

**LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES
AND EXPENSES PAYABLE TO RETURNING OFFICERS AT MAYORAL
REFERENDUM & ELECTIONS – 01.04.12 TO 31.03.13**

DESCRIPTION OF DUTIES	GROSS
<p>Local Counting Officer & Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election</p> <p>Per 10,000 Local Government Electors or part thereof</p>	£390.47
<p>Combined Election</p> <p>If the Referendum or Mayoral Election is combined with another Election an additional amount be added:</p> <p>Per 10,000 Local Government Electors or part thereof</p>	£58.57
<p>Deputy Returning Officer's fee for DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	Discretionary, but recommended equivalent to 50% of the RO fee
<p>All equipment to be purchased, hired, altered or repaired</p>	Actual and necessary cost
<p>Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof</p>	Actual and necessary cost
<p>Stationery at Polling Stations</p>	Actual and necessary cost
<p>Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll</p>	Actual and necessary cost
<p>Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks</p>	Casual Users' rate as laid down by the N.J.C. or local agreement
<p>Conveyance of Ballot Boxes</p>	Actual and necessary cost
<p>Each Presiding Officer 7.00 am to 10.00 pm Poll</p>	£195.00
<p>Each Poll Clerk 7.00 am to 10.00pm Poll</p>	£115.00
<p>Each part-time Poll Clerk where acting for 4 hours</p>	£35.48
<p>Remuneration of persons employed at the Counting of Votes at the Referendum:</p> <p>For each 1000 local government electors or part thereof on the Register of Electors used at the election</p>	£50.41
<p>Remuneration of persons employed at the Counting of Votes at the Mayoral Election:</p> <p>1st Stage Count - For each 1000 local government electors or part thereof on the Register of Electors used at the election</p>	£50.41
<p>If a 2nd Stage is required, an additional amount is paid, for each 1000 local government electors or part thereof on the Register of Electors used at the election</p>	£25.19

Where the number of candidates exceeds three, for every three candidates or part thereof	£73.40
For the production and printing of postal ballot packs	Actual and necessary cost
Remuneration of persons employed for the purpose of in house despatch of postal ballot papers: For each 1000 persons entitled to vote by post	£252.58
For every additional 100 persons or part thereof	£17.17
Alternative to above formula: 1) Postal Vote Supervisor Fee – per hour – standard rate 2) Postal Vote Assistant Fee – per hour – standard rate	£10.00 £7.50
Remuneration of persons employed for the purpose of in house receipt of postal ballot papers: For each 1000 persons entitled to vote by post	£505.16
For every additional 100 persons or part thereof	£34.35
Alternative to above formula: 1) Postal Vote Supervisor Fee – per hour – standard rate 2) Postal Vote Assistant Fee – per hour – standard rate	£12.50 £10.00
Alternative formula for Postal Votes Remuneration of persons employed for the purpose of in house despatch and receipt of postal ballot papers: For each 1000 persons entitled to vote by post	£757.74
For every 100 additional persons or part thereof	£51.52
Clerical assistance For determination of the Referendum Petition and for support at the Referendum and Mayoral Election.	Actual and necessary cost
For the employment of persons in connection with the preparation, completion and issue of Official Poll Cards , for every 100 cards or fraction thereof issued	£10.37
For the attendance at training of persons employed at the election – per category of job, subject to local circumstances and annual review	£30.00
For printing and providing Official Poll Cards	Actual and necessary cost
For general stationery, postages and miscellaneous expenses	Actual and necessary cost
Returning Officer's Fee for checking a petition which is subsequently found to be invalid	£278.90