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**LEICESTERSHIRE SCHEDULE 2 RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.25 TO 31.03.26**

**(COUNTY COUNCIL ELECTIONS 2025)**

| <b>DESCRIPTION OF DUTIES</b>  | <b>GROSS</b>   |
|---|--|
| 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 | £24.90 per 500 electors.<br><br>(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   | £56.98 per division  |
| 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  |
| County Council fees for services of staff engaged in election duties  | Discretionary but up to a maximum of 30% 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     |
| Each Presiding Officer  | Local Discretion but up to a maximum of £310.00                      |
| Each Poll Clerk standalone  | Local Discretion but up to a maximum of £220.00                      |

| DESCRIPTION OF DUTIES 22   | GROSS   |
|--|---|
| <p>Remuneration of persons employed as follows:-</p> <ul style="list-style-type: none"> <li>• Casual admin support</li> <li>• Polling station - ballot box/equipment issuing assistants <ul style="list-style-type: none"> <li>• Postal vote - prep and issue assistant</li> <li>• Postal vote - opening and checking assistant <ul style="list-style-type: none"> <li>• Poll clerks</li> </ul> </li> <li>• Poll card - prep and issue assistant <ul style="list-style-type: none"> <li>• Ballot box receipt assistant</li> </ul> </li> <li>• Count setup/take down assistant</li> <li>• Count and verification assistants <ul style="list-style-type: none"> <li>• Count security</li> <li>• Postal vote security</li> <li>• Reception staff</li> <li>• Poll card – printing</li> </ul> </li> </ul> </li> <li>• Printing coordinator (e.g. printing of letters)</li> </ul>                  | <p>Local Discretion within each District but within the pay band of £12.21 to £15.50 per hour</p> <p>Rates in line with the s Elections Claims Unit pay bands</p> <p>Where verification is over night the above bands will be uplifted by a factor of 1.5</p> |
| <p>Remuneration of persons employed as follows:-</p> <ul style="list-style-type: none"> <li>• Polling station - ballot box/equipment issuing supervisors <ul style="list-style-type: none"> <li>• Postal vote - prep and issue supervisor</li> </ul> </li> <li>• Postal vote - opening and checking supervisor <ul style="list-style-type: none"> <li>• Ballot box receipt supervisor</li> </ul> </li> <li>• Poll card - prep and issue supervisor <ul style="list-style-type: none"> <li>• Count staff - IT support</li> </ul> </li> <li>• Postal vote - IT support (signature verification) <ul style="list-style-type: none"> <li>• Count setup/take down supervisor</li> <li>• Count and verification team leader</li> </ul> </li> <li>• Unused ballot papers checking and verification <ul style="list-style-type: none"> <li>• Collection and prep of equipment</li> </ul> </li> </ul> | <p>Local Discretion within each District but within the pay band of £13.78 to £18.37 per hour</p> <p>Rates in line with the Elections Claims Unit pay bands</p> <p>Where verification is over night the above bands will be uplifted by a factor of 1.5</p>   |
| <p>Remuneration of persons employed as follows:-</p> <ul style="list-style-type: none"> <li>• Count and verification supervisor <ul style="list-style-type: none"> <li>• Staff payments/payroll</li> </ul> </li> <li>• Poll card, postal votes and ballot papers - running data, checking and proofing <ul style="list-style-type: none"> <li>• Postal vote - signature adjudicators</li> <li>• Top table assistant/data officer <ul style="list-style-type: none"> <li>• Media handling/comms</li> </ul> </li> </ul> </li> </ul>  | <p>Local Discretion within each District but within the pay band of £16.07 to £20.09 per hour</p> <p>Rates in line with the Elections Claims Unit pay bands</p> <p>Where verification is over night the above bands will be uplifted by a factor of 1.5</p>   |
| <p>Remuneration of persons employed as follows:-</p> <ul style="list-style-type: none"> <li>• Count Manager</li> <li>• Polling Station Inspector</li> <li>• Postal Vote Opening Session Manager</li> </ul>   | <p>Local Discretion within each District but within the pay band of £17.22 to £29.85 per hour</p> <p>Rates in line with the Elections Claims Unit pay bands</p> <p>Where verification is over night the above bands will be uplifted by a factor of 1.5</p>   |

| <b>DESCRIPTION OF DUTIES</b>                                | <b>GROSS</b>              |
|---|---------------------------|
| For the production and printing of postal ballot packs      | Actual and necessary cost |
| 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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