

## Electoral Registration Officers and Staff (Kent AEROS) Scale of Fees

### Proposed Scale of Fees for 2025/2026

Proposed scale of fees for Borough, District, Parish Council elections and Neighbourhood Referendum held on or after 1<sup>st</sup> April 2025

1. In the past the Kent Scale of Fees have been uplifted using the NJC pay award for Local Government and approved by the Kent Chief Executives, however with the NJC frequently being agreed after the elections have been held and with the introduction of DLUHC scale of fee, Kent AEROS have agreed to review the fees and bring them in line with DLUHC scale of fees for consistency.
2. For RO costs – these will continue to raise with the NJC award OR a % advised by Kent AEROS when the NJC pay award has not been agreed intime for the May elections.
3. The RO 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.
4. Kent AEROS Scale of Fees are based per 500 electors due to small parishes, whereas Kent County Council’s scale of fees uses a calculation based upon per 1000 electorate.
5. At parish polls the fees relating to polling staff **may** be pro rata.
6. In cases of a parish election – payment maybe referred to each ward of the parish (Item 44C).
7. Authorities on the fringe of London can be uplifted by an additional 5%.
8. Presiding Officers can be paid for 20 hours work allowing for any necessary preparations.

	Rate for 2024/25	Proposed Rate for 2025/26	DLUHC Pay Scale Bands A,B,C,D & Other
<b>Stationery and Equipment Costs</b>			
1.	Hire of any building or room for the purpose of the election	Actual cost	Actual cost
2.	Fitting up rooms of buildings for polling when required		
3.	Printing and publishing all notices and forms		
4.	Any station and equipment needed at polling stations to conduct the election		
5.	Provision and printing of Ballot Papers		
6.	Printing and providing copies of the Electoral Register		
7.	Printing/Production of poll card letters and postal vote packs		

8.	Hand delivery of poll card letters	0.16p-0.36p per poll card	0.20p-0.39p per poll card	Other Rates 0.20p-0.39p per poll card
9.	Elections Management Software	50% of annual licence fee (25% if combined)	50% of annual licence fee (25% if combined)	
<b>Staff Training Costs</b>				
10.	Cost of providing online training	Actual cost	Actual cost	
11.	Training provided by RO/DRO for Presiding Officers/Poll Clerks and Count Staff (per training session)	£100-£150	£102.50 - £153.75	Other Rates £102.50 - £153.75
12.	For each Presiding Officer and Poll Clerk attending training	£42.50 (max)	£43.56 (max)	Other Rates £43.56 (max)
13.	For each counter attending training	£42.50 (max)	£43.56 (max)	Other Rates £43.56 (max)
14.	For each count supervisor attending training	£42.50 (max)	£43.56 (max)	Other Rates £43.56 (max)
<b>Polling Station Staffing Costs</b>				
15.	Presiding Officer (single election)	£15.68-£19.60ph	£16.07 - £20.09ph	Pay Band C £16.07 - £20.09ph
16.	Presiding Officer (combined election or difficult station)	£15.68-£19.60ph	£16.07 - £20.09ph	Pay Band C £16.07 - £20.09ph
17.	Presiding Officer who acts as a supervisor at a polling place that has more than one polling station	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee
18.	Poll Clerk (single election)	£11.44-£15.12ph	£12.21 - £15.50ph	Pay Band A £12.21 - £15.50ph
19.	Poll Clerk (combined election or difficult station)	£11.44-£15.12ph	£12.21 - £15.50ph	Pay Band A £12.21 - £15.50ph
20.	Polling Station Inspector	£16.80-£29.12ph	£17.22 - £29.85	Pay Band D £17.22 - £29.85ph
<b>Verification and Count Staffing Costs</b>				
21.	Counting Assistant (Daytime)	£11.44-£15.12ph (4 hours min)	£12.21 - £15.50ph (4 hours min)	Pay Band A £12.21 - £15.50ph
22.	Counting Assistant (Overnight)	£17.18-£22.68ph	£20.92ph	Pay Band A (night rate is 1.5 the day rate)

