

City of Wolverhampton Council – Election Fees and Charges 2023-24

SCALE OF FEES	Fees 2022-23	Proposed Fees 2023-24
Fee for Returning Officer		
Local Election	0	0
Parliamentary Election (3 constituencies)	N/A	TBC – set by DLUHC
Police and Crime Commissioner Election	N/A	TBC – set by DLUHC, in 2021 - £9,450
West Midlands Combined Authority Mayoral Election	N/A	TBC – set by WMCA, in 2021 - £9,450
Fee for Deputy Returning Officer – flat rate		
Deputy Returning Officer – full powers	£500	£400 per count Ballot box receipt fee - £150
Assistant Deputy Returning Officer – full powers	£400	£300 per day
Deputy Returning Officer – limited powers – Postal Vote Opening Manager	£200	If recruited outside of core team - £60 per day session, £120 for final opening session overnight.
Polling Station Staff – flat rate		
Polling Station Inspector Polling Station Inspector mileage	£260 (to reflect increased level of responsibility) £0.45p a mile	£260 for standalone poll £312 (20% increase for combined polls)
Presiding Officer (PO) Presiding Officer mileage Transporting polling booth	£250 (to reflect increased level of responsibility)	£250 for standalone poll £300 (20% increase for combined polls)

Senior Presiding Officer	£50 on top of fee	£25 on top of fee - in line with Elections Claim Unit guidance
Poll Clerk (PC) Poll Clerk mileage	£175 (to bring in line with national living wage from 1 April 2023) £5	£175 for standalone poll £210 (20% increase for combined polls)
Reserve PO and PC fee	£50	£50
Training (Polling Station Inspector/Presiding Officer/Poll Clerk)	£30 for online poll clerk training £50 For Presiding Officer and Polling Station Inspector to reflect longer training sessions focused on Voter ID and Accessibility	£30 for online training £40 for face to face In line with Elections Claim Unit guidance
Postal Vote Opening	Hourly rates	Flat rates
All postal roles – internal staff will be redeployed from their substantive post. They will receive a fee for the count night only.		
Postal Vote Opening Supervisor Count night	£15 £20	There will now be two opening shifts a day from 10am – 1pm and 2pm – 5pm. Sessions may finish earlier or slightly later. £50 per session – day Count night - £120. Any postal vote opening session that goes over 5 hours will be paid at the hourly rate of £15 an hour for

		day and £20 an hour for count night.
Postal Vote Opening Assistant Supervisor	£12.50 £15	£40 per session – day rate Count night - £100. Any postal vote opening session that goes over 5 hours will be paid at the hourly rate of £12.50 for day and £15 for night.
Postal Vote Opening Adjudicator Count night	£12.50 £15	£40 per session – day rate Count night - £100. Any postal vote opening session that goes over 5 hours will be paid at the hourly rate of £12.50 for day and £15 for night.
Postal Vote Opening Analysts	£12.50 £15	£40 per session – day rate Count night - £100. Any postal vote opening session that goes over 5 hours will be paid at the hourly rate of £12.50 for day and £15 for night.
Postal Vote Opening Assistant Count night	£11 (to bring in line with national living wage) £12.50 night-time rate	£35 per session – day rate Count night - £80. Any postal vote opening session that goes over 5 hours will be paid at the hourly rate of £11 for day and £12.50 for night.

Training (Assistant/Supervisor/Adjudicator)	£30	£40 face to face
Verification and Count (hourly rate)		
Candidate and Agent Liaison Officer	£300 flat fee	£200 per day (£400 to cover both days)
Count Operations Manager	£300 flat fee	£200 per day (£600 for Thursday, Friday, Saturday)
Reception Manager	£30 an hour	£12.50 day time rate £18.75 evening/weekend rate in line with Elections Claims Unit
Reception Officers	£12.50	£10.50 day time rate £15.75 evening/weekend rate in line with Elections Claims Unit
Communications Officer	Overtime rate for employee	£60 for ballot box receipt £120 per count – daytime rate. £180 per count for evening/weekend rate.

