

**APPENDIX A**

**Sefton Metropolitan Borough Council Returning Officer Fees and Charges for  
Borough and Parish Council Elections and By-Elections**

<b>SCALE OF FEES</b>			
<b>1</b>			<b>Fees for Returning Officer</b>
	A		<b>Borough Council Elections</b>
			Fee for conducting a Borough election or by-election, giving the prescribed notices, preparing and supplying nomination papers, deciding on the validity of nominations, appointing Deputy Returning Officers, arranging for the conduct of the poll including the preparation of absent votes, verification and counting of votes, declaring the result and making return of same and generally performing all duties which a Returning Officer is required to perform under the Representation of Peoples Acts and Rules and Regulations made thereunder and including all disbursements and expenses.
			<b>£388.00</b>
	B		<b>Parish Council Elections</b>
		1	Where the election or by-election is for a Parish Council only or for each Parish Ward
			<b>£192.00</b>
		2	Where the election or by-election is held concurrently with the appropriate Borough Council Ward election.
			<b>£48.00</b>
	C		<b>Fees for Deputy Returning Officer and Election Project Management</b>
		1	For a Deputy Returning Officer appointed with full powers to perform duties and rights lawfully performed and discharged in the same like manner as the appointed Returning Officer
			<b>50% of Returning Officer overall fee</b>
		2	For each Deputy Returning Officer appointed for conducting a count in an electoral area, ward or parish, per ward or parish ward
			<b>£192.00</b>
		3	For each Deputy Returning Officer appointed for conducting the issue, receipt and opening of postal ballot packs in an electoral area, ward or parish, per ward or parish ward
			<b>£192.00</b>
		4	For a person appointed to Project Manage an election in conjunction with a Deputy Returning Officer with full powers
			<b>50% of Returning Officer overall fee</b>
<b>2</b>			<b>Uncontested elections</b>
	A		Borough Council election, per Ward
			<b>£192.00</b>
	B		Parish Council for each Ward or Parish (if not warded) if held concurrently with the appropriate Borough Council Ward elections
			<b>£38.00</b>
	C		Parish Council if not held concurrently with the Borough Council Ward election
			<b>£96.00</b>

	D		Fee for clerical assistance, per Ward or Parish (if not warded)	<b>50% of fees referred to in B(1)</b>
<b>3</b>			<b>Polling Station</b>	
	A		For each Presiding Officer	<b>£156.00</b>
	B		For each Polling Station Inspector	<b>£156.00</b>
	C		For each Poll Clerk	<b>£105.00</b>
	D		Training fee (Presiding Officer/Polling Station Inspector)	<b>£50.00</b>
	E		Polling Station Co-Ordination	
		1	Polling Station Maintenance	<b>£156.00</b>
	F		Election Day Co-Ordination	<b>£156.00</b>
	G		Ballot Box Preparation (per hour)	<b>£12.00</b>
<b>4</b>			<b>Counting of Votes</b>	
	A		Count Manager appointed to oversee all preparations and setting up of Count Venues	<b>£800.00</b>
	B		For each Count Accountancy Supervisor (per Venue)	<b>£250.00</b>
		1	For each Count Accountancy Assistant (per Venue)	<b>£125.00</b>
	C		For each Count Supervisor (per Ward)	<b>£125.00</b>
		1	For each Ward Supervisor (per Ward)	<b>£75.00</b>
		2	For each Verification and Counting Assistant	<b>£45.00</b>
	D		Supervisor Packet 2	<b>£125.00</b>
	E		For each Operational Supervisor	<b>£125.00</b>
		1	For each General/Operational Assistants	<b>£45.00</b>
		2	Reception Staff	<b>£45.00</b>
		3	Car Park Attendants	<b>£45.00</b>
		4	Ballot Box Receipt	<b>£45.00</b>
	G		Communications Supervisor	<b>£125.00</b>
		1	Communications Assistant	<b>£75.00</b>
	H		Count Security Staff	<b>£75.00</b>
	I		Count IT Support Officer	<b>£125.00</b>
	J		Count Training (per session)	<b>£150.00</b>
<b>5</b>			<b>Postal Voting</b>	
	A		For the employment of persons engaged in the despatch and/or receipt of postal ballot papers for each 100 postal voters or part thereof	<b>£75.00</b>
	B		For the Supervision and issue of postal ballot packs (per hour)	<b>£20.00</b>
	C		For the Supervision, receipt and opening of postal ballot packs(per hour)	<b>£20.00</b>
	D		For each person responsible for the issue and re-issue of postal ballot packs (per hour)	<b>£12.00</b>
	E		For each person responsible for the receipt and opening of postal ballot packs (per hour)	<b>£12.00</b>
	F		For each person responsible for the verification of postal voting statements (per hour)	<b>£15.00</b>