		(The night rate is payable between 10pm-8am) (4 hours min)	(The night rate is payable between 10pm-8am) (4 hours min)	
23.	Count Team Leader (Daytime)	£13.44-£17.92ph (4 hours min)	£13.78 - £18.37ph (4 hours min)	Pay Band B £13.78 - £18.37ph
24.	Count Team Leader (Overnight)	£20.16-£26.88ph (The night rate is payable between 10pm-8am) (4 hours min)	£25.43ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band B (night rate is 1.5 the day rate)
25.	Count Supervisor (Daytime)	£15.68-£19.60ph (4 hours min)	£16.07 - £20.09ph (4 hours min)	Pay Band C £16.07 - £20.09ph
26.	Count Supervisor (Overnight)	£23.52-£29.40ph (The night rate is payable between 10pm-8am) (4 hours min)	£27.68ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band C (night rate is 1.5 the day rate)
27.	Count Manager (Daytime)	£16.80-£29.12ph (4 hours min)	£17.22 - £29.85ph (4 hours min)	Pay Band D £17.22 - £29.85ph
28.	Count Manger (Overnight)	£25.20-£43.68ph (The night rate is payable between 10pm-8am) (4 hours min)	£40.75ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band D (night rate is 1.5 the day rate)
30.	Refreshments for staff at the verification and count	Maximum £5.58 per head	Maximum £5.58 per head	

#### Postal Vote Opening Session Costs

31.	Postal Vote Opening and Checking Supervisor	£13.44-£17.92ph	£13.78 - £18.37ph	Pay Band B £13.78 - £18.37ph
32.	Postal Vote Opening and Checking Assistant	£11.44-£15.12ph	£12.21 - £15.50ph	Pay Band A £12.21 - £15.50ph
33.	Postal Vote Prep and Issue Supervisor	£13.44-£17.92ph	£13.78 - £18.37ph	Pay Band B £13.78 - £18.37ph
34.	Postal Vote Prep and Issue Assistant	£11.44-£15.12ph	£12.21 - £15.50ph	Pay Band A £12.21 - £15.50ph
35.	Postal Vote Opening Session Manager	£16.80-£29.12ph	£17.22 - £29.85ph	Pay Band D £17.22 - £29.85ph

#### Travelling Expenses

36.	Expenses to RO/DRO staff to plan for the poll or for the conduct of the election	45p per mile	45p per mile	
37.	Travel up to 10 miles	£15	£15	£4.50
38.	Travel between 10 – 20 miles	£10	£10	£9
39.	Travel of 20 miles or more	£10		£9 - £18
<b>Returning Officer Costs</b>				
40.	Contested single election – for management and conduct of the election	£35.89 (per 500)	£37.04 (per 500)	
41.	Contested joint election – for management and conduct of the election	£49.55 (per 500)	£51.14 (per 500)	
42.	For uncontested Borough/District election	£61.47 (per 500)	£63.44 (per 500)	
43.	Uncontested Parish election	£21.07 (per 500)	£21.74 (per 500)	
44.	Payment to Administrators (clerical) for supporting the RO			
44A	Contested election <b>without</b> Borough/District	£64.22 (per 500)	£66.28 (per 500)	
44B	Contested election <b>with</b> Borough/District	£32.12 (per 500)	£33.15 (per 500)	
44C	Any uncontested election Per uncontested area, ie ward	£17.71 (per 500)	£18.28 (per 500)	
<b>Other Costs</b>				
45.	Casual Admin Support	£11.44-£15.12ph	£12.21 - £15.50ph	Pay Band A £12.21 - £15.50ph
46.	Bookkeeping	Maximum £400	Maximum £410	Other Rates Maximum £410
47.	IT Support	£13.44-£17.92ph	£13.78 - £18.37ph	Pay Band B £13.78 - £18.37ph
48.	Stage and audio equipment at the count (per venue)	No formal limit but rate should be reasonable.	No formal limit but rate should be reasonable.	No formal limit but rate should be reasonable. Supported by evidence of multiple quotes or include the cost clearly itemised.