

# OXFORDSHIRE COUNTY COUNCIL

## REPRESENTATION OF THE PEOPLE ACT 1983 (SECTION 36(4))

### SCALE OF EXPENDITURE FOR ELECTIONS OF COUNTY COUNCILLORS

(Applicable to elections held during period 1 April 2024 to 31 March 2025)

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or their duly appointed Deputy Returning Officer shall include all payments which they make from their fees to other persons by way of remuneration of services undertaken on their behalf.

In no case shall a charge exceed the sum actually and necessarily paid or payable by the Returning Officer. Subject to this the maximum charges are set out in the scale. These fees will apply to County Council elections.

#### PART I - UNCONTESTED ELECTION

A – FEES	April 2023 – March 2024	April 2024 – 2025 proposed Fees	Notes
1. To the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided. For each Electoral Division, a fee of .....	1-member £52.00 2-member £104.00	<b>£55.00</b> <b>£110.00</b>	5.7% - LG pay settlement 5.7% - LG pay settlement
2. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees	1-member £36.00	<b>£38.00</b>	5.7% - LG pay settlement

are provided. For each Electoral Division, a fee of .....	2-member £71.00	<b>£75.00</b>	5.7% - LG pay settlement
<b>B – DISBURSMENTS</b>	<b>April 2023 – March 2024</b>	<b>April 2024 – 2025 proposed Fees</b>	<b>Notes</b>
3. Preparation of poll cards and postal vote cards for supervising the preparation and issue of official poll and postal vote cards. For each Electoral Division, a fee of.....	1-member £20.50 2-member £42.00	<b>£22.00</b> <b>£45.00</b>	5.7% - LG pay settlement but also complies with DLUHC banding
4. For the employment of persons for clerical and other assistance. For each Electoral Division .....	1-member £24.00 2-member £49.00	<b>£26.00</b> <b>£52.00</b>	5.7% - LG pay settlement but also complies with DLUHC banding
5. Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants. Per mile.....	£0.45 (HMRC rate)	<b>£0.45</b> <b>(HMRC rate)</b>	Complies with DLUHC banding
6. For printing and providing forms, notices and other documents required for the election, including the printing costs, computer charges and all associated costs of producing official poll and postal vote cards, together with advertising expenses, postage, telephone calls and miscellaneous expenses	Actual and necessary cost	<b>No change</b>	

**PART II - CONTESTED ELECTION**

<b>A – FEES</b>	<b>April 2023 – March 2024</b>	<b>April 2024 – 2025 proposed Fees</b>	<b>Notes</b>
7. To the Returning Officer, for conducting the election and generally performing the duties required by any enactments relating to the election, other than any duties for which separate fees are provided. For each Electoral Division, a fee of.....	1-member £108.50 2-member £215.00	<b>£115.00</b> <b>£227.00</b>	5.7% - LG pay settlement 5.7% - LG pay settlement
8. To a Deputy Returning Officer appointed for the purposes of conducting and generally performing the duties assigned by the Returning Officer, other than duties for which separate fees are provided. For each Electoral Division, a fee of .....	1-member £102.00 2-member £205.00	<b>£108.00</b> <b>£217.00</b>	5.7% - LG pay settlement 5.7% - LG pay settlement
(If a duly appointed Deputy Returning Officer also carries out the functions specified under Item 9 of this scale, they will be entitled to claim the fees payable under both item 8 and item 9 of the scale)			
9. To a Deputy Returning Officer appointed solely for the purposes of rules 44 to 52 of the Local Elections (Principal Areas) (England and Wales) Rules 2006 (or such legislation as may subsequently be enacted), for making arrangements for counting the votes and declaring the result of the poll. For each Electoral Division, a fee of.....	1-member £68.50 2-member £138.00	<b>£72.00</b> <b>£146.00</b>	5.7% - LG pay settlement 5.7% - LG pay settlement
(A Deputy Returning Officer appointed under this item cannot claim the fee payable under item 14 of this scale)			
9A. For each Recount.....	£17.00	<b>£18.00</b>	5.7% - LG pay settlement

<b>B – DISBURSEMENTS</b>	<b>April 2023 – March 2024</b>	<b>April 2024 – 2025 proposed Fees</b>	
10. Presiding Officer, a fee of..... <b>or</b> where a poll is combined <b>with one other Poll</b> <del>with a district council</del> <b>OR</b> <del>parish council</del> poll, a fee of..... <b>or</b> in the event of three or more polls being held at the same time, <del>an additional</del> a fee of.....	£233.00  £261.00  £33.00	<b>£251.00</b>  <b>£279.00</b>  <b>£307.00</b>	Complies with DLUHC banding
11. Poll Clerk, a fee of..... <b>or</b> where a poll is combined <b>with one other Poll</b> <del>a district council</del> <b>OR</b> <del>parish council</del> poll, a fee of..... <b>or</b> in the event of three or more polls being held at the same time, <del>an additional</del> a fee of.....	£182.00  £192.00  £11.00	<b>£200.00</b>  <b>£214.00</b>  <b>£228.00</b>	Complies with DLUHC banding

(Presiding Officers and Poll Clerks may not include any additional expenses i.e. electricity charges, other than travelling expenses specified in item 23 of this scale, without the prior written express agreement of the (Deputy) Returning Officer.)

