

## Payments for staff at Local District, Town and Parish Elections (including by-elections) 1 April 2025

| Returning Officer/Deputy Returning Officer                    | West Berkshire Council                      | Additional Information   |
|---|---|--|
| Returning Officer   | £244 per contested District Ward fee        | There are 24 District Wards<br><br>There are 55 Parishes and 20 Parish Wards (75 in total) |
| Returning Officer (contested Parish Ward)                     | £122 per contested Parishes/Parish Ward fee |  |
| Deputy Returning Officer (Full powers)                        | £122 per contested District Ward fee        |  |
| Deputy Returning Officer (Full powers, contested Parish Ward) | £61 per contested Parishes/Parish Ward fee  |  |
| Deputy Returning Officer (Limited powers)                     | No fee payable                              |  |

| Polling Station Staff                 | West Berkshire Council | Additional Information   |
|---------------------------------------|------------------------|--|
| Presiding Officer (single & combined) | £18.30 per hour        | Polling station staff are required to work a minimum 16-hours a day. |
| Poll Clerk (single & combined)        | £13.75 per hour        |  |
| Polling Station Inspector             | £19.30 per hour        |  |
| Standby Staff                         | £50 set rate           |  |

| Postal Vote Staff                  | West Berkshire Council | Additional Information |
|------------------------------------|------------------------|------------------------|
| Postal Vote Open & Check Assistant | £13.50 per hour        |                        |
| Postal Vote Signature Adjudicator  | £17.50 per hour        |                        |
| Postal Vote Session Manager        | £21.00 per hour        |                        |

| Ballot Box Staff                                | West Berkshire Council | Additional Information |
|---|------------------------|------------------------|
| Ballot Box Issuing Supervisor                   | £16.50 per hour        |                        |
| Ballot Box & Equipment Issuing Assistant        | £14.50 per hour        |                        |
| Ballot Box Receipt Supervisor                   | £16.50 per hour        |                        |
| Ballot Box Receipt Assistant                    | £14.50 per hour        |                        |
| Collection & Preparation of Equipment Assistant | £15.00 per hour        |                        |

| Count Staff | West Berkshire Council | Additional Information |
|-------------|------------------------|------------------------|
|-------------|------------------------|------------------------|

|                                      |                 |  |
|--------------------------------------|-----------------|--|
| Count Centre Manager                 | £25.00 per hour |  |
| Count Set Up & Down Supervisor       | £17:00 per hour |  |
| Verification & Count Lead Supervisor | £19.00 per hour |  |
| Count Receptionist                   | £14.00 per hour |  |
| Count Security Officer               | £14.00 per hour |  |
| Verification or Count Assistant      | £14.00 per hour |  |
| Top Table Data Officer               | £19.00 per hour |  |
| Information Technology Officer       | £17.50 per hour |  |

|                      |                        |                        |
|----------------------|------------------------|------------------------|
| Administration       | West Berkshire Council | Additional Information |
| Casual Admin Support | £14.00 Per hour        |                        |

|          |                        |  |
|----------|------------------------|--|
| Expenses | West Berkshire Council |  |
| Mileage  | 45p per mile (taxable) |  |

\*Note: A timesheet is required for paid roles. All rates are plus holiday pay at 12.07% unless a standard fee is paid. Where training is required, this will be paid at the staff hourly rate. Enhanced rates are calculated with a maximum uplift of 1.5.

These rates are in line with 'Expenses Guidance for Returning Officers' which has been published by the Ministry of Housing Communities & Local Government.