

Electoral Registration Officers and Staff (Kent AEROS) Scale of Fees

Proposed Scale of Fees for 2024/25

Proposed scale of fees for Borough, District, Parish Council elections and Neighbourhood Referendum held on or after 1st April 2024

1. In the past the Kent Scale of Fees have been uplifted using the NJC pay award for Local Government and approved by the Kent Chief Executives, however with the NJC frequently being agreed after the elections have been held and with the introduction of DLUHC scale of fee, Kent AEROS have agreed to review the fees and bring them in line with DLUHC scale of fees for consistency.
2. For RO costs – these will continue to raise with the NJC award OR a % advised by Kent AEROS when the NJC pay award has not been agreed intime for the May elections.
3. The RO fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
4. Kent AEROS Scale of Fees are based per 500 electors due to small parishes, whereas Kent County Council’s scale of fees uses a calculation based upon per 1000 electorate.
5. At parish polls the fees relating to polling staff **may** be pro rata.
6. In cases of a parish election – payment maybe referred to each ward of the parish (Item 44C).
7. Authorities on the fringe of London can be uplifted by an additional 5%.
8. Presiding Officers can be paid for 20 hours work allowing for any necessary preparations.

	Rate for 2022/23	Proposed Rate for 2024/25	DLUHC Pay Scale Bands A,B,C,D & Other
Stationery and Equipment Costs			
1.	Hire of any building or room for the purpose of the election	Actual cost	Actual cost
2.	Fitting up rooms of buildings for polling when required		
3.	Printing and publishing all notices and forms		
4.	Any station and equipment needed at polling stations to conduct the election		
5.	Provision and printing of Ballot Papers		
6.	Printing and providing copies of the Electoral Register		

7.	Printing/Production of poll card letters and postal vote packs			
8.	Hand delivery of poll card letters	Second Class Postage Rate	0.16p-0.36p per poll card	Other Rates 0.16p-0.36p per poll card
9.	Elections Management Software		50% of annual licence fee (25% if combined)	
Staff Training Costs				
10.	Cost of providing online training	Actual cost	Actual cost	
11.	Training provided by RO/DRO for Presiding Officers/Poll Clerks and Count Staff (per training session)	£199.21	£100-£150	Other Rates £100-£150
12.	For each Presiding Officer and Poll Clerk attending training	£51.58	£42.50 (max)	Other Rates £42.50 (max)
13.	For each counter attending training	£16.72	£42.50 (max)	Other Rates £42.50 (max)
14.	For each count supervisor attending training	£33.45	£42.50 (max)	Other Rates £42.50 (max)
Polling Station Staffing Costs				
15.	Presiding Officer (single election)	£14.52ph £232.32	£15.68-£19.60ph	Pay Band C £15.68-£19.60ph
16.	Presiding Officer (combined election or difficult station)	£17.84ph £285.44	£15.68-£19.60ph	Pay Band C £15.68-£19.60ph
17.	Presiding Officer who acts as a supervisor at a polling place that has more than one polling station	Additional £11.26	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee	PO taking on additional responsibilities can be paid an additional £25 on top of the PO fee
18.	Poll Clerk (single election)	£9.07ph £145.16	£11.44-£15.12ph	Pay Band A £11.44-£15.12ph
19.	Poll Clerk (combined election or difficult station)	£10.78ph £172.61	£11.44-£15.12ph	Pay Band A £11.44-£15.12ph
20.	Polling Station Inspector	£14.52ph £232.38	£16.80-£29.12ph	Pay Band D £16.80-£29.12ph
Verification and Count Staffing Costs				
21.	Counting Assistant (Daytime)	£81.28 Per 500 electors	£11.44-£15.12ph (4 hours min)	Pay Band A £11.44-£15.12ph

