

Electoral Registration Officers and Staff (Kent AEROS) Scale of Fees Proposed Scale of Fees for 2026/2027

Proposed scale of fees for Borough, District, Parish Council elections and Neighbourhood Referendum held on or after 1st April 2026

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 MHCLG 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 2025/2026	Proposed Rate for 2026/2027	DLUHC Pay Scale Bands A,B,C,D & Other
Stationery and Equipment Costs			
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	0.20p-0.39p per poll card	0.21p-0.40p per poll card	Other Rates 0.21p-0.40p per poll card
9.	Elections Management Software	50% of annual licence fee (25% if combined)	50% of annual licence fee (25% if combined)	
Staff Training Costs				
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)	£102.50 - £153.75	£105.78 - £158.67	Other Rates £105.78 - £158.67
12.	For each Presiding Officer and Poll Clerk attending training	£43.56 (max)	£44.96 (max)	Other Rates £44.96 (max)
13.	For each counter attending training	£43.56 (max)	£44.96 (max)	Other Rates £44.96 (max)
14.	For each count supervisor attending training	£43.56 (max)	£44.96 (max)	Other Rates £44.96 (max)

Polling Station Staffing Costs				
15.	Presiding Officer (single election)	£16.07 - £20.09ph	£16.59 - £20.73ph	Pay Band C £16.59 - £20.73ph
16.	Presiding Officer (combined election or difficult station)	£16.07 - £20.09ph	£16.59 - £20.73ph	Pay Band C £16.59 - £20.73ph
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)	£12.21 - £15.50ph	£12.71 - £15.99ph	Pay Band A £12.71 - £15.99ph
19.	Poll Clerk (combined election or difficult station)	£12.21 - £15.50ph	£12.71 - £15.99ph	Pay Band A £12.71 - £15.99ph
20.	Polling Station Inspector	£17.22 - £29.85ph	£17.77 - £30.80ph	Pay Band D £17.77 - £30.80ph
Verification and Count Staffing Costs				
21.	Counting Assistant (Daytime)	£12.21 - £15.50ph (4 hours min)	£12.71 - £15.99ph (4 hours min)	Pay Band A £12.71 - £15.99ph
22.	Counting Assistant (Overnight)	£18.32 – £23.25ph (The night rate is payable between 10pm-8am) (4 hours min)	£19.07 - £23.99ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band A (night rate is 1.5 the day rate)
23.	Count Team Leader (Daytime)	£13.78 - £18.37ph (4 hours min)	£14.22 - £18.96 (4 hours min)	Pay Band B £14.22 - £18.96
24.	Count Team Leader (Overnight)	£20.67-£27.56ph (The night rate is payable between	£21.33-£28.44ph (The night rate is payable between	Pay Band B (night rate is 1.5 the day rate)

		10pm-8am) (4 hours min)	10pm-8am) (4 hours min)	
25.	Count Supervisor (Daytime)	£16.07 - £20.09ph (4 hours min)	£16.59-£20.73 (4 hours min)	Pay Band C £16.59-£20.73
26.	Count Supervisor (Overnight)	£24.11.-£30.14ph (The night rate is payable between 10pm-8am) (4 hours min)	£24.89-£31.10ph (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)	£17.22 - £29.85ph (4 hours min)	£17.77-£30.80ph (4 hours min)	Pay Band D £17.77-£30.80ph
28.	Count Manger (Overnight)	£25.83-£44.78ph (The night rate is payable between 10pm-8am) (4 hours min)	£26.66-£46.20ph (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	£13.78 - £18.37ph	£14.22 - £18.96ph	Pay Band B £14.22 - £18.96ph
32.	Postal Vote Opening and Checking Assistant	£12.21 - £15.50ph	£12.71 - £15.99ph	Pay Band A £12.71 - £15.99ph
33.	Postal Vote Prep and Issue Supervisor	£13.78 - £18.37ph	£14.22 - £18.96ph	Pay Band B £14.22 - £18.96ph
34.	Postal Vote Prep and Issue Assistant	£12.21 - £15.50ph	£12.71 - £15.99ph	Pay Band A £12.71 - £15.99ph
35.	Postal Vote Opening Session Manager	£17.22 - £29.85ph	£17.77 - £30.80ph	Pay Band D £17.77 - £30.80ph
Travelling Expenses				
36.	Expenses to RO/DRO staff to plan for the poll	45p per mile	45p per mile	

	or for the conduct of the election			
37.	Travel up to 10 miles	£15		£4.50
38.	Travel between 10 – 20 miles	£10		£9
39.	Travel of 20 miles or more	£10		£9 - £18
Returning Officer Costs				
40.	Contested single election – for management and conduct of the election	£37.04 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
41.	Contested joint election – for management and conduct of the election	£51.14 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
42.	For uncontested Borough/District election	£63.44 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
43.	Uncontested Parish election	£21.74 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
44.	Payment to Administrators (clerical) for supporting the RO			
44A	Contested election without Borough/District	£66.28 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
44B	Contested election with Borough/District	£33.15 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
44C	Any uncontested election Per uncontested area, i.e. ward	£18.28 (per 500)		The NJC pay award for 2026/27 is currently under negotiation
Other Costs				
45.	Casual Admin Support	£12.21 - £15.50ph	£12.71 - £15.99ph	Pay Band A £12.71 - £15.99ph
46.	Bookkeeping	Maximum £410	Maximum £423	Other Rates Maximum £423

47.	IT Support	£13.78 - £18.37ph	£14.22 - £18.96ph	Pay Band B £14.22 - £18.96ph
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.