12. An additional poll clerk may be employed full-time or part-time at a polling station at the discretion of the Returning Officer or his duly appointed Deputy Returning Officer, and will be paid the fee payable under Item 11 of this scale, or an appropriate proportionate amount as applicable.			
13. Stand-by staff (Presiding Officers and Poll Clerks) who may be sent to a place of poll within the polling area in the event of emergency. This	£50.00  NEW FEE	<b>£50.00</b>  <b>No change</b>	

<p>fee will be replaced by a fee set out at points 10 or 11 should staff be sent to a place of poll.</p>			
<p>14. For the provision of training for polling station staff, including a payment for staff undertaking the training. This may be used in respect of any payment made for the collection of the ballot box ahead of an election by staff. To be distributed by the Deputy Returning Officer at their discretion. A fee of:.....</p>	<p>£54.00 per presiding officer and poll clerk</p>	<p><b>£60.00 per presiding officer and poll clerk</b></p>	<p>Complies with DLUHC combined banding for training, preparation and delivery banding rates</p>
<p>15. Counting Management Team: A fee of</p> <p>(a) for the first hour.....</p> <p>(b) for each half hour thereafter or part thereof.....</p> <p>In respect of overnight working (between the hours of 9.00pm-8.00am) <b>and Saturday working</b></p> <p>(c) for the first hour.....</p> <p>(d) for each half hour thereafter or part thereof.....</p> <p><del>Weekend working: will be paid at time and a half the above rates</del></p> <p><b>Sunday working</b></p> <p><b>(e) for the first hour.....</b></p> <p><b>(f) for each half hour thereafter or part thereof.....</b></p>	<p>£24.00</p> <p>£12.00</p> <p>£26.00</p> <p>£13.00</p>	<p><b>£25.00</b></p> <p><b>£12.50</b></p> <p>£37.50</p> <p>£18.75</p> <p><b>£50.00</b></p> <p><b>£25.00</b></p>	<p>Complies with DLUHC banding</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rates</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rates</p>

<p>16. Counting/Verification Supervisor: A fee of</p> <p>(a) for the first hour.....</p> <p>(b) for each half hour thereafter or part thereof.....</p> <p>In respect of overnight working (between the hours of 9.00pm-8.00am) <b>and Saturday working</b></p> <p>(c) for the first hour.....</p> <p>(d) for each half hour thereafter or part thereof.....</p> <p><del>Weekend working: will be paid at time and a half the above rates</del></p> <p><b>Sunday working</b></p> <p><b>(e) for the first hour.....</b></p> <p><b>(f) for each half hour thereafter or part thereof.....</b></p>	<p>£20.00</p> <p>£10.00</p> <p>£22.00</p> <p>£11.00</p> <p></p> <p></p>	<p>£19.50</p> <p>£9.75</p> <p>£29.25</p> <p>£14.62</p> <p></p> <p><b>£39.00</b></p> <p><b>£19.50</b></p>	<p>Complies with DLUHC banding</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rates</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rate</p>
<p>17. Counting/Verification Assistant Supervisor: A fee of</p> <p>(a) for the first hour.....</p> <p>(b) for each half hour thereafter or part thereof.....</p> <p>In respect of overnight working (between the hours of 9.00pm-8.00am) <b>and Saturday working</b></p>	<p>£18.00</p> <p>£9.00</p>	<p>£17.50</p> <p>£8.75</p>	<p>Complies with DLUHC banding</p> <p>Complies with DLUHC banding and in line with</p>

