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LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 01.04.21 TO 31.03.22

(COUNTY COUNCIL ELECTIONS 2021)

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
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 - standalone	£195.00
Each Presiding Officer where the County Council Election is held simultaneously with District/Parish/General/PCC Elections (20%)	£234.00
Each Poll Clerk standalone	£115.00
DESCRIPTION OF DUTIES	GROSS
Each Poll Clerk where the County Council Election is held simultaneously with District/Parish/General/PCC Elections (£138.00

(20%)	10	
Each part-time Poll Clerk where acting for 4 hours		£35.48
Remuneration of persons employed at the Counting of Votes at the Election		Local Discretion within each District
For the production and printing of postal ballot packs		Actual and necessary cost
Remuneration of persons employed for work associated with despatch and receipt of postal ballot papers:		Local Discretion within each District
1) Postal vote Supervisor fee – per hour – standard rate		£12.50
2) Postal Vote Assistant fee – per hour – standard rate		£10.00
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		£30.00
For printing and providing Official Poll Cards		Actual and necessary cost
For general stationery, postages and miscellaneous expenses		Actual and necessary cost

***All payments may be subject to an enhancement based upon local arrangements linked to living wage/minimum wage allowances/local discretion.**

The Scale of Fees also include all necessary arrangements to ensure that the elections are Covid compliant.