

**RUTLAND SCHEDULE-RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE IN RESPECT OF LOCAL ELECTIONS AND REFERENDUMS FOR 2017/18**

DESCRIPTION OF DUTIES	2016/17	2017/18 Proposal
<p><b>Returning Officer's fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of a <b>contested election</b> for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election where <b>the election is for Parish Councillors only:</b></p>		
1. For one Parish	132.98	<b>£132.98</b>
2. For each additional Parish up to 10	92.93	<b>£92.93</b>
3. For each additional Parish over 10	65.94	<b>£65.94</b>
4. Additional payment where a Parish is divided into Wards, for each Ward	22.09	<b>£22.09</b>
<p><b>Returning Officer's fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of a <b>contested election</b> for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election <b>where the elections are for District Councillors and Parish Councillors on the same day:</b></p>		
1. For one Parish	105.99	<b>£105.99</b>
2. For each additional Parish up to 10	88.85	<b>£88.85</b>
3. For each additional Parish over 10	53.55	<b>£53.55</b>
4. Additional payment where a Parish is divided into Wards, for each Ward	13.16	<b>£13.16</b>
<p><b>Returning Officer's fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of an election which is <b>uncontested:</b></p>		
1. Each Parish or Ward of a Parish separately returning a Councillor or Councillors	25.19	<b>£25.19</b>
2. Additional payment where a Parish is divided into Wards, for each ward	13.16	<b>£13.16</b>
3. Printing and providing nomination forms, notices, ballot papers and other forms and documents required in and about the election or poll	50	<b>£50.00</b>

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<b>Deputy Returning Officers' fee</b> for DRO with full powers to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election	Discretionary, but recommended equivalent to 50% of the RO fee	Discretionary, but recommended equivalent to 50% of the RO fee
<b>All equipment</b> to be purchased, hired, altered or repaired	Actual and necessary cost	Actual and necessary cost
<b>Hire and fitting up of Polling Stations</b> including heating, lighting, cleaning and damages and expenses paid in respect thereof	Actual and necessary cost	Actual and necessary cost
<b>Stationery at Polling Stations</b>	Actual and necessary cost	Actual and necessary cost
<b>Printing and providing nomination forms, notices, ballot papers and other forms and documents</b> required in and about the election or poll	Actual and necessary cost	Actual and necessary cost
Returning Officers' <b>travelling expenses</b> and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement	Casual Users' rate as laid down by the N.J.C. or local agreement
<b>Conveyance of Ballot Boxes</b>	Actual and necessary cost	Actual and necessary cost
Each <b>Presiding Officer</b> 7.00 am to 10.00 pm Poll	195	<b>£195.00</b>
Each <b>Poll Clerk</b> 7.00 am to 10.00pm Poll	115	<b>£115.00</b>
Each <b>part-time Poll Clerk</b> where acting for 4 hours	35.48	<b>£35.48</b>
<b>Remuneration of persons</b> employed at the <b>Counting of Votes</b> at the Election: 1. For each 500 local government electors or part thereof on the Register of Electors used at the election	32.42	<b>£32.42</b>

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2. Where the number of candidates exceeds three, for every three candidates or part thereof	32.42	<b>£32.42</b>
3. Allowance for a recount per parish (single member)	53.7	<b>£53.70</b>
4. Allowance for a recount per parish (multiple members)	107.41	<b>£107.41</b>
<b>For the production and printing of postal ballot packs</b>	Actual and necessary cost	Actual and necessary cost
<b>Remuneration of persons</b> employed for the purpose of in house <b>despatch of postal ballot</b> papers:		
1. Postal Vote Supervisor Fee – per hour – standard rate	10	<b>£10.00</b>
2. Postal Vote Assistant Fee – per hour – standard rate	7.5	<b>£7.50</b>
<b>Remuneration of persons</b> employed for the purpose of in house <b>receipt of postal ballot</b> papers:		
1. Postal Vote Supervisor Fee – per hour – standard rate	12.5	<b>£12.50</b>
2. Postal Vote Assistant Fee – per hour – standard rate	7.5	<b>£7.50</b>
<b>Clerical assistance</b>	Actual and necessary cost	Actual and necessary cost
For the <b>employment of persons</b> in connection with the <b>preparation, completion and issue of Official Poll Cards</b> , for every 100 cards or fraction thereof issued	10.37	<b>£10.37</b>
For the attendance at <b>training</b> of persons employed at the election – per category of job, subject to local conditions and annual review	30	<b>£30.00</b>
<b>For printing and providing Official Poll Cards</b>	Actual and necessary cost	Actual and necessary cost
For general <b>stationery, postages and miscellaneous</b> expenses	Actual and necessary cost	Actual and necessary cost