Payments for staff at Local District, Town and Parish Elections (including by-elections) 1 April 2023

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	£244 per contested District Ward	There are 24 District Wards
Returning Officer (contested Parish Ward)	£122 per contested Parish/Parish Ward	
Deputy Returning Officer (Full powers)	£122 per contested District Ward	There are 55 Parishes and 20 Parish Wards (75 in total)
Deputy Returning Officer (Full powers, contested Parish Ward)	£61 per contested Parish/Parish Ward	
Deputy Returning Officer (Limited powers)	No fee payable	

Polling Station Staff	West Berkshire Council	Additional Information
Presiding Officer (single*)	£321 per day (includes £40 for training & holiday pay)	Single is either District or Parish/Town Council
Presiding Officer (combined**)	£377 per day (includes £40 for training & holiday pay)	Combined is both District and Parish/Town Council on the same day
Poll Clerk (single*)	£229 per day (includes £30 for training & holiday pay)	
Poll Clerk (combined**)	£269 per day (includes £30 for training & holiday pay)	
Polling Station Inspector	£340 per day	
Standby Staff	£50 per day	

Postal Vote Staff	West Berkshire Council	Additional Information
Postal Vote Opening Manager	£20.00 per hour	Deputy RO with limited powers
Postal Vote opener	£12.00 per hour	
Postal Vote opening identifier adjudicator	£17.00 per hour	

Ballot Box Staff	West Berkshire Council	Additional Information
Ballot Box issuing Assistants	£12.00 per hour	
Ballot Box preparation	£12.00 per hour	
Ballot Box Runner (Transport, polling station support)	£14.00 per hour	
Ballot Box Reception Team Leader (day)	£16.00 per hour	
Ballot Box Reception Team Leader (night)	£24.00 per hour	
Ballot Box Reception (day)	£14.00 per hour	
Ballot Box Reception (night)	£21.00 per hour	

Count Staff	West Berkshire Council	Additional Information
Count Centre Manager	£21.00 per hour	
Count Supervisor (day)	£19.00 per hour	
Count Supervisor (night)	£28.50 per hour	
Count Reception (day)	£14.00 per hour	
Count Reception (night)	£21.00 per hour	
Count Security (day)	£14.00 per hour	
Count Security (night)	£21.00 per hour	
Count or verification assistant (day)	£14.00 per hour	
Count or verification assistant (night)	£21.00 per hour	
Car Park assistant (day)	£14.00 per hour	
Car Park assistant (night)	£21.00 per hour	
Media/Communications staff (day)	£15.00 per hour	
Media/Communications staff (night)	£22.50 per hour	
Top Table Team/data officer (day)	£18.00 per hour	
Top Table Team/data officer (night)	£27.00 per hour	
IT support	£14.00 per hour	
Subsistence allowance for lunch & refreshments (day time only)	£10.00 per person	All out district/parish council elections only subject to count centre provision

Administration	West Berkshire Council	Additional Information
Poll Card admin and issue	£12.00 per hour	
Postal votes admin and issue	£12.00 per hour	
Any other clerical task	£12.00 per hour	

Other Election Staff	West Berkshire Council	
Election Staff Trainer (classroom session)	£156.00 per session	
Election control team during polling hours	£18.00 per hour	

Expenses	West Berkshire Council	
Mileage	45p	
Reimbursement of additional expenses	Actual amount subject to verification	Electricity, heating, taxi, bus or train travel, overnight accommodation.

Re-Charge to Parish Wards	West Berkshire Council	Additional Information
Uncontested Parish/Parish Ward	£80 per Parish/Parish Ward	Clerical work undertaken by the RO
Contested Parish/Parish Ward	£115 per Parish/Parish Ward for the first 1,000 electors. Then £16 for every additional 100 electors, or part thereof.	Returning Officer Fee
Contested only	Full fees for by-elections, but a share of the fees if a district election is held on the same day.	Costs include polling station hire, polling staff, count venue, count staff, printing, postage and stationery.

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