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LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.17 TO 31.03.18

(COUNTY COUNCIL ELECTIONS 2017)

DESCRIPTION OF DUTIES	GROSS
Deputy Returning Officer fee (Lead DRO) (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 Counting of the votes and making the return of the election for each 500 local government electors or part thereof on the Register of Electors for each division separately returning a Councillor or Councillors	£23.75 (Minimum £2500 per District/Borough)
Deputy Returning Officer's fee (Lead DRO) in the case of an uncontested election – for each division separately returning a Councillor or Councillors	£54.37
County Council fee for services of staff engaged on election duties	15% of fees paid to Deputy Returning Officers for contested election above
Deputy Returning Officers' fee for supporting DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DROs 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	Discretionary but recommended equivalent to 50% of the Lead DRO fee
All equipment to be purchased, hired, altered or repaired	Actual and necessary cost
Hire and fitting up of Polling Stations including heating, lighting, cleaning and damages and expenses paid in respect thereof	Actual and necessary cost
Stationery at Polling Stations	Actual and necessary cost
Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll	Actual and 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 Presiding Officer where the County Council Election is held simultaneously with District/Parish Elections (20%)	£234.00
Each Poll Clerk 7.00 am to 10.00pm Poll	£115.00

DESCRIPTION OF DUTIES ¹⁴	GROSS
Each Poll Clerk where the County Council Election is held simultaneously with District/Parish Elections (20%)	£138.00
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 2) Where the number of candidates exceeds three, for every three candidates or part thereof 3) Allowance for a recount per division	£32.42 £32.42 £100.00
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 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof Alternative to above formula - for consideration: 1) Postal vote Supervisor fee – per hour – standard rate 2) Postal Vote Assistant fee – per hour – standard rate	£12.63 £1.72 £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 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof Alternative to above formula - for consideration: 1) Postal vote supervisor fee – per hour – standard rate 2) Postal Vote Assistant fee – per hour- standard rate	£25.27 £3.44 £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: 1) Where the number of persons entitled to vote by post does not exceed 50 persons 2) Where the number of persons entitled to vote by post exceeds 50 persons, for every additional 10 persons or part thereof	£37.89 £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

DESCRIPTION OF DUTIES	GROSS
For the attendance at training of persons employed at the election – per category of job, subject to local conditions and annual review	Up to a maximum of £50.00
For printing and providing Official Poll Cards	Actual and necessary cost
For general stationery, postages and miscellaneous expenses	Actual and necessary cost

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