



Broxtowe
Borough
COUNCIL

APPENDIX 2

Pay Policy

2023 - 2024

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PAY POLICY 2023 – 2024

1. Introduction

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers and Head of Service posts by enabling public scrutiny of that remuneration.

2. Main Principles

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- Operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

3. Scope of the Policy

Whilst this policy specifically covers those employees defined as a Chief Officer within the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under Section 4 (1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 (1) of that Act.
- c. a statutory Chief Officer mentioned in Section 2 (6) (d) of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 2 (7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in Section 2 (8) of that Act (all Heads of Service)

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers and Head of Service Remuneration Table at appendix 3.

4. Evaluation of Roles at Broxtowe Borough Council

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The job evaluation process is now embedded within the Council's pay and grading systems and all Chief Officer and Head of Service roles continue to be evaluated using the Hay scheme for Chief Officers and Heads of Service or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. All posts are re-evaluated where significant changes occur.

5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service

The Broxtowe Local Pay Scale for Chief Officers and Heads of Service contains seven pay grades. The scale is increased in line with the annual national Joint Negotiating Committee pay award for Chief Officers.

6. Broxtowe Local Pay Scale for all Posts below Head of Service Level

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a. The Council will apply the agreed National Joint Council annual pay award for 2023/24 with effect from 1 April 2023 once it is known.

7. Terms and Conditions of Employment for Chief Officers and Heads of Service

The terms and conditions of employment for Chief Officers and Heads of Service are subject to collective agreements negotiated with the trade unions recognised by the

Council. Agreements reached nationally are set out in the Scheme of Conditions of Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

i) Working Hours

Working arrangements for Chief Officers and Heads of Service are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

ii) Whole-Time Service

Chief Officers and Heads of Service are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

iii) Allowances

Chief Officers and Heads of Service are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer and Head of Service posts hold designated car user status.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers and Heads of Service is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

v) Sickness Entitlement

Sickness entitlement for Chief Officers and Head of Services is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers and Heads of Service are entitled to participate in the Local Government Pension Scheme.

8. Performance Related Pay/Bonus Scheme

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers and Heads of Service.

Exceptional effort from employees can be rewarded by accelerating increments within the grade band they occupy. The costs of accelerated increments have to be met from existing budgets.

9. Honoraria and Ex-Gratia Payments

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Cabinet approval. Cabinet approval for Heads of Services will also be required if not within the Head of Paid Services' delegated financial limits.

10. Expenses

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

11. Market Related Pay

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council introduced a Market Supplement Policy on 29 June 2021 to replace the scarcity rating system. The Market Supplement Policy allows the Council flexibility in meeting the current market value for different job roles, ensuring any issues with the retention or recruitment of employees are minimised.

12. Recruitment of Chief Officers

In accordance with Chapter 2 Parts 1&2 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer, the Council will determine the appointment. In accordance with Chapter 2 Part 13 the Senior Officer Employment Committee will shortlist and interview candidates for the post of Head of Paid Service and Chief Officers including Monitoring Officer, Section 151 Officer and any other Chief Officers.

13. Remuneration of Officers on Recruitment

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

14. Levels and Elements of Remuneration for each Chief Officer and Head of Service

The table at appendix 3 provides a breakdown of the elements of remuneration for each Chief Officer and Head of Service at the Council.

15. Chief Officers and Heads of Service Leaving Service

i) Redundancy payments:

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Cabinet.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy (VR) Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. A report to Committee in May 2016 confirmed these arrangements would remain in place until changes in governing exit packages has been agreed.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. However, the payback of any pension strain and redundancy costs must be covered by savings within three years. The enhancement is aimed at providing employees with greater flexibility and give the Council the opportunity to restructure the workforce around the VR application providing additional opportunities for career development.

The £95,000 cap on exit payments came into effect on 4 November 2020. On 12 February 2021 HMRC announced the regulations regarding exit payments would be revoked. If the cap on exit payments is reinstated, the enhanced VR Scheme will be reviewed.

ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be determined by the Senior Officers Employment Committee whilst posts at Head of Service level will be determined by Cabinet.

iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Cabinet is required to provide approval for posts at Chief Officer level.

iv) Early Retirement – Members of the Local Government Pension Scheme

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Cabinet.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from Officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by Cabinet.

16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer will be assigned to the required Officers working on the election. Deputy Returning Officers will receive payment in accordance with appendix 4.

Payments to the Returning Officer are governed as follows:

- for national elections, fees are prescribed by legislation;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Chief Officers and Heads of Service

17. Payments made in connection with Electoral Services Functions

Fees for all employees employed in connection with the electoral services function are reviewed and approved by Cabinet or full Council as and when appropriate. The proposed employee fees for electoral services is shown in appendix 4.