<p>(c) for the first hour.....</p> <p>(d) for each half hour thereafter or part thereof.....</p> <p><del>Weekend working: will be paid at time and a half the above rates</del></p> <p><b>Sunday working</b></p> <p><b>(e) for the first hour.....</b></p> <p><b>(f) for each half hour thereafter or part thereof.....</b></p>	<p>£20.00</p> <p>£10.00</p>	<p>£26.25</p> <p>£13.12</p> <p><b>£35.00</b></p> <p><b>£17.50</b></p>	<p>advice from DLUHC with regards to weekend working rate</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rate</p>
<p>18. Counting/Verification Assistant: A fee of</p> <p>(a) for the first hour.....</p> <p>(b) for each half hour thereafter or part thereof.....</p> <p>In respect of overnight working (between the hours of 9.00pm-8.00am) <b>and Saturday working</b></p> <p>(c) for the first hour.....</p> <p>(d) for each half hour thereafter or part thereof.....</p> <p><del>Weekend working: will be paid at time and a half the above rates</del></p> <p><b>Sunday working</b></p> <p><b>(e) for the first hour.....</b></p> <p><b>(f) for each half hour thereafter or part thereof.....</b></p>	<p>£16.00</p> <p>£8.00</p> <p>£18.00</p> <p>£9.00</p>	<p>£15.00</p> <p>£7.50</p> <p>£22.50</p> <p>£11.25</p> <p><b>£30.00</b></p> <p><b>£15.00</b></p>	<p>Complies with DLUHC banding</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rate</p> <p>Complies with DLUHC banding and in line with advice from DLUHC with regards to weekend working rate</p>

<p>19. For the employment of persons for clerical and all other assistance other than where separate fees are provided. <b>(County Elections ONLY)</b> For each Electoral Division.....</p>	<p>1-member £139.00 2-member £267.00</p>	<p>£147.00 £282.00</p>	<p>5.7% - LG pay settlement 5.7% - LG pay settlement</p>
<p>20. Preparation and issue of poll cards and postal vote cards, for supervising the preparation and issue of official poll and postal vote cards. <b>(County Elections ONLY)</b> For each Electoral Division, a fee of .....</p>	<p>1-member £20.50 2-member £42.00</p>	<p>£22.00 £44.00</p>	<p>5.7% - LG pay settlement 5.7% - LG pay settlement</p>
<p>21. To an officer designated by the Returning Officer or his duly appointed Deputy, for inspection and supervision of polling stations, a fee of..... <b>OR where a poll is combined with one other Poll a fee of.....</b> <b>OR</b> in the event of three or more polls being held at the same time, <del>an additional</del> a fee of.....</p>	<p>£278.00  £34.00</p>	<p>£300.00  <b>£330.00</b>  <b>£360.00</b></p>	<p>Complies with DLUHC banding  Complies with DLUHC banding  Complies with DLUHC banding</p>
<p>22. For preparation of ballot boxes. For each polling station, a fee of.....</p>	<p>£10.50</p>	<p>£11.00</p>	<p>Complies with DLUHC banding</p>
<p>23. Supervisor for the issue and receipt of postal ballot papers. A fee of:</p>			



(a) for the first hour..... (b) for each half hour thereafter or part thereof.....	£20.00 £10.00	£17.50 £8.75	Complies with DLUHC banding
24. For the employment of persons in connection with the issue and receipt of postal ballot papers, the total sum of which to be distributed by the Deputy Returning Officer at their discretion. A fee of.....	£0.85 per postal vote	£0.90 per postal vote	5.7% - LG pay settlement
25. Hire of rooms in connection with the issue and receipt of postal ballot papers	Actual and necessary costs	No change	
26. For travelling expenses of the Returning Officer, Deputy Returning Officer, Polling Staff and Count Staff, and for posting Notices of Election and Notices of Poll. Per mile.....	£0.45 (HMRC at that time)	£0.45 (HMRC rate)	
27. Hire of rooms for the preparation of ballot boxes .....	Actual and necessary cost	No change	

28. For preparing a room for the purpose of a poll, and of a count, and cleaning and reinstating the room (per station)			
(a) in the case of a school maintained by a local authority, which may be used free of hire charge, the caretaker's fee is to be paid in accordance with the allowances in force in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service; or any local agreement; ..... <b>and</b>	Actual and necessary cost	No change	
(b) in any other building.....	Actual and necessary cost	No change	
29. Heating and lighting (per polling station) ...	Actual and necessary cost	No change	
30. Conveyance of ballot boxes and voting screens.....	Actual and necessary cost	No change	
31. Compensation payable in consequence of the cancellation of functions in order to make suitable premises available for use as polling stations or places of count.....	Actual and necessary cost	No change	
32. For provision of ballot boxes and voting screens, for printing notices, ballot papers and other forms and documents required, including the printing costs, computer charges and all associated costs of	Actual and necessary cost	No change	

producing the official poll and postal vote cards, and for stationery, advertising, postage, telephone calls, bank charges and miscellaneous expenses.....			
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**NOTE:** Where there is any combination of poll with District or Parish Councillors, wherever appropriate and as far as practicable, the costs are to be shared on an equal basis between the relevant Authorities, unless a particular expense can be allocated to a specific poll.

Returning Officer  
February 2024