22.	Counting Assistant (Overnight)	£81.28 Per 500 electors	£17.18-£22.68ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band A (night rate is 1.5 the day rate) £17.18-£22.68ph
23.	Count Team Leader (Daytime)	£81.28 Per 500 electors	£13.44-£17.92ph (4 hours min)	Pay Band B £13.44-£17.92ph
24.	Count Team Leader (Overnight)	£81.28 Per 500 electors	£20.16-£26.88ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band B (night rate is 1.5 the day rate) £20.16-£26.88ph
25.	Count Supervisor (Daytime)	£81.28 Per 500 electors	£15.68-£19.60ph (4 hours min)	Pay Band C £15.68-£19.60ph
26.	Count Supervisor (Overnight)	£81.28 Per 500 electors	£23.52-£29.40ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band C (night rate is 1.5 the day rate) £23.52-£29.40ph
27.	Count Manager (Daytime)	£81.28 Per 500 electors	£16.80-£29.12ph (4 hours min)	Pay Band D £16.80-£29.12ph
28.	Count Manger (Overnight)	£81.28 Per 500 electors	£25.20-£43.68ph (The night rate is payable between 10pm-8am) (4 hours min)	Pay Band D (night rate is 1.5 the day rate) £25.20-£43.68ph
30.	Refreshments for staff at the verification and count	Maximum £5.47 per head	Maximum £5.58 per head	
Postal Vote Opening Session Costs				
31.	Postal Vote Opening and Checking Supervisor	£79.67 per 100 postal vote packs or part	£13.44-£17.92ph	Pay Band B £13.44-£17.92ph
32.	Postal Vote Opening and Checking Assistant	£79.67 per 100 postal vote packs or part	£11.44-£15.12ph	Pay Band A £11.44-£15.12ph
33.	Postal Vote Prep and Issue Supervisor	£79.67 per 100 postal vote packs or part	£13.44-£17.92ph	Pay Band B £13.44-£17.92ph
34.	Postal Vote Prep and Issue Assistant	£79.67 per 100 postal vote packs or part	£11.44-£15.12ph	Pay Band A £11.44-£15.12ph
35.	Postal Vote Opening Session Manager	£79.67 per 100 postal vote packs or part	£16.80-£29.12ph	Pay Band D £16.80-£29.12ph
Travelling Expenses				
36.	Expenses to RO/DRO staff to plan for the poll or for the conduct of the election	50p per mile	45p per mile	Other Rates 45p per mile OR

37.	Presiding Officer travelling expenses	£15.94	£15	£10 for up to 20 miles using public transport. OR £20 over 20 miles using public transport.
38.	Poll Clerk travelling expenses	£9.26	£10	
39.	Counting staff travelling expenses (at the discretion of the RO/DRO)	£9.26		
Returning Officer Costs				
40.	Contested single election – for management and conduct of the election	£35.19 (per 500)	£35.89 (per 500)	
41.	Contested joint election – for management and conduct of the election	£48.58 (per 500)	£49.55 (per 500)	
42.	For uncontested Borough/District election	£60.26 (per 500)	£61.47 (per 500)	
43.	Uncontested Parish election	£20.66 (per 500)	£21.07 (per 500)	
44.	Payment to Administrators (clerical) for supporting the RO			
44A	Contested election without Borough/District	£62.96 (per 500)	£64.22 (per 500)	
44B	Contested election with Borough/District	£31.49 (per 500)	£32.12 (per 500)	
44C	Any uncontested election Per uncontested area, ie ward	£17.36 (per 500)	£17.71 (per 500)	
Other Costs				
45.	Casual Admin Support		£11.44-£15.12ph	Pay Band A £11.44-£15.12ph
46.	Bookkeeping		Maximum £400	Other Rates Maximum £400
47.	IT Support		£13.44-£17.92ph	Pay Band B £13.44-£17.92ph
48.	Stage and audio equipment at the count (per venue)		No formal limit but rate should be reasonable.	No formal limit but rate should be reasonable. Supported by evidence of multiple quotes or include the cost clearly itemised.