

LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 1.04.12 TO 31.03.13
(PARISH COUNCIL ELECTIONS)

DESCRIPTION OF DUTIES	GROSS
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the election is for Parish Councillors only:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward 	<p>£132.98</p> <p>£92.93</p> <p>£65.94</p> <p>£22.09</p>
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of a contested election for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where the elections are for District Councillors and Parish Councillors on the same day:</p> <ol style="list-style-type: none"> 1) For one Parish 2) For each additional Parish up to 10 3) For each additional Parish over 10 4) Additional payment where a Parish is divided into Wards, for each Ward 	<p>£105.99</p> <p>£88.85</p> <p>£53.55</p> <p>£13.16</p>
<p>Returning Officer's fee (including all disbursements and expenses not otherwise provided for in this scale) in the case of an election which is uncontested:</p> <ol style="list-style-type: none"> 1) Each Parish or Ward of a Parish separately returning a Councillor or Councillors 2) Additional payment where a Parish is divided into Wards, for each ward 	<p>£25.19</p> <p>£13.16</p>
<p>Deputy Returning Officers' 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>	<p>Discretionary, but recommended equivalent to 50% of the RO fee</p>
<p>All equipment to be purchased, hired, altered or repaired</p>	<p>Actual and necessary cost</p>
<p>Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof</p>	<p>Actual and necessary cost</p>
<p>Stationery at Polling Stations</p>	<p>Actual and necessary cost</p>
<p>Printing and providing nomination forms, notices, ballot papers and</p>	<p>Actual and</p>

other forms and documents required in and about the election or poll	necessary cost
Returning Officers' travelling expenses and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement
Conveyance of Ballot Boxes	Actual and necessary cost
Each Presiding Officer 7.00 am to 10.00 pm Poll	£195.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00
Each part-time Poll Clerk where acting for 4 hours	£35.48
Remuneration of persons employed at the Counting of Votes at the Election:	
1) For each 500 local government electors or part thereof on the Register of Electors used at the election	£32.42
2) Where the number of candidates exceeds three, for every three candidates or part thereof	£32.42
3) Allowance for a recount per parish (single member)	£53.70
4) Allowance for a recount per parish (multiple members)	£107.41
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:	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£12.63
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£1.72
Alternative to above formula – for consideration:	
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:	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£25.27
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£3.44
Alternative to above formula – for consideration:	
1) Postal Vote Supervisor Fee – per hour – standard rate	
2) Postal Vote Assistant Fee – per hour – standard rate	£12.50 £7.50

Alternative formula for Postal Votes	
Remuneration of persons employed for the purpose of in house despatch and receipt of postal ballot papers	
1) Where the number of persons entitled to vote by post does not exceed 50 persons	£37.89
2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£5.15
Clerical assistance	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 conditions 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