



COUNTY COUNCIL ELECTIONS 2025 - SCALE OF COSTS

[As before, fees for Presiding Officers, Poll Clerks & Deputy Returning Officers may be increased (by an amount determined at that time) in light of there being a combined election and similarly the cost of hiring accommodation for polling stations would be shared]

12.07% of each fee represents holiday pay (*holiday pay is a legal requirement and must be shown separately on payslips and included in paperwork sent ahead of the election*)

	<p>Increases over last 4 years have been 18% (21/22 - 1.75%, 22/23 - £1925 (SCP 25 is 6.4%), 23/24 £1925 (SCP 25 is 6% - and 24/25 (assume £1290 so at SCP 25 is 3.8%).</p> <p>For CRO and DRO 9.3% (21/22 - 1.5%, 22/23 - £1925 (i.e. 1.8% - based on salary of CRO at that time), 23/24 – 3.5% and 24/25 - 2.5%)</p>	<p><i>*Note – some fees have needed to be increased over this to support staff recruitment, ensure in line with the General Election payments and compliance with DLUCH guidance rates.</i></p>
1	<p>County Returning Officer</p> <p>For professional, clerical and other assistance arranged by them in and about the conduct of the election for <u>all</u> electoral divisions in the County of Devon) a fee shall be payable equivalent to the maximum fee for a Deputy Returning Officer and the fee for any Deputy County Returning Officer be set at 50% of the maximum fee for a Deputy Returning Officer.</p>	<p>The fee should be £6104, assuming each division contested (based on Teignbridge with 10 (7 x £363 (each contested division exceeding three) = £2541 plus the fee payable to DRO of £3563)</p>
2	<p>Deputy Returning Officer</p> <p>For personal remuneration of the Deputy Returning Officer in the conduct of the election for all the County Electoral Divisions within the area of their District Council subject to the fee payable to a DRO who is responsible for more than three electoral divisions being increased by £363 for each contested division exceeding three.</p> <p>For each additional Deputy Returning Officer appointed to supervise the separate counting of the votes in an electoral division.</p> <p>For the issue and receipt of ballot papers by post, per 100 or part thereof issued (rounded up from 19 to 20)</p>	<p>£3563</p> <p><i>Scale Fee for Presiding Officer (see below)</i></p> <p>£20</p>
3	<p>Polling Station Staff</p>	

	<p>For each Presiding Officer <i>(if a combined poll, polling station staff fees uplifted by 20%. Presiding Officer - £333 uplifted to £400)</i></p> <p>For each Poll Clerk <i>(if a combined poll, polling station staff fees uplifted by 20%.....Poll Clerk uplifted to £276)</i></p> <p>Allowance for each night necessarily away from home</p> <p>Training Fees (Polling Station Inspectors, Presiding Officers and Poll Clerks)</p> <p>For Polling Station Inspectors (for 1-15 polling stations)</p> <p>Retainer Staff (PO and PC must have done training)</p>	<p>£333 <i>Based on 18 hours @ £18.50 (17 hours polling and 1 hour box collection)</i></p> <p>£216 <i>Based on 16 hours @ £13.50</i></p> <p>Actual and necessary cost</p> <p>£42.50 <i>Based on DLUCH guidance</i></p> <p>£414 <i>Based on 18 hours @ £23.00</i></p> <p>£55</p>
4	<p>Postal Votes</p> <p>For validation, opening and supervision of postal votes.</p>	<p>Actual and necessary costs <i>(but fees paid to staff must be in line with DLUCH rates and bands)</i></p>
5	<p>Verification/ Counting the Votes</p> <p>Verification / Counting Assistants <i>(Overnight)</i></p> <p>Verification / Counting Assistants <i>(where the count takes place on the day following the election)</i></p> <p>Additional fees paid to staff (support, supervisors etc) as required by should be in line with the rates/bands as recommended by DLUHC guidance..</p>	<p>£100 <i>based on *4 hours paid at £15 per hour x 1.5 to allow for working after 10pm plus £10 training</i></p> <p>£70 <i>based on *4 hours paid at £15 per hour plus £10 training</i></p> <p><i>* if over 4 hours pay hourly rate accordingly</i></p> <p>Actual and necessary cost (but aligned to DLUCH)</p>
6	<p>Travelling Expenses</p> <p>Travelling expenses of eligible staff, as determined locally.</p> <p>Including conveyance of ballot boxes from polling stations to count.</p>	<p>As determined locally, actual and necessary cost or, the Commercial Rate laid down by HMRC (currently 45p per mile) <i>(separate guidance issued regarding taxation thereof)</i></p>

7	Polling Stations For hiring suitable accommodation for use as polling stations. For cleaning, lighting and heating of polling stations	 Actual and necessary cost Actual and necessary cost
8	Count Venues For hiring suitable accommodation for use as venues for count(s) For cleaning, lighting and heating of venues for the count(s)	 Actual and necessary cost Actual and necessary cost
9	Sweep Post Office Sweep	 Actual and necessary cost
10	Poll Cards For manual preparation, completion and issue of poll cards, printing and provision of official poll cards and issue of official poll cards not prepared manually.	 Actual and necessary cost
11	Printing and Postage For printing and provision of ballot papers and notices and postage necessarily incurred.	 Actual and necessary cost
12	Clerical Assistance For professional, clerical and other assistance arranged by the Deputy Returning Officer in and about the conduct of the election for all the County Electoral Divisions within the area of his/her District Council: Electorate of 60,000 basic fee: For every 1000 electors over 60,000 (or part) For every 100 electors (or part) entitled to vote by post:	 £9092 £105.00 £105.00
13	Miscellaneous Expenditure For all other expenses necessarily and reasonably incurred and not otherwise provided for (by standard expenditure claim necessary cost form).	 Actual and necessary cost

14	BY-ELECTIONS In the event of there being a by-election in the quadrennium (2025 -2029) then, as before and for each by-election, the fees will be pro-rata to the basic DRO fee <u>plus</u> 50% of the clerical fee (£4546) <u>plus</u> expenses. The pro-rata fee for a single (by-)election shall be one third of the basic DRO fee (i.e. £1188).	

October 2024