

**LOCAL GOVERNMENT ACT 1972****HAMPSHIRE AND ISLE OF WIGHT****SCALE OF COSTS, CHARGES AND EXPENSES AT ELECTIONS OF  
COUNTY COUNCILLORS, DISTRICT COUNCILLORS AND PARISH COUNCILLORS****PART 1 - FOR SERVICES AND EXPENSES**

Election fees in this area are based on national pay bands and rates set by the relevant Government Department and the Electoral Claims Unit. These rates apply to all elections funded from the Consolidated Fund (e.g., UK Parliamentary General Elections and Police and Crime Commissioner polls).

The Hampshire and Isle of Wight Election Fees Working Group uses these national scales as the basis for our local scheme. This helps Returning Officers and Electoral Services Managers align local elections with nationally funded polls.

**What the Fees Cover**

Fees include all duties required of a Returning Officer under the law, such as:

- Conducting the election
- Issuing notices
- Preparing and supplying nomination papers
- Managing nominations (distribution, verification, adjudication)
- Appointing Deputy Returning Officers
- Organising and conducting the poll
- Counting votes and declaring results
- Making official returns

These fees also cover all related expenses unless a separate provision applies and unless there is a scale in force which provides for a payment of a greater amount by way of fees and charges. Such a scale shall remain in full force in those respects by which it is more favourable.

**Additional Entitlements**

Returning Officer acting as Presiding Officer: Entitled to the Presiding Officer's fee (but not the counting fee).

Deputy Returning Officer acting as Presiding Officer: Entitled to the Presiding Officer's fee. If appointed to attend the count and declare results or any other duties as deputed by the RO, they also receive the fee listed in Part 2 of this scale.

<b>DISTRICT COUNCILS:</b>	<b>For the first 1000 local government electors within each electoral area</b>	<b>For each additional 500 local government electors or fractional part of 500</b>
<b>Contested elections:</b>		
including the preparation, first revision and the issue of poll cards on the occasion of an election:	£100.00	£38.00
<b>Uncontested elections:</b>	£67.00 for each electoral area	

<b>PARISH COUNCILS:</b>	<b>For the first 500 local government electors within each electoral area</b>	<b>For each additional 100 local government electors or fractional part of 100</b>
<b>Contested elections:</b>		
Where the election is for Parish Councillors only:	£64.00	£12.00
Where the elections are for District Councillors and Parish Councillors on the same day:	£42.00	£6.00
<b>Uncontested elections:</b>		
Where the election is for parish Councillors only:	£36.00	
Where there are District and Parish Council elections on the same day:	£24.00	

### COUNTERMANDED ELECTIONS

In the event of an election being countermanded, the fees for an uncontested election shall be paid, plus **£20.10** if the election is countermanded after the latest time for withdrawal of candidature.

### POSTAL VOTING

In the event of a contest, the fee payable to the Returning Officer for services in connection with the despatch and receipt of ballot papers of persons entitled to vote by post shall be:

<b>(a)</b> for one electoral area for which an election is held on any one day if the number of persons entitled to vote by post does not exceed 50:	£24.00
for each additional 50 or fraction thereof:	£3.00
<b>(b)</b> for each of the remaining electoral areas for which elections are held on the same day, if the number of persons entitled to vote by post does not exceed 50:	£8.00
for each additional 50 or fraction thereof:	£3.00

### POLLS CONSEQUENT UPON PARISH MEETINGS

For every poll consequent on a parish meeting where such poll is not taken as to the elections of parish councillors, to cover all the services of the Returning Officer and, if the poll is taken on more than one question on the same day in any parish, only one fee to be charged:

(a) For the first 500 local government electors in a parish	£64.00
(b) For each additional 100 local government electors or fractional part of 100:	£12.00

If the poll is not taken in consequence of the withdrawal of any candidates, for services preliminary to the poll: **£36.00**

Disbursements in connection with these polls are to be made in accordance with Part 2 of this scale.

### TRAINING

<p>For <b>Providing Training to Polling Station Inspectors, Presiding Officers with additional responsibilities, Presiding Officers and Poll Clerks, per session</b> (suggested ratio 1 trainer per 20/25 staff)</p> <p>Where a training session is undertaken by a person other than the Returning Officer, the fee shall be payable to that person accordingly.</p>	£150.00
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## PART 2 - DISBURSEMENTS

