

West Northamptonshire Council
ELECTION OF WARD, PARISH AND TOWN COUNCILLORS AND NEIGHBOURHOOD
REFERENDUMS

Scale of expenditure fixed under Section 36(4) and (5) of the Representation of the People Act 1983

Effective from 1 December 2023

PART 1			
Returning Officer's Fees			
<p>The fees to be paid to the Returning Officer for conducting an election; giving the prescribed notices; preparing, supplying and distributing nomination papers and forms of consent; preparing for signature, verifying and adjudicating upon nomination papers; appointing deputy returning officers, including the deputy returning officers fee; issuing poll cards; issuing and receiving postal ballot papers; arranging for and conducting the poll; counting the votes; declaring the result and making a return of the same; generally performing all the duties which a returning officer is required to perform and for covering all disbursements and expenses other than those for which provision is made in Part 2, but excluding both the employees' and employer's share of superannuation and national insurance contributions where payable, shall be as follows.-</p>			
1	In a contested election		
Where the election is for unitary councillors			
(a)	For each ward	£561	
Where the election is for parish/town councillors or a Referendum to adopt a Neighbourhood Plan			
(b)	i For every 500 electors (or part thereof) in each parish, parish ward or town boundary (single election)	£66	
	ii For every 500 electors (or part thereof) in each parish, parish ward or town boundary (combined election)	£20.50	
2	In an uncontested election		
For unitary councillors			
(a)	For each ward	£153	
For parish/town councillors			
(b)	For each parish or town council	£25.50	£15 additional fee for each parish ward

**PART 2
Disbursements**

POLLING STATION COSTS

Staffing

(a)	Presiding Officer's fee	£272	
(b)	Poll Clerk's fee	£200	Includes mileage Part time hours at a proportionate rate as determined by the RO
(c)	Polling Station Inspector's fee	£300	
(d)	Mileage rate for Returning Officer, Deputy Returning Officers and Polling Station Staff (based on HMRC mileage rate)	45p per mile	To include travel to and from; face-to-face training sessions ballot box collection point polling station verification
(e)	Training Fee to train Polling Station Staff	£51	
(f)	Training Fee for Poll Clerk	£30	
(g)	Training Fee for Presiding Officers	£40	
(h)	Ballot Box/Equipment Issuing Assistants	£13	Per hour.
(g)	Collection and preparation of equipment	£15	Per hour

PREMISES, PRINTING AND EQUIPMENT RELATED COSTS

	The rental or statutory charges* in respect of providing permanent polling stations	Actual & necessary costs	
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F8	The rental and other costs in respect of providing temporary polling stations	Actual & necessary costs	
	Heating and lighting (per polling station)	Actual & necessary costs	
	Conveyance of ballot boxes and voting screens	Actual & necessary costs	
	The preparation of a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station)	Actual & necessary costs	In the case of a school maintained by a local authority, which may be used free of hire charge, the caretaker's fee is to be paid in accordance with the allowances in force in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service; or any local agreement. in any other building.
	Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations or places of count	Actual & necessary costs	
F9	Preparation and transport costs for polling station equipment	Actual & necessary costs	
F10	The provision of equipment for polling stations	Actual & necessary costs	
F11	The printing of all ballot papers, electoral registers, corresponding number lists, absent voting lists and notices (Annex E)	Actual & necessary costs	

General Clerical & Other Costs

STAFFING

(a)	Casual admin support	£17 per hour (Night sessions – between 10pm – 8am) £14.00 per hour (Daytime sessions)
(b)	Staff Payments/ Payroll	£20 per hour (Night sessions – between 10pm – 8am) £16.50 per hour (Daytime sessions)

(c)	Poll Card, Running Data, Checking and Proofing	£20 per hour (Night sessions – between 9:30pm – 8am) £16.50 per hour (Daytime sessions)
(d)	Media handling/comms	Communications Manager rate: £18.00 day, £22.00 between 9.30pm and 8am Communications Assistant rate: £16.50 day and £20 between 9.30pm and 8am
(e)	Command and Control Room Manager	£25 per hour day rate
(f)	Command and Control Room Supervisor	£18 per hour day rate.

POSTAL VOTE OPENING COSTS

STAFFING

(a)	Postal Vote Manager	£30 per hour (Night sessions – between 10pm – 8am) £25.00 per hour (Daytime sessions)
(b)	Postal Vote Supervisor	£20.00 per hour (Night sessions – between 10pm – 8am) £16.50 per hour (Daytime sessions)
(c)	Postal Vote Assistant	£17 per hour (Night sessions – between 10pm – 8am) £14 per hour (Daytime sessions)
(d)	Postal Vote Scanner	£22.00 per hour (Night sessions – between 10pm – 8am) £18.00 per hour (Daytime sessions)
(e)	Postal Vote Preparation and Issuing Assistant	£13 per hour
(f)	Postal Vote – IT support	£18 per hour (Night sessions – between 10pm – 8am) £15 per hour (daytime session)
(g)	Postal Vote – Security	£12 day £15 night (between 10pm and 8am)
(h)	Postal Vote Checking Supervisors	£16.50 per hour (£150)

