

**LINCOLNSHIRE SCALE OF ELECTION FEES – SUGGESTED AMENDMENTS FOR CONSIDERATION BY
THE LINCOLNSHIRE CHIEF EXECUTIVES’ MEETING – 14TH DECEMBER 2018**

Job	Current Fee	Suggested Maximum Fee	Narrative
POLLING STAFF			
Presiding Officer – single election	£195	£205	£205 equates to £12.81 per hour (based on 16 hours)
Presiding Officer – combined elections	£234	£246	20% increase on single election fee
Presiding Officer – Parish Polls (polling hours 4pm-9pm)	£63.50	£78	£13 per hour for 6 hours
Poll Clerk – single election	£120	£132	The national living wage increases in April 2019 to £8.21 per hour. £132 equates to £8.25 per hour (based on 16 hours) Poll clerk fees to be reviewed annually to ensure they comply with hourly minimum wage.
Poll Clerk – combined elections	£143	£158.40	20% increase on single election
Poll Clerk – Parish Polls (polling hours 4pm-9pm)	£38	£50	£8.33 per hour for 6 hours
Polling Station Inspector – single election	£195	£205	Same fee as Presiding Officer
Polling Station Inspector – combined elections	£234	£246	20% increase on single election fee
TRAINING FEES			
Polling station staff attending face to face training	£40	£40	Suggest no change to current fee. At discretion of LA an additional fee to PSI where they attend further training
On-line training	Not set	£20	
Count staff training (supervisors)	£40	£40	No change
Trainer’s fee – per session	£150	£150	Maximum fee payable for each session
COUNT STAFF			
Deputy Returning Officer for count and declaration of result	£77 for first hour plus £25.50 for extra hours	£77 for first hour plus £25.50 for extra hours	No change

Count Supervisor (day)	£15.50 per hour	£15.50 per hour	No change for daytime hours
Count Supervisor (night) – payable after 5pm	£19.50 per hour	£21 per hour	Increase to reflect the unsociable hours
Count Assistant (day)	£8.25 per hour	£9 per hour	Increase to attract good count staff
Count Assistant (night) – payable after 5pm	£13.50 per hour	£14.50 per hour	Increase to attract good count staff and reflect unsociable hours
POSTAL VOTE STAFF –ISSUE / RECEIPT			
Postal Vote Supervisor (day)	£12 per hour	£12 per hour	No change
Postal Vote Supervisor (night) (payable after 5pm)	No fee set – usual practice count supervisor rate	£21 per hour	Consistent fee with count supervisor
Postal Vote Assistant (day)	£8.25 per hour	£8.50 per hour	Increase to attract good count staff
Postal Vote Assistant (night) (payable after 5pm)	No fee set – usual practice count assistant rate	£14.50 per hour	Consistent fee with count assistant
HAND DELIVERY OF POLL CARDS			
Poll card hand delivery	Minimum of 18p per card	20p per card	Increase to reflect postal charges increases in recent year. Fee not increased for a number of years
RETURNING OFFICER FEES			
County & District – per contested division /ward	£264 per division	£200 per division/ward plus £15 per 1000 electors per division/ward (option 4)	
County – per uncontested division	£66 per division	£66 per division	No change
Parish – per contested parish/parish ward	£53 per contested parish / parish ward	<ul style="list-style-type: none"> £53 For the 1st 500 local electors within the parish/parish ward; plus £18 for each additional 500 electors or part thereof per parish/parish ward 	This more accurately reflect the differing size of parish electorates and the number of seats and ensures a fair fee for small parish councils.
Parish – per uncontested parish/parish ward	£21.50 per parish/parish ward	£21.50 per parish / parish ward	No change

Parish – where DRO full powers appointed	£11 (contested) £5.50 (uncontested)	£11 (contested) £5.50 (uncontested)	No change
DEPUTY RETURNING OFFICER FEES – FULL POWERS			
District – per contested ward	<ul style="list-style-type: none"> £42.50 for first 500 electors; plus £26.50 for every 500 electors or part thereafter 	Discretionary, but recommended equivalent to a maximum of 50% of RO fee	Matter of local determination, taking into account the level of duties actually undertaken and any other payment made to the DRO arising out of their duties in connection with the election
District – per uncontested ward	£32 per ward	Discretionary, but recommended equivalent to a maximum of 50% of RO fee	
Parish – per contested parish/parish ward	£42.50 per parish/parish ward	Discretionary, but recommended equivalent to a maximum of 50% of RO fee	
Parish – per uncontested parish/parish ward	£21.50 per parish / parish ward	Discretionary, but recommended equivalent to a maximum of 50% of RO fee	
CLERICAL FEES			
District / County – per contested division	1 division - £277 2 – 4 divisions - £246 5 of more divisions - £215.50 Plus <ul style="list-style-type: none"> Postal votes £63.50 per division Prep of poll cards £2.30 per 100; Prep of proxy poll cards £2.30 per 100 	£80 per division plus £60 per 1000 electors per ward/division (option 4)	
County - per uncontested division	£56.50 per division	£56.50 per division	Unchanged
District - per uncontested ward	£32 per ward	£32 per ward	No change
Parish – per contested parish/parish ward	£32 per 300 electors Minimum £63.50 Maximum £285	Suggest one clerical fee of £8 per 100 electors Minimum £65 Maximum £350	

Parish – per uncontested parish/parish ward	£20.50 per parish/parish ward	£20.50 per parish/parish ward	No change
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NEIGHBOURHOOD PLAN REFEREDUMS FEES

Counting Officer	No current fee	<ul style="list-style-type: none"> • £53 For the 1st 500 local electors within the parish/parish ward; plus • £18 for each additional 500 electors or part thereof per parish/parish ward 	Fees the same as suggested fees for Parish elections
Clerical fees	No current fee	Suggest one clerical fee of £8 per 100 electors	

HIRE OF EQUIPMENT

Ballot Boxes/polling screens/free standing polling station signs	£2 per polling station £1 for each postal ballot box	£2 per ballot box/polling screen/free standing sign	Discretionary for each authority
Count equipment	Not set		

Miscellaneous charges

Travel fees – 45p per mile

Written confirmation of inclusion on the Register of Electors – current fee £25.00 – inclusive of VAT
– NO LONGER TO BE CHARGED AFTER INTRODUCTION OF GDPR