<ul style="list-style-type: none"> <li>• for use and fitting up of a building for polling or constructing a polling station with its fittings and compartments }</li> <li>• for the hire of a venue for postal vote processing or the count, where a commercial rate is payable and recoverable in accordance with the current Parliamentary Election Guidance Notes }</li> <li>• for each ballot box required to be purchased }</li> <li>• for the use of each ballot box when hired }</li> <li>• for stationery, postages, telephone }</li> <li>• for printing and providing poll cards }</li> <li>• for printing and providing ballot papers }</li> <li>• for each stamping instrument (if use is required) }</li> <li>• for copies of the register of electors for printing and providing notices, nomination forms and other documents required in and about the election and cost of publishing same. }</li> </ul> <p style="background-color: yellow; margin-top: 10px;">In the view of the RO, any other matter necessary for the delivery of the election at actual and necessary cost</p>	<p>Actual and necessary cost</p>
<p><b>PRESIDING OFFICER</b> – for each Presiding Officer</p>	<p style="background-color: yellow;">£17.00 per hour</p> <p>plus 20% for a combined poll.</p>
<p><b>PRESIDING OFFICER WITH ADDITIONAL RESPONSIBILITIES</b> - where the SPO takes on responsibility for the whole Polling Places communal areas:</p>	<p>The fee for a Presiding Officer plus £25.00</p>
<p><b>POLL CLERK</b> - for each Poll Clerk (this also includes door manager, greeter or similar)</p>	<p style="background-color: yellow;">£13.00 per hour</p> <p>plus 20% for a combined poll.</p>
<p>For each Poll Clerk employed for part only of the period of the poll:</p>	<p>The hours worked to be paid at the Poll Clerk's hourly rate</p>
<p><b>STANDBY STAFF</b></p>	<p>We will consider reimbursing reasonable standby costs where these are necessary. This should not exceed a payment of more than £50 per reserve staff and should be limited to no more than 5% of the total staff needed at polling stations. For polling stations, we will consider levels of staff in line with EC guidance.</p>
<p><b>COUNT/VERIFICATION ASSISTANT</b> - for each Count/Verification Assistant</p>	<p>£14.00 per hour for a daytime count £17.50 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.25.</p>

	<p>(A night-time count is a count that starts once polling closes and runs through the night between 10pm and 8am)  £28.00 per hour for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT/VERIFICATION TEAM LEADER</b> - for each Count/Verification Team Leader</p>	<p>£16.00 per hour for a daytime count  £24.00 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  £32.00 per hour for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT/VERIFICATION SUPERVISOR</b> - for each Count Supervisor (number and duties to be determined locally)</p>	<p>£18.00 per hour for a daytime count  £27.00 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  £36.00 per hour for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT MANAGER</b> – for each Count Manager (duties to be determined locally, maximum of 1 per venue)</p>	<p>£27.00 per hour for a daytime count  £40.50 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  £54.00 per hour for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT SET UP/TAKE DOWN ASSISTANT</b></p>	<p>£14.00 per hour for a daytime count  £21.00 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  £28.00 per hour for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT SET UP/TAKE DOWN SUPERVISOR</b></p>	<p>£16.00 per hour for a daytime count  £24.00 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  £32.00 for a Sunday or bank holiday daytime count.</p>
<p><b>COUNT SECURITY</b> (when not outsourced to a security company)</p>	<p>£15.00 per hour for a daytime count  £22.50 per hour for a night-time or Saturday count. This is calculated by daytime rate multiplied by 1.5.  (A night-time count is a count that starts once polling closes and runs through the night between 10pm and 8am)  £30.00 per hour for a Sunday or bank holiday daytime count.</p>

<p>For each <b>DEPUTY RETURNING OFFICER</b> appointed to conduct the count in the absence of the Returning Officer (<i>where for example two counts are being conducted simultaneously but in geographically different locations warranting the DRO taking full responsibility for a Count</i>)</p>	<p>£77.00 for each electoral area, except that where the count for more than one electoral area is conducted by the same DRO, a further £61.00 be paid for the second electoral area and thereafter at the rate of £36.00 for each electoral area. The fee shall be increased by 60% in any electoral area where the number of electors exceeds 5000.</p>
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<p>For <b>Returning Officer's travelling expenses</b> where necessary to make arrangements for the poll and for the conveyance of ballot boxes and papers etc to and from the polling place:</p> <p>For <b>Polling Station Inspectors, Presiding Officers with additional responsibilities, Presiding Officers and Poll Clerks travelling expenses</b> including collection of the ballot box:</p>	<p>} Second class railway or bus fare  } or, where not available, sums actually  } and necessarily incurred. For private  } cars (to be shared wherever practicable)  } the current HMRC rates  }</p>
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<p>For <b>clerical and other assistance</b> not specifically mentioned in this scale, including charges for employers' share of national insurance and superannuation contributions where payable</p> <p><b>CASUAL ADMIN SUPPORT/CLERICAL ASSISTANCE</b></p> <p><b>POLL CARD - PREP AND ISSUE ASSISTANT</b></p> <p><b>POLL CARD - PREP AND ISSUE SUPERVISOR</b></p> <p><b>POLL CARD – HAND DELIVERY COST PER CARD</b></p>	<p>£51.00 per electoral area plus, in contested elections, £35.00 for each 500 electors or part thereof. (<b>NOTE:</b> This is a maximum allowance, and it is not an entitlement)</p> <p>£13.00 per hour</p> <p>£13.00 per hour</p> <p>£14.00 per hour</p> <p>£0.32 each</p>
<p>For the remuneration of persons employed for the <b>despatch of ballot papers of persons entitled to vote by post</b> (in each electoral area)</p> <p><b>PREP &amp; ISSUE ASSISTANT</b></p> <p><b>PREP &amp; ISSUE SUPERVISOR</b></p>	<p>£13.00 per hour</p> <p>£15.00 per hour</p>

