation		
3.	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary		
4.	Fitting-up polling stations including the provision, transport and		

	erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5.	Ballot Papers – provision and printing		
6.	Register of Electors – purchase		
7.	Printing or production of official poll cards and postal vote packs		
8.	Delivery of official poll cards by hand	Second class postage rate	Second class postage rate
<b>Travelling expenses</b>			
9.	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	46p per mile	47p per mile
10.	Presiding Officer travelling expenses	14.58	14.87
11.	Poll Clerk travelling expenses	8.47	8.64
12.	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	8.47	8.64
<b>Polling Station Staff</b>			
13.	One Presiding Officer at each Polling Station – single election	212.59	216.84
14.	For each PO at a Polling Station – combined election or difficult station due to local circumstances (at the discretion of the	261.15	266.37

	Returning Officer (RO))		
15.	For a PO who acts as a supervisor at a Polling Place where there is more than one Polling Station	(additional) 10.30	(additional) 10.51
16.	Supervising Officer (SO) – for every 10 polling station overseen	212.59	216.84
17.	For each Poll Clerk (PC) at a Polling Station – single election	127.55	130.10
18.	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	157.92	161.07
19.	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	182.24	185.89
20.	For each Presiding Officer and Poll Clerk attending training	47.19	48.13
21.	An allowance for each polling station to have available a mobile phone on polling day	5.10	5.20
22.	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the RO – for each 500 electors or part in a contested election	74.37 (per 500)	75.86
23.	For the employment of persons in connection with the issue and opening of postal ballot	72.89	74.35

	papers – for each 100 postal voters or part		
24.	For the recount of votes – for each 500 electors or part	4.28	4.37
25.	Payment to the District/Borough for the use of Council staff to support the RO in the conduct of elections as follows:		
(a)	Contested election – (i.e. <b>without</b> District/Borough) for each <b>500</b> electors (or part)	57.60 (per 500)	58.75 (per 500)
(b)	Contested joint election (i.e. <b>with</b> District/Borough) – for each <b>500</b> (or part)	28.80 (per 500)	29.38 (per 500)
26.	Contested single election – payment to DRO for the management and conduct of the election – for each 500 electors or part	32.19	32.83
27.	Contested joint election – payment to DRO for the management and conduct of the election – for each 500 electors or part	44.45	45.34
28.	For each Counter attending training	15.30	15.61
29.	For each Count Supervisor and Count General Assistant attending training	30.60	31.21
30.	Reasonable refreshments for staff involved in the verification and count	Maximum £5 per head	Maximum £5 per head

31.	Payment to District/Borough Council for the use of Council staff at an uncontested election – for each 500 electors or part	15.89 (per 500)	16.21 (per 500)
32.	RO fee for the conduct of elections as follows:		
(a)	Uncontested District/Borough election – single fee	55.13	56.23
(b)	Uncontested Parish election – single fee	18.89	19.27
33.	For clerical and other assistance required by the Returning Officer at an uncontested election – for each 500 electors (or part)	20.23	20.63

Notes

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. At parish polls the fees relating to polling staff **may** be pro rata.
3. **Item 24** – in special circumstances, the RO may recover actual costs
4. **Items 10, 11 and 12** – variable mileage rates may be applied where fixed travel is considered appropriate.
5. **Item 31** – the payment referred to applies (in the case of a parish election) to each ward of the parish.