

ANNEX A

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 2017 to 31 March 2018)

Only the fees and disbursements specified below shall be chargeable. The fees payable to the Returning Officer or his duly appointed Deputy Returning Officer shall include all payments which he makes from his fees to other persons by way of remuneration of services undertaken on his 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 other polls/elections/referendums.

PART I - UNCONTESTED ELECTION

A – FEES

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| 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 £43.95
2-member £87.90 |
| 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 are provided. For each Electoral Division, a fee of | 1-member £29.15
2-member £58.30 |

B – DISBURSEMENTS

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| 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 £18.40
2-member £36.80 |
| 4. | For the employment of persons for clerical and other assistance. For each Electoral Division | 1-member £21.50
2-member £43.00 |
| 5. | Travelling expenses of the Returning Officer, Deputy Returning Officer and Assistants. Per mile..... | £0.45 |
| 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 |

PART II - CONTESTED ELECTION

A – FEES

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| 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 £91.30
2-member £182.60 |
| 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 £86.90
2-member £173.80 |

(If a duly appointed Deputy Returning Officer also carries out the functions specified under Item 9 of this scale, he will be entitled to claim the fees payable under both item 8 and item 9 of the scale)

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| 9. | To a Deputy Returning Officer appointed solely for the purposes of rules 25(b) and 38 to 46 of the Local Elections (Principal Areas) Rules 1986 (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 £58.30
2-member £116.60 |
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(A Deputy Returning Officer appointed under this item cannot claim the fee payable under item 14 of this scale)

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| 9A. | For each Recount..... | £14.00 |
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B – DISBURSEMENTS

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| 10. | Presiding Officer, a fee of.....
or where a poll is combined with a district council or parish council poll, a fee of..... | £200.00
£225.00 |
| 11. | Poll Clerk, a fee of.....
or where a poll is combined with a district council or parish council poll, a fee of..... | £135.00
£152.00 |

(Presiding officers and poll clerks may not include any additional expenses i.e. electricity charges, other than travelling expenses specified in item 21 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.	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:.....	£50.00 per presiding officer and poll clerk
14.	Counting/Verification Supervisor: A fee of	
	(a) for the first hour.....	£16.00
	(b) for each half hour thereafter or part thereof.....	£8.00
	In respect of evening/overnight working	
	(c) for the first hour.....	£18.00
	(d) for each half hour thereafter or part thereof.....	£9.00
15.	Counting/Verification Assistant: A fee of	
	(a) for the first hour.....	£12.00
	(b) for each half hour thereafter or part thereof.....	£6.00
	In respect of evening/overnight working	
	(c) for the first hour.....	£14.00
	(d) for each half hour thereafter or part thereof.....	£7.00
16.	For the employment of persons for clerical and all other assistance other than where separate fees are provided. For each Electoral Division.....	1-member £108.50 2-member £217.00
17.	Preparation and issue 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 £18.45 2-member £36.90
18.	To an officer designated by the Returning Officer or his duly appointed Deputy, for inspection and supervision of polling stations. A fee of.....	£200.00
19.	For preparation of ballot boxes. For each polling station, a fee of.....	£3.65
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20.	Supervisor for the issue and receipt of postal ballot papers. A fee of:	
	(a) for the first hour.....	£16.00
	(b) for each half hour thereafter or part thereof.....	£8.00

21.	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.....	£0.70 per postal vote
22.	Hire of rooms in connection with the issue and receipt of postal ballot papers	Actual and necessary costs
23.	For travelling expenses of the Returning Officer, Deputy Returning Officer, Assistants, Presiding Officers, Poll Clerks and Counting Assistants, and for posting Notices of Election and Notices of Poll. Per mile.....	£0.45
24.	Hire of rooms.....	Actual and necessary cost
25.	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;	Actual and necessary cost
	and	
	(b) in any other building.....	Actual and necessary cost
24.	Heating and lighting (per polling station) ...	Actual and necessary cost
25.	Conveyance of ballot boxes and voting screens.....	Actual and necessary cost
26.	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
27.	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 producing the official poll and postal vote cards, and for stationery, advertising, postage, telephone calls, bank charges and miscellaneous expenses.....	Actual and necessary cost

NOTE: At a combined election of County with District or Parish Councillors, wherever appropriate the costs are to be shared on an equal basis between the relevant Authorities, unless a particular expense can actually be allocated to a specific authority.

Nick Graham, Chief Legal Officer and Monitoring Officer
Agreed by Audit & Governance Committee: (date to be completed)