

North 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 2nd October 2023

Part 1 - Returning Officer's Fees

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 officer's 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 employees' and employer's share of superannuation and national insurance contributions where payable, shall be as follows:-

1	In a contested election		
Where the election is for unitary councillors			
(a)	For each ward	£550	
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)	£65	
	(ii) For every 500 electors (or part thereof) in each parish, parish ward or town boundary (combined election)	£20	
2	In an uncontested election		
For unitary councillors			
(a)	For each ward	£150	
For parish/town councillors			
(b)	For each parish or town council	£25	£15 additional fee for each parish ward

PART 2
Disbursements

POLLING STATION COSTS

Staffing (F1 to F6)

(a)	Polling Station – Ballot Box/Equipment Issuing Assistants	£13/h	Where undertaken by core election team £20 overtime fee where task is undertaken outside of normal working hours
(b)	Polling Station – Ballot Box/Equipment Issuing Supervisors	£16/h	Where undertaken by core election team £20 overtime fee where task is undertaken outside of normal working hours
(c)	Polling Station Inspector	£300 (£18.75/h)	
(d)	Presiding Officer	£272 (£17/h)	Additional £25 for each combined election up to a maximum of 3
(e)	Poll Clerk	£200 (£12.50/h)	Additional £15 for each combined election up to a maximum of 3 Part time hours at a proportionate rate as determined by the RO
(f)	Delivery/Collection and Preparation of Equipment	£15/h	
(g)	(i) Mileage rate for Returning Officer, Deputy Returning Officers and Polling Station Inspectors (iii) Mileage for Polling Station Staff Presiding Officer Poll Clerk	45p per mile Flat fee £16.00 £9.00	To include travel to and from: face to face training sessions, ballot box collection point, polling station, ballot box drop off point (where applicable), verification and count centre
(h)	Training fee for training Polling Station Staff	£50	
(i)	Training fee for Polling Station Staff receiving training	£30	Includes remote training and in person briefing

Premises, printing and equipment related costs (F7 to F11)

F7 & F8	Polling station accommodation costs	Actual & necessary costs	Includes rent and other costs of providing temporary polling stations
	Heating and lighting (per polling station)	Actual & necessary costs	
F9	Preparation and Transport costs for polling station equipment	Actual & necessary costs	

F10	Equipment costs for polling stations	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
	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	
F11	Costs of printing ballot papers, electoral registers, corresponding number lists, absent voting lists, and notices (Annexe E)	Actual & necessary costs	

POSTAL VOTE COSTS			
Staffing (G1 & G2)			
(a)	Postal vote – Preparation and Issue Assistant	£15/h	
(b)	Postal Vote – Preparation and Issue Supervisor	£20/h	
(c)	Postal vote – Opening and Checking Assistant	£15/h day rate £18/h night rate (between 10pm and 8am)	
(d)	Postal Vote – Opening and Checking Supervisor	£20/h day rate £23/h night rate (between 10pm and 8am)	
(e)	Postal Vote Security	£12/h day rate £16/h night rate (between 10pm and 8am)	
(f)	Postal Vote Opening Supervisor at the Count	£20/h day rate £23/h night rate (between 10pm and 8am)	
(g)	Postal Vote – IT Support (Signature Verification)	£15/h day rate £18/h night (between 10pm and 8am)	
(h)	(i) Postal Vote – Signature Adjudicators (Scanning Supervisor)	£20/h day rate £23/h night rate (between 10pm and 8am)	
	(ii) Postal Vote – Signature Adjudicators (Scanning Assistant)	£17.50/h day rate £21/h night rate between 10pm and 8am)	
(i)	Postal Vote – Opening Session Manager	£22.50/h day rate £25.50/h night rate (between 10pm and 8am)	
(J)	Postal Vote – Opening Session Manager’s Assistant	£17.50/h day rate £21/h night rate (between 10pm and 8am)	
(j)	Training fee to train Postal Vote Staff	£50	
(k)	Training fee for Postal Vote Staff undertaking issuing or opening postal votes	£30	
(l)	Checking of postal vote ballot packs	£150 plus travel fees	Actual & necessary costs for travel

Premises, printing and equipment related costs (G4 to G8)			
G4	Printing and stationery for postal voting	Actual & necessary costs	
G5	Postal voting postage costs	Actual & necessary costs	
G6	Postal voting 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	
VERIFICATION AND COUNT COSTS			
Staffing (I1 to I4)			
(a)	Ballot Box Receipt Assistant	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(b)	Ballot Box Receipt Supervisor	£20/h day rate £23/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(c)	Reception Staff	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(d)	Count Setup/Take down Assistant	£15/h day rate £18/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour

(e)	Count Setup/Take down Supervisor	£20/h day rate £23/h night (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(f)	Count and Verification Assistants (including runners)	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(g)	Count and Verification Team Leader	£20/h day rate £23/h night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes 1 hour or less Minimum night count payment of £32 where count takes 1 hour or less
(h)	Count and Verification Supervisor	£22.50/h day rate £25.50/h night rate (between 9.30pm and 8am)	Minimum daytime payment of £28 where count takes 1 hour or less Minimum night count payment of £34 where count takes 1 hour or less
(i)	Count Staff – IT support	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(j)	Count Manager	£32.50/h day rate £35.50 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £40 where count takes less than 1 hour Minimum night count payment of £44 where count takes less than 1 hour
(k)	Unused ballot paper checking and verification	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour

(l)	Collection and preparation of equipment	£15/h day rate £18/h night (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
(m)	Top Table Assistant/Data Officer	£22.50/h day rate £25.50/h night rate (between 9.30pm and 8am)	Minimum daytime payment of £28 where count takes 1 hour or less Minimum night count payment of £34 where count takes 1 hour or less
(n)	Training fee to train Count Supervisors (when undertaken prior to count)	£50	
(o)	Training fee for Count Supervisors (when undertaken prior to count)	£30	

Count Accommodation, equipment, conveyance and security costs (I5 to I8)

I5	Count accommodation costs	Actual & necessary costs	
I6	Equipment costs for the count	Actual & necessary costs	
I7	Transport costs for the count	Actual & necessary costs	
I8	Security costs for the count	£12/h day rate £16/h night (between 9.30pm and 8am)	Reasonable actual & necessary costs where an external provider is used

OTHER COSTS (J1 to J7 excluding J6)

J1 & J2	Payments to staff that cannot be included elsewhere <ul style="list-style-type: none"> - Casual admin support - Media Handling/Comms Communications Assistant 	£14 day rate £17 night rate (between 10pm and 8am) £15 day rate £18 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £20 where count takes less than 1 hour Minimum night count payment of £24 where count takes less than 1 hour
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	Communications Manager	£20 day rate £23 night rate (between 9.30pm and 8am)	Minimum daytime count payment of £25 where count takes less than 1 hour Minimum night count payment of £32 where count takes less than 1 hour
J3	Costs of providing training (where an external supplier is used)	Actual & necessary costs	
J4	Costs of materials and services	Actual & necessary costs	
J5	Nomination costs (eg support, hire of premises etc)	Actual & necessary costs	
J7	Legal Advice	Actual & necessary costs	
J8	RO's superannuation costs	Calculated by payroll	
N	Encouragement of electoral participation in accordance with the Electoral Administration Act 2006	Actual & necessary costs	
	Any other costs not allocated elsewhere	Actual & necessary costs	

POLL CARD COSTS (H1 to H4)			
H1	Staff costs for preparation of poll cards	Actual & necessary 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