

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 1st April 2023

1. The scale of fees are normally uplifted annually, using the NJC pay award for local government and approved by the Kent Chief Executives Group, however the NJC award is yet to be agreed.
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. Kent Chief Executives agreed to a review of the Kent Scale of Fees and moving over to an hourly rate. This review will take place after the 4th May 2023 elections.

	Item	Current 2022/23 £	Proposed 2023/24 £
Stationery and Equipment			
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
Travelling expenses			
9.	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	50p per mile	50p per mile
10.	Presiding Officer travelling expenses	15.94	15.94
11.	Poll Clerk travelling expenses	9.26	9.26
12.	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	9.26	9.26
Polling Station Staff			
13.	One Presiding Officer at each Polling Station – single election	232.38	255.62
14.	For each PO at a Polling Station – combined election or difficult station due to	285.46	314.01

	local circumstances (at the discretion of the 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) 11.26	(additional) 12.39
16.	Supervising Officer (SO) - for every 10 polling station overseen	232.38	255.62
17.	For each Poll Clerk (PC) at a Polling Station - single election	145.16	152.42
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))	172.61	181.24
19.	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	199.21	199.21
20.	For each Presiding Officer and Poll Clerk attending training	51.58	51.58
21.	An allowance for each polling station to have available a mobile phone on polling day	5.58	5.58
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	81.28 (per 500)	81.28 (per 500)

	a contested election		
23.	For the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part	79.67	79.67
24.	For the recount of votes – for each 500 electors or part	4.68	4.68
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. without District/Borough) for each 500 electors (or part)	62.96 (per 500)	62.96 (per 500)
(b)	Contested joint election (i.e. with District/Borough) – for each 500 (or part)	31.49 (per 500)	31.49 (per 500)
26.	Contested single election – payment to DRO for the management and conduct of the election – for each 500 electors or part	35.19	35.19
27.	Contested joint election – payment to DRO for the management and conduct of the election – for each 500 electors or part	48.58	48.58
28.	For each Counter attending training	16.72	16.72
29.	For each Count	33.45	33.45

	Supervisor and Count General Assistant attending training		
30.	Reasonable refreshments for staff involved in the verification and count	Maximum £5.47 per head	Maximum £5.47 per head
31.	Payment to District/Borough Council for the use of Council staff at an uncontested election – for each 500 electors or part	17.36 (per 500)	17.36 (per 500)
32.	RO fee for the conduct of elections as follows:		
(a)	Uncontested District/Borough election – single fee	60.26	60.26
(b)	Uncontested Parish election – single fee	20.66	20.66
33.	For clerical and other assistance required by the Returning Officer at an uncontested election – for each 500 electors (or part)	22.11	22.11

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. **Items 10, 11 and 12** – variable mileage rates may be applied where fixed travel is considered appropriate.
4. **Item 24** – in special circumstances, the RO may recover actual costs
5. **Item 31** – the payment referred to applies (in the case of a parish election) to each ward of the parish.

