

Proposed Scale of Election Fees - DHLUC Scale of Fees Appendix C

DLUHC Job Description	DLUHC 23/24 Fee	New DLUHC Pay Band
Polling Station Costs		
Polling Station - Ballot Box/Equipment Issuing Assistants	£10.42 - £14.18	A
Polling Station - Ballot Box/Equipment Issuing Supervisors	£12.60 - £16.80	B
Polling Station Inspector	£15.75 - £27.30	D
Presiding Officer*	£14.70 - £18.38	C
Poll Clerks	£10.42 - £14.18	A
Collection and prep of equipment	£12.60 - £16.80	B
Postal Vote Costs		
Postal Vote - Prep and Issue Assistant	£10.42 - £14.18	A
Postal Vote - Opening and Checking Assistant	£10.42 - £14.18	A
Postal Vote Security*	£10.42 - £14.18	A
Postal Vote - Prep and Issue Supervisor	£12.60 - £16.80	B

Postal Vote - Opening and Checking Supervisor	£12.60 - £16.80	B
Postal Vote Opening Supervisor at the Count	£12.60 - £16.80	B
Postal Vote - IT Support (Signature Verification)	£12.60 - £16.80	B
Postal Vote - Signature Adjudicators	£14.70 - £18.38	C
Postal Vote - Opening Session Manager	£15.75 - £27.30	D
Verification & Count Costs		
Ballot box receipt assistant	£10.42 - £14.18	A
Ballot box receipt supervisor	£12.60 - £16.80	B
Reception staff	£10.42 - £14.18	A
Count setup/take down supervisor	£12.60 - £16.80	B

Count setup/take down assistant	£10.42 - £14.18	A
Count and Verification Assistants	£10.42 - £14.18	A
Count and Verification Team Leader	£12.60 - £16.80	B
Count and Verification Supervisor	£14.70 - £18.38	C
Count Security*	£10.42 - £14.18	A
Count Staff - IT support	£12.60 - £16.80	B
Count Manager*	£15.75 - £27.30	D
Unused ballot papers checking and verification	£12.60 - £16.80	B
Collection and prep of equipment	£12.60 - £16.80	B
Top Table Assistant/data officer	£14.70 - £18.38	C
General Clerical & Other Costs		
Casual admin support	£10.42 - £14.18	A
Poll card (hand) delivery	£0.15-£0.34	Other
Travel up to 20 miles (Public Transport)*	£10	
Travel more than 20 miles (Public Transport)*		
Mileage rate	£20	
Flat Rate mileage Presiding Officer	£0.45	
Flat Rate mileage Poll Clerk		
Training per member of staff (up to a maximum)	£40	
Training Prep & Delivery (per session)		
Bookkeeping (capped at a maximum)		
Stage and audio equipment at the count (per venue)	£100-150 £400 N/A**	
Returning Officer		RO

Core Election Team Staff		
Checking of postal vote papers		
Poll Card - Prep and Issue Assistant	£10.42 - £14.18	A
Poll Card - Printing	£10.42 - £14.18	A
Letters Printing	£10.42 - £14.18	A
Poll Card - Prep and Issue Supervisor	£12.60 - £16.80	B
Poll Card - Running Data, Checking and Proofing	£14.70 - £18.38	C
Staff payments/pay roll	£14.70 - £18.38	C
Media handling/comms	£14.70 - £18.38	C

The following roles require ECU Agreement

Count Managers x maximum of 4 - as per role in fees table above
 Constituency Area Managers x 4 - equivalent to Band D £25.00/h day rate
 Command and Control Room Manager x 1 - equivalent to Band D £25/h day rate
 Command and Control Room Supervisors x 2 - equivalent to Band C £18.00/h day rate
 Command and Control Room Assistants x 12 - equivalent to Band B £15/h day rate
 Flat rate mileage payments for Presiding Officer - £16.00 for attending briefing and collecting ballot box, attending polling station and dropping off ballot box & stationery after close of poll
 Flat rate mileage payments for Poll Clerk - £9.00 for attending polling station
 Postal vote manager's assistant - x 2 - equivalent to Band C £16.50/h day rate
 Checking of postal vote papers at the printers (£16.50/h (£150.00)
 Core Election Team - paid at LA substantive role contractual rate