

ELECTION OF COUNTY/ BOROUGH / PARISH COUNCILLORS IN SURREY: SCALE OF RETURNING OFFICER'S FEES AND CHARGES - 2020/2021			
	The scale of Fees and Charges specifies the maximum recoverable amounts available for each electoral area.		
	It also sets maximum recoverable amounts for specified services and specified expenses.		
	Neither of these can be exceeded but the Returning Officer is entitled to disburse funds on the different functions specified in the fee scale as he/she sees fit, provided the expenditure is accounted for properly and only spent on what is necessary for the efficient and effective conduct of the election.		
<b>Part A -</b>	<b>Note: The Returning Officer or County DRO may allocate some of his/her fee to deputies or vire them to another expenditure head.</b>		
	<b>Calculated by using CBZX 12 month rolling index on National Statistics website</b>	2019/2020	2020/2021(Hourly Rate)
	<b>for 2007/8 and 2008/9 and average rate of increase in pay across County authorities during 2017 for 2017/18.</b>	Bringing payments up to Living Wage	The Hourly rate is calculated for working 15 1/2 hours
<b>1</b>	(a) Separate County, Borough or Parish Elections		
	First 500 electorate	£32	£32
	For every additional 500 electors, or part thereof	£16	£16
	(b) Combined County / Borough and Parish Elections		
	First 500 electorate (in combined part of area only)	£43	£43
	For every additional 500 electors, or part thereof (in combined part of area only)	£21	£21
	Note 1: Where a combined fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.		
	Note 2: Where a single election is payable from this fee scale in combination with an election paid by central government, the combination element will only be paid by this local fee scale if there is no payment for combination in the government fee scale.		
	Note 3: Where more than two elections are combined from this fee scale, the following payment will be made per 500 electors or part thereof for each extra election. This is only applicable in the areas in which those elections apply.	£6.00	£6.00
	(c) Uncontested Election *	£27.00	£27.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested.		
<b>2</b>	In each contested electoral area, for services in connection with the despatch and receipt of postal ballot papers		
	For first 100 postal voters	£7.00	£7.00
	For each additional 75 postal voters or fraction thereof	£6.00	£6.00
<b>3</b>	In each contested electoral area, for services in connection with the preparation and issue of Official Poll Cards (all types - Poll/Postal Poll/Proxy Poll/ Proxy Postal Poll)		
	First 2000 poll cards	£20.00	£20.00
	For every additional 250 poll cards, or fraction thereof	£1.00	£1.00
<b>4</b>	<b>NOTE: At a contested by-election the total fee payable to the Returning Officer must be at least equal to the sum of the Presiding Officer and Count Assistant fees stated at B1(a) and B4(a)(I) respectively and the amount opposite</b>	£90.00	£90.00
<b>5</b>	Max fee for training Presiding Officers and Poll Clerks per session (min 25 people at ordinary election. One session only at by-election if training deemed necessary). This fee to be distributed direct to the Trainer(s).	£162.00	£162.00
<b>Part B -</b>	<b>Expenses of Returning Officer or County DRO for which maximum amounts are specified</b>		
In no case shall a charge exceed the sum actually and necessarily payable or paid by the Returning Officer or County Deputy Returning Officer. Subject thereto the MAXIMUM charges shall be as follows:			
<b>1</b>	<b>For the Presiding Officer at each Polling Station</b>		
	(i) (a) at separate Borough or Parish Polls (including payment for use of mobile phone £5	£260.00	£269 (£17.03)
	(I) (b) at combined Borough / Parish Polls (including payment for use of mobile phone £5	£300.00	£319 (£20.25)
	(i) (c) for each extra election above a combined election	£30.00	£30.00

	(ii) Where at a polling place there is more than one polling station, the maximum recoverable amount in respect of one only of the presiding officers at the polling station at such a polling place is increased by	£20.00		£20.00
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B1 (a) & (b) are increased by	£40.00		£40.00
	<b>Max fee per session for training of Presiding Officers as necessary</b>	£43.00		£43.00
<b>2</b>	For each Poll Clerk at each Polling Station			
	(a) at separate Borough or Parish Polls	£145.00		£167(£10.77)
	(b) at combined Borough / Parish Polls	£170.00		£192(£12.39)
	(c) for each extra election above a combined election depending on local circumstances and as the Returning Officer thinks fit	£15.00		£15.00
	Part time Poll Clerk	Will be calculated on hourly rate		
	NB Where a polling station is situated within the boundary of a District or Borough Council which adjoins a London Borough the fees in B2 (a) & (b) are increased by	£40.00		£40.00
	<b>Max fee per session for training of Poll Clerks as necessary</b>	£43.00		£43.00
<b>3</b>	For the remuneration of persons employed in the despatch and receipt of postal ballot papers. (NB. See C3 below. If external contractors are used to prepare/despatch ballot paper packs then the total fee is actual costs.)			
	For each 100 postal ballot papers, or fraction thereof in each electoral area of the County / Borough / Parish	£75.00		£75.00
<b>4</b>	For the remuneration for persons employed in connection with the count			
	(a) Counting Assistants			
	(i) For overnight counts			£17.00
	(ii) For Weekend Day time counts			£14.00
	(iii) For Day time counts			£11.00
	(b) Count Supervisors			
	(i) For overnight counts			£27.00
	(ii) For Weekend Day time counts			£24.00
	(iii) For Day time counts			£22.00
	( c ) Senior Count Supervisors			
	(i) For overnight counts			£33.00
	(ii) For Weekend Day time counts			£30.00
	(iii) For Day time counts			£28.00
<b>5</b>	Clerical and other assistance employed by the RO or DRO for each Electoral Division, Ward or Parish Ward			
	(a) Contested Elections: * County/Borough Councillors and Parish Councillors			
	(i) Separate Polls			
	First 500 electorate	£35.00		£35.00
	For every additional 500 electorate, or part thereof	£17.00		£17.00
	(ii) Combined Polls (County/Borough & Parish)			
	First 500 electorate (in combined part of area only)	£46.00		£46.00
	For every additional 500 electorate, or part thereof (in combined part of area only)	£23.00		£23.00
	Note: Where a combined clerical fee is payable, that fee must be split between the areas. A total combined fee is not payable in each area.			
	(b) Uncontested Elections * :	£28.00		£28.00
	* Fee applicable at by-elections for County / Borough or Parish Councillors or, at Ordinary Elections, when the election of Borough Councillors is contested but the election for the Parish or Parish Ward is uncontested. The Fee is also applicable at Ordinary Elections where the Parish or Parish Ward is contested but the Borough Ward is uncontested.			