ICT Support	Overtime rate for employee	£60 for ballot box receipt £120 per count – daytime rate. £180 per count for evening/weekend rate.
Ballot box receipt operations manager		£120 flat fee which includes preparation and delivering briefing session in advance.
Ballot box receipt supervisors	£15	£60 flat rate includes briefing
Ballot box receipt assistant	£12.50	£50 flat rate includes briefing
Ballot box receipt assistant supervisor After 9pm/weekend	£15	£50 flat fee
Ballot box runner After 9pm/weekend	£12.50	£40
Count Supervisor After 9pm/weekend	£20	£160 day rate £240 evening/weekend rate in line with Elections Claim Unit. If any count goes beyond 8 hours, will be paid an additional hourly rate of £20 daytime rate and £30 evening/weekend rate.

Assistant Count Supervisor After 9pm/weekend	£15	£120 day rate £180 evening/weekend rate in line with Elections Claim Unit. If any count goes beyond 8 hours, will be paid an additional hourly rate of £15 date time rate and £22.50 evening/weekend rate.
Count Assistant After 9pm/weekend	£12.50	£100 day rate £150 evening/weekend rate in line with Elections Claim Unit. If any count goes beyond 8 hours, will be paid an additional hourly rate of £15 date time rate and £22.50 evening/weekend rate.
Training fee	£30 (required for complexity of 2023 count methods)	N/A
Chief counting supervisor (results co-ordination) After 9pm/weekend	£20	£160 day rate £240 evening/weekend rate in line with Elections Claim Unit. If any count goes beyond 8 hours, will be paid an additional hourly rate of £20 date time rate and £30 evening/weekend rate.
Training fee for Count Supervisors and Assistant Count Supervisors	£30	£40 face to face
Core team overtime		

<p>6 members of core election team for overtime hours. Electoral Services and Scrutiny Manager (G9), Deputy Electoral Services Manager (G7), Senior Electoral Services Officer (G6), Electoral Services Assistants x 2 (G4), Electoral Services Apprentice</p>	<p>X 1.25 hourly rate</p>	<p>X 1.25 hourly rate where applicable. Where the task undertaken is the same it should be paid at a rate proportionate to the task rather than a rate proportionate to the grade of the officer undertaking role.</p> <p>Core team election day fee - £300 (except where a member of team is also receiving a DRO fee for that day).</p>
<p>Delivery of training session</p>	<p>£80 per session for external trainer Core team - x 1.25 hourly rate if overtime.</p>	<p>Core team - x 1.25 hourly rate if overtime. £80 per session for external trainer</p>
Ballot box preparation		
<p>Equipment issuing supervisor</p>	<p>£12.50</p>	<p>If outside of core hours, £15 an hour during day, £22.50 evening/weekend in line with Elections Claims Unit</p>
<p>Equipment issuing assistant</p>	<p>£11 (to bring in line with national living wage)</p>	<p>Two shifts per day 10am – 1pm and 2pm – 5pm. £40 per half day and £80 per full day – daytime rate. £60 per half day for evening/weekend rate and £120 per full day evening/weekend rate.</p>

SCALE OF FEES – SERVICES	Cost
Printing and provision of ballot papers	Actual and necessary (print contract in place with FCS Laser Mail)
Printing official poll cards.	Actual and necessary (print contract in place with FCS Laser Mail)
Printing of postal vote packs	Actual and necessary (print contract in place with FCS Laser Mail)
Printing and providing notices and other documents required in and about the election or poll and cost of publishing such notices and documents	Actual and necessary
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.	Actual and necessary
Hiring or constructing a polling station for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	Actual and necessary
Providing ballot boxes, including repairs	Actual and necessary
Conveyance of ballot boxes, equipment etc.	Actual and necessary
Delivery and collection of polling booths	Actual and necessary
Printing copies of the register of electors	Actual and necessary
Postage	Actual and necessary – as per Royal Mail charges
Election stationery and materials, general stationery, cost of delivery of documents to the Returning Officer and miscellaneous expenses.	Actual and necessary

Premium for Employer's Liability, Third Party and Personal Indemnity Insurance.	Actual and necessary
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