

Election Duties Fee's & Charges

Job Group	Job Role	WDC 23/24 Fees	RO Guidance Pay Band 25	Fee 2025	Explanation
PAY BAND A					
Clerical	Casual Admin Support	Not included in fee schedule		£14.50 ph	
Polling Station	Ballot Box issuing Assistant	Not included in fee schedule		£14.50 ph	
Postal Vote Opening	Postal Vote Opening & Checking Assistant	£37.16 per session or £14.90 per hour		£14.25 ph	
Count	Count take down assistant		£74.32	£14.00 ph	A minimum guarantee of four hours is applied to this role, hourly rate paid thereafter
Count	Ballot Box Receipt		£154.39	£14.00 ph	A minimum guarantee of four hours is applied to this role, hourly rate paid thereafter
Count	Count Set Up	Not included in fee schedule	Pay Band A - £12.21 - £15.50	£14.00 ph	
Polling Station	Poll Clerk		£200	£14.00 ph	£238 based on £14.00 ph for 17 hours
Polling Station	Poll Clerk - Combined		£210.18	£14.00 ph	Poll Clerk fee (as above), plus £15.00 flat payment
Count	Count Assistant	£111.50 per ward or parish. £43.45 for each additional ward or parish		£14.00 ph	A minimum guarantee of four hours is applied to this role, hourly rate thereafter
Clerical	Office/ Count Reception Staff		£74.32	£13.00 ph	
PAY BAND B					
Polling Station	Ballot Box Issuing Supervisor	Not included in fee schedule		£16.00 ph	
Postal Vote Opening	Postal Vote Supervisor	Not included in fee schedule		£15.25 ph	
Postal Vote Opening	Postal Vote IT support	Not included in fee schedule	Pay Band B - £13.78 - £18.37	£14.25 ph	
Count	Count Staff IT support	Not included in fee schedule		£14.25 ph	
Count	Verification of Unused	Not included in fee schedule		£14.00 ph	A minimum guarantee of four hours is applied to this role, hourly paid rate thereafter
PAY BAND C					
Polling Station	Presiding Officer		£275.61	£18.00 ph	£306 based on £18.00ph for 17 hours
Polling Station	Presiding Officer - Combined		£305.33	£18.00 ph	Presiding Officer Fee (as above), plus £30.00 flat payment
Count	Count Supervisor		£154.39	£17.00 ph	
Clerical	Ballot paper checking	Not included in fee schedule	£489.48 for week for full elections. £56.03 per single session	£17.00 ph	This fee does not follow the RO guidance set by MHCLG due to Warwick using DROs to signature adjudicate rather than additional staff.
Postal Vote Opening	DRO - signature adjudicator			£18.00 ph	
Count	Central Verification Team	Not included in fee schedule		£17.00 ph	
Count	Media/Comms	Not included in fee schedule		£16.50 ph	
PAY BAND D					
Polling Station	PSI		£298.58	£18.50 ph	£314.50 based on £18.50 ph for 17 hours
Postal Vote Manager	Postal Vote Manager	Not included in fee schedule	Pay Band D - £17.22 - £29.85	£18.50 ph	
OTHER FEES					
Count	Count Supervisor Training	Not included in fee schedule		£15.00 set fee	
Polling Station	Polling Staff Online Training		£34.85	Maximum up to £43.46	£30.00 set fee
Polling Station	PO Briefing & Ballot Box Collection	Not included in fee schedule			£15.00 set fee
Polling Station	Polling Staff Mileage		0.45p	0.45p per mile	* Mileage allowance is limited to the following roles: Presiding Officers, Poll Clerks, Polling Station Inspectors
Core Election Team Overtime					
Full time employees who are required to work overtime beyond their working week are entitled to receive the following enhancements:					
Administrative Duties [Core Elections Team]	Monday to Saturday		Time and a half		
	Sundays, Public and Extra Statutory Holidays		Double time. Minimum to be claimed 2 hours (regardless of hours worked) plus, time off in lieu		
Part time employees are entitled to claim at single time up to 37 hours per week, after which they will receive the same enhancements as full-time employees. Employees employed on SCP 24 and above will receive overtime at SCP 24 regardless of their actual SCP/rate of pay. This will apply for part-time employees after 37 hours have been worked					
DISTRICT AND TOWN/PARISH COUNCIL ELECTIONS - SCALE OF ELECTION FEES AND EXPENSES – 2024/25					
PART 1 - Returning Officer's Fee					
(including duly authorised Deputy Returning Officer)					
Fee for conducting the election and generally performing all the duties which a Returning Officer is required to perform under the Local Government Act 1972, or rules of the Secretary of State made there under, including all expenses other than those for which special provision had been made herein:					
CONTESTED ELECTIONS				Fee 24/25	
1. DISTRICT ELECTIONS (where election is for District Councillor only - for each ward)					
(a) For the first 1000 local government electors in a Ward:				£130.00	
(b) For each 500 electors or fraction thereof, above				£65.00	
2. TOWN/PARISH (where the election is for Town/Parish Councillors only - for each Ward or Parish)					
(a) For the first 1000 local government electors in a Ward or Parish:-				£130.00	
(b) For each 500 electors or fraction thereof, above:				£65.00	
3. DISTRICT AND TOWN/PARISH ELECTIONS (where election is for District & Town/Parish Councillors held on the same day)					
the fee shall be in accordance with the scale at 1 above, plus an additional fee for every 500 local government electors or fraction thereof:				£65.00	
UNCONTESTED ELECTIONS					
4. DISTRICT ELECTIONS - for each Ward:				£30.00	
5. TOWN/PARISH ELECTIONS - for each Ward or Parish:				£30.00	