

Payments for staff at Local District, Town and Parish Elections (including by-elections) 1 April 2021

The Council's Returning Officer is also be responsible for regional and national polls held that cover West Berkshire.

Returning Officer/Deputy Returning Officer	West Berkshire Council	Additional Information
Returning Officer	£208 per contested District Ward	There are 24 District Wards
Returning Officer (contested Parish Ward)	£104 per contested Parishes/Parish Ward	
Deputy Returning Officer (Full powers)	£104 per contested District Ward	There are 55 Parishes and 20 Parish Wards (75 in total)
Deputy Returning Officer (Full powers, contested Parish Ward)	£52 per contested Parishes/Parish Ward	
Deputy Returning Officer (Limited powers)	No fee payable	

Polling Station Staff	West Berkshire Council	Additional Information
Presiding Officer (single*)	£285 per day (includes £40 for training)	Single is either District or Parish/Town Council Combined is both District and Parish/Town Council
Presiding Officer (combined**)	£310 per day (includes £40 for training)	
Poll Clerk (single*)	£185 per day (includes £30 for training)	
Poll Clerk (combined**)	£196 per day (includes £30 for training)	
Polling Station Inspector	£285 per day	
Standby Staff	£50 per day	

Postal Vote Staff	West Berkshire Council	Additional Information
Postal Vote opener	£11.00 per hour	
Postal Vote opening Supervisor	£18.00 per hour	

Ballot Box Staff	West Berkshire Council	Additional Information
Ballot Box preparation	£11.00 per hour	
Ballot Box Runner (Transport, polling station support)	£13.00 per hour	
Ballot Box Reception Team Leader (day)	£18.00 per hour	
Ballot Box Reception Team Leader (night)	£20.00 per hour	
Ballot Box Reception (day)	£13.00 per hour	
Ballot Box Reception (night)	£15.00 per hour	

Count Staff	West Berkshire Council	Additional Information
Count Centre Manager	£20.00 per hour	
Count Supervisor (day)	£18.00 per hour	
Count Supervisor (night)	£20.00 per hour	
Count Reception (day)	£13.00 per hour	
Count Reception (night)	£15.00 per hour	
Count Security (day)	£13.00 per hour	
Count Security (night)	£15.00 per hour	
Count or verification assistant (day)	£13.00 per hour	
Count or verification assistant (night)	£15.00 per hour	
Car Park assistant (day)	£13.00 per hour	
Car Park assistant (night)	£15.00 per hour	

Administration	West Berkshire Council	Additional Information
Poll Card admin and issue	£11.00 per hour	
Postal votes admin and issue	£11.00 per hour	
Any other clerical task	£11.00 per hour	

Other Election Staff	West Berkshire Council	Additional Information
Election Staff Trainer (classroom)	£156.00 per session	
Election control team	£19.00 per hour	

Expenses	West Berkshire Council	
Mileage	58p (taxable)	
Mobile phone use by polling station staff	No longer paid	

Re-Charge to Parish Wards	West Berkshire Council	Additional Information
Uncontested Parish/Parish Ward	£75 per Parish/Parish Ward	Clerical work undertaken by the RO
Contested Parish/Parish Ward	£104 per Parish/Parish Ward for the first 1,000 electors. Then £15 for every additional 100 electors, or part thereof.	Returning Officer Fee

Note: A time-sheet is required for hourly paid roles