For the remuneration of persons employed for the <b>receipt of ballot papers of persons entitled to vote by post</b> (in each electoral area)	
<b>OPENING &amp; CHECKING ASSISTANT</b>	£13.00 per hour
<b>OPENING &amp; CHECKING SUPERVISOR</b>	£15.00 per hour
<b>SIGNATURE ADJUDICATORS</b>	£17.00 per hour
<b>OPENING SESSION MANAGER</b>	£20.00 per hour

Expenses in connection with the provision of <b>security measures when outsourced to a security company</b>	Actual and necessary cost
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Expenses in connection with the hire of <b>mobile telephones</b>	Actual and necessary cost
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<b>Polling Station Inspectors</b> (suggested ratio – 1 Inspector per 15 stations)	£18.00 per hour
At the discretion of the Returning Officer, an appropriate payment may be made for a second team of polling stations inspectors, to assist with the collection of postal votes therefrom.	£22.00 per hour if the PSI is appointed as a DRO with powers to check and assist with Voter ID determinations.  Uplift of 20% for combined polls

For each <b>Polling Station Inspector, Senior Count Staff and Count Team, Presiding Officer with additional responsibilities, Presiding Officer and Poll Clerk who attends a training session</b> <i>Note: This may be more than 1 session and in addition to electoral duties may also cover other obligations or matters that the Returning Officer deems necessary to train staff on</i>	£43.50 (up to a maximum) justified and post / training specific.
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**Note - the costs shown in this scale of fees excludes holiday pay.** The government has introduced new legislation with effect from 1 January 2024 which will make it possible to accrue holiday pay. All jobs excluding clerical will attract a holiday pay uplift as per the Electoral Claims Unit's (ECU) published rates and guidance which is applicable to polls paid for from the Consolidated Fund but which is also applied by virtue of this Scheme to polls for which Councils in the Hampshire and Isle of Wight area are responsible.

### **PART 3 - COUNTY COUNCIL ELECTIONS**

In respect of Hampshire County Council Elections:

1. The County Returning Officer shall not receive a fee. No fees for election duties are included in Hampshire County Council Chief Officer salaries, nor are any additional fees payable for such responsibilities.
2. The County Returning Officer will appoint **one** Deputy County Returning Officer per district area with full powers who will receive fees as set out below.
3. The Deputy County Returning Officers (Local Returning Officers) shall receive the Returning Officer fee payable for District Elections set out in Part 1 of this Order net of superannuation.
4. The Deputy County Returning Officer–(Local Returning Officer) shall receive the amount payable for District Elections set out in Part 1 of this Order in respect of postal voting and training.
5. In respect of Disbursements (Part 2), the Deputy County Returning Officer (Local Returning Officer) shall receive the amounts set out in Part 2 of this Order payable for District Elections
6. The terms of this order shall be construed accordingly e.g. 'each electoral area' shall be taken to mean each County Electoral Division (as opposed to Ward)

#### **NOTES:**

1. "Electoral area" means any district, ward or parish council for which a separate election is held.
2. The fees prescribed for Presiding Officers and Poll Clerks are for the hours of poll from 7am to 10pm. In the event of an election or poll for a non-principal area where the hours of poll are fewer in number, the fees payable to Presiding Officers and Poll Clerks shall be at the discretion of the Returning Officer.
3. With regard to Business Improvement Districts (BIDs), each BID area shall be treated as one electoral area and this schedule shall be used as the basis for calculating both the Ballot Holder's fee and the clerical support fees.
4. With regard to other electoral activities and events where there is not a fees and charges order set by Government (this includes but is not limited to business and residential neighbourhood planning referendums, council tax referendums and local polls) this schedule shall be used as the basis for calculating the fees and charges.
5. By law, all expenditure properly incurred by a Returning Officer in relation to the holding of an election of a councillor for a principal area must be paid by that council in so far as such expenditure does not, in cases where there is a scale fixed for the purpose by the council for that area, exceed that scale.

***Printed and Published by  
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