

## Appendix B

### Pay Bands 2025/26 (with effect from April 2025)

Pay Band A		
Roles		
Casual admin support	£12.21 - £15.50	
Polling station - ballot box/equipment issuing assistants		
Postal vote - prep and issue assistant		
Postal vote - opening and checking assistant		
Ballot box receipt assistant		
Poll card - prep and issue assistant		
Poll clerks		
Count setup/take down assistant		
Count and verification assistants		
Count security		
Postal vote security		
Reception staff		
Poll card – printing		
Printing coordinator (e.g. printing of letters)		

Pay Band B		
Roles		
Polling station - ballot box/equipment issuing supervisors	£13.78 - £18.37	
Postal vote - prep and issue supervisor		
Postal vote - opening and checking supervisor		
Ballot box receipt supervisor		
Poll card - prep and issue supervisor		
Count staff - IT support		
Postal vote - IT support (signature verification)		
Count setup/take down supervisor		
Count and verification team leader		
Unused ballot papers checking and verification		
Collection and prep of equipment		

Pay Band C		
Roles		
Presiding officer	£16.07 - £20.09	
Count and verification supervisor		
Staff payments/payroll		
Poll card, postal votes and ballot papers - running data, checking and proofing		
Postal vote - signature adjudicators		
Top table assistant/data officer		
Media handling/comms		

Pay Band D		
Roles		
Count manager	£17.22 - £29.85	
Polling station inspector		
Postal vote – opening session manager		

Other Rates		
Type		
Poll card (hand) delivery (per poll card)	£0.20 - £0.39	
Postal Vote (hand delivery)	up to £0.68	
Travel up to 10 miles	£4.50	
Travel between 10-20miles	£9	
Travel of 20 miles or more	£9 - £18	
Private mileage rate	£0.45	
Public mileage rate	£0.25	
Training per member of staff (up to a maximum) **	£43.56	
Training Prep & Delivery (per session)	£102.50 - £153.75	
Bookkeeping capped at a maximum (prior approval required)	£410	

\*\* Note that ROs can choose to pay at any fixed rate up to this maximum amount. The rate, however, will need to reflect the duration and complexity of the training.