PREMISES, PRINTING AND POSTAGE RELATED COSTS

G4	Printing and stationery costs for postal voting	Actual & necessary costs
G5	Postal voting postal costs - outward	Actual & necessary costs
G6	Postal vote postage costs – inward	Actual & necessary costs
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs
G8	Equipment costs for postal voting	Actual & necessary costs
G9	Cost of postal vote ‘sweeps’	Actual & necessary costs

POSTAL VOTING COSTS

STAFF COSTS

G1	Preparation and issue costs if done by printer/mailing house	£150 per visit to mailing house. (£16.50 per hour)
G3	Training	Incorporated into the above

PREMISES, PRINTING AND POSTAGE COSTS

G4	Printing and stationery costs for postal voting	Actual & necessary costs
G5	Postal voting postal costs - outward	Actual & necessary costs
G6	Postal vote postage costs – inward	Actual & necessary costs
G7	Accommodation costs for postal voting (if any)	Actual & necessary costs
G8	Equipment costs for postal voting	Actual & necessary costs
G9	Cost of postal vote ‘sweeps’	Actual & necessary costs

VERIFICATION AND COUNT COSTS

STAFFING COSTS

(a)	Verification/Count Manager	<p>£30 per hour for night count (Night sessions – between 9.30pm – 8am) weekends/bank holiday</p> <p>£25.00 per hour for daytime</p> <p>No mileage payable</p>
(b)	Control Table Staff	<p>£20.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£16.50 an hour for daytime</p>
(c)	Verification/Count Supervisor	<p>£22.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£18.00 an hour for daytime</p>
(d)	Count and Verification Team Leader	<p>£20.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£16.50 an hour for daytime</p>
(e)	Verification/Count Assistant	<p>£17.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£14.00 an hour for daytime</p> <p>No mileage payable</p>
(f)	Constituency Area Manager	<p>£30.00 for night count (end of poll onwards), weekends/bank holiday</p> <p>£25.00 per hour for daytime</p>
(g)	Media Team	<p>Communications Manager rate. £18.00 day, £22.00 between 9.30pm and 8am</p> <p>Communications Assistant rate. £16.50 day and £20 between 9.30pm and 8am</p>
(h)	Car Parking & Buildings (incl. security)	<p>£18.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15.50 per hour for daytime</p>
(i)	IT Support	<p>£18.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15.00 per hour for daytime</p>
(j)	Front of House Assistants	<p>£18.00 per hour for night count (end of poll onwards), weekends/bank holiday</p> <p>£15.00 per hour for daytime</p>

(k)	Count setup/take down assistant	£20.00 per hour for night count (end of poll onwards), weekends/bank holiday £16.50 per hour for daytime
(l)	Count setup/take down Supervisor	£17.00 per hour for night count (end of poll onwards), weekends/bank holiday £14.00 per hour for daytime
(m)	Training Fee to train Count Supervisors (when undertaken prior to Count)	£51
(n)	Training Fee for Count Supervisors (when undertaken prior to Count)	£31
(o)	Reception Staff	£17.00 per hour for night count (end of poll onwards), weekends/bank holiday £14.00 per hour for daytime
(p)	Ballot box Receipt assistant	£14.00 day per hour £17.00 night per hour (between 10pm and 8am)
(q)	Ballot Box Receipt Supervisor	£16.50 day per hour £20 night per hour (between 10pm and 8am)
(r)	Count Security	£12.00 day per hour £15 night per hour (between 10pm and 8am)
(s)	Unused ballot papers checking and verification	£15.00 day per hour £18.00 night per hour (between 9.30pm and 8am)
COUNT ACCOMMODATION, EQUIPMENT, CONVEYANCE AND SECURITY COSTS		
	Transfer of ballot boxes from verification to count venue	Actual & necessary costs
15	Hire and associated verification/count premises costs	Actual & necessary costs
16	Equipment and stationery costs for the count (including count refreshments, if any)	Actual & necessary costs
17	Conveyance of count equipment etc	Actual & necessary costs
18	Security costs for the count	If employed by the Returning Officer, rates payable to other count staff apply. If provided externally – actual and necessary costs.

OTHER COSTS

J3	Training courses	Actual & necessary costs
J4	Costs of materials and services	Actual & necessary costs
J6	RO's Superannuation costs	Calculated by payroll
N/a	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006	Actual & necessary costs
N/a	Any other costs not allocated elsewhere	Actual & necessary costs

POLL CARD COSTS

H2	Equipment costs for poll cards	Actual & necessary costs
H3	Printing and stationery costs for poll cards	Actual & necessary costs
H4	Postage or delivery costs for poll cards	2 nd class post or a staff delivery fee not exceeding 90% of 2 nd class post