	G		For each person responsible for hand delivery of postal ballot packs (per hour)	<b>£12.00</b>
	H		Collection of Postal Ballot Packs from Royal Mail (Last Sweep)	<b>£125.00</b>
	I		Postal Vote Security (per hour)	<b>£12.00</b>
	J		Postal Vote Training (per session)	<b>£150.00</b>
<b>6</b>			<b>Poll Cards</b>	
	A		Employment of persons in connection with the preparation, completion and issue of official poll cards. For every 100 cards or fraction thereof.	<b>£12.00</b>
	B		Delivery of poll cards by hand – per card	<b>£0.16</b>
<b>7</b>			<b>Fee for clerical assistance:-</b>	
	A		Borough Council elections, per Ward	<b>£388.00</b>
	B		Parish Council elections:-	
		1	<ul style="list-style-type: none"> <li>First 1,500 electors in each Ward or Parish (if not warded)</li> </ul>	<b>£110.00</b>
		2	<ul style="list-style-type: none"> <li>For every additional 500 electors or part thereof</li> </ul>	<b>£45.00</b>
	C		Travelling expenses of the Returning Officer and any other officer employed by him where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election. (per mile)	<b>40p</b>
	D		Preparation of Ballot Boxes (per Hour)	<b>£12.00</b>
	E		Supervision and issue of Ballot Boxes (per hour)	<b>£12.00</b>
<b>8</b>			<b>Miscellaneous Staff</b>	
	A		Election Temporary Clerical Assistant (per hour)	<b>£12.00</b>
	B		Communications Co-Ordination	
	C		Customer Centre Co-Ordination	
	D		ICT Co-Ordination	
	E		Training Provider (per session)	<b>£150.00</b>
<b>9</b>			<b>Services</b>	
	A		Printing and provision of ballot papers	<b>Actual and necessary</b>
	B		Printing official poll cards.	<b>Actual and necessary</b>
	C		Printing and providing notices and other documents required in and about the election or poll and cost or publishing such notices and documents	<b>Actual and necessary</b>
	D		Renting of any building, room or equipment for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	<b>Actual and necessary</b>
	E		Hiring or constructing a polling station for the purposes of election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	<b>Actual and necessary</b>

	F		Providing ballot boxes, including repairs	<b>Actual and necessary</b>
	G		Conveyance of ballot boxes, equipment etc.	<b>Actual and necessary</b>
	H		Delivery and collection of voting compartments,	<b>Actual and necessary</b>
	I		Printing copies of the register of electors.	<b>Actual and necessary</b>
	J		Postage.	<b>Actual and necessary</b>
	K		Election stationery and materials, general stationery, telephone calls, bank charges, cost of delivery of documents to the Returning Officer and miscellaneous expenses.	<b>Actual and necessary</b>
	L		Premium for Employer's Liability, Third Party and Personal Indemnity Insurance.	<b>Actual and necessary</b>
			<b>In an uncontested election</b>	
	M		For printing and providing notices and other documents required in and about the election and costs of publishing such notices and documents.	<b>Actual and necessary</b>
	N		Postages, telephone calls and any other necessary miscellaneous expenses.	<b>Actual and necessary</b>