18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service

The Council publishes information relating to the remuneration of its Chief Officers and Heads of Service on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of all Chief Officers and Heads of Service whose earnings exceed £50,000.

19. Definition of Lowest Paid Employee

In April 2020 grade 2 and grade 3 were reduced to one spinal point within the grade. This provided balance to both grades 2 and 3. The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale.

On 31 March 2023 the salary difference between the lowest paid employee and the highest paid employee will be £98,170.

20. Ratio of Pay

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 5.01:1. This calculation of the pay multiple is based on base salary as at 30 November 2022.

21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees

The Council implemented Single Status for all employees of the Council on 1 March 2011 following Cabinet approval of a new pay and grading structure for Chief Officers and Heads of Service on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.

22. Gender pay Gap

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2021-2022 as published on GOV.UK and the Council's website by hourly rate is as follows:

All Employees		All Employees	
Mean male hourly rate	13.9634	Median male hourly rate	12.4945
Mean female hourly rate	13.1165	Median female hourly rate	11.5597
Gender Pay Gap	6.06%	Gender Pay Gap	7.48%
Full Time Employees		Full Time All Employees	
Mean male hourly rate	14.1788	Median male hourly rate	12.5243
Mean female hourly rate	14.4341	Median female hourly rate	12.5243
Gender Pay Gap	-1.80%	Gender Pay Gap	0.00%
Part Time Employees		Part Time All Employees	
Mean male hourly rate	11.8876	Median male hourly rate	11.0839
Mean female hourly rate	11.7072	Median female hourly rate	11.5597
Gender Pay Gap	1.52%	Gender Pay Gap	-4.29%

23. Real Living Wage

The Real Living Wage provides an hourly rate of pay based on the cost of living for employers inside and outside of London. This Real Living Wage can be paid voluntarily by organisations to show their commitment to meeting the 'real living wage' as it is referred to by the Living Wage Foundation.

The Real Living Wage for 2022/23 was £9.90 for employers outside of London and £11.05 for employers in London. The Broxtowe Local Pay Scales for 2022/23 show that Broxtowe Borough Council paid above the Real Living Wage as the lowest hourly rate in 2022/23 was £10.79. The Real Living Wage for 2023/24 was announced in November 2022 as £10.90 for employees outside of London and £11.95 for employers in London. The pay award for Local Government has not yet been announced for 2023/24. A pay award of 1% for 2023/24 would result in the Council continuing to pay above the Real Living Wage.

24. Pension Discretions Policy

The Local Government Pension Scheme (LGPS) regulations require employers who participate in the LGPS to draw up and publish a discretions policy. This policy should then be kept under review by the Council. Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. The Pension Discretions Policy is the Council's policy statement detailing all mandatory employer discretions. This policy was brought into effect in September 2020.

APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR CHIEF OFFICER AND HEAD OF SERVICE POSTS EVALUATED USING HAY SCHEME.

From April 2022

Grade	SCP	2022/23	Hourly Rate
15 0-499	-	-	
	71	£47,870	24.8123
	72	£48,494	25.1357
	73	£49,113	25.4566
	74	£49,589	25.7033
CO1 HoS 500-629	75	£48,785	25.2866
	76	£49,958	25.8946
	77	£51,123	26.4984
	78	£52,300	27.1085
	79	£53,467	27.7134
CO2 HoS 630-759	80	£55,079	28.5489
	81	£56,408	29.2378
	82	£57,738	29.9271
	83	£59,069	30.6170
	84	£60,393	31.3033
CO3 Dir 760-939	85	£71,865	37.2495
	86	£73,610	38.1540
	87	£75,367	39.0647
	88	£77,114	39.9702
	89	£78,859	40.8747
CO3a Dir. 901-939	85a	£81,073	42.0223
	86b	£83,286	43.1694
	87c	£85,500	44.3169
	88d	£87,714	45.4645
	89e	£89,929	46.6126
CO4 DCEO 940-1119	90	£91,459	47.4056
	91	£93,697	48.5656
	92	£95,936	49.7262
	93	£98,174	50.8862
	94	£100,407	52.0436
CO5 CEO 1120+	95	£105,186	54.5207
	96	£109,221	56.6121
	97	£113,250	58.7005
	98	£115,026	59.6210
	99	£118,983	61.6721

Subject to the National Joint Council Chief Officer & Chief Executive Pay Award for 2023/24

APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME.

From April 2022

JE Score [points]	Grade	SCP	April 2022	Rate
184-240	Grade 2	12	£20,813	10.7879
		-	-	
241-285	Grade 3	15	£21,221	10.9994
286-324	Grade 4	16	£21,501	11.1445
		17	£21,968	11.3866
		18	£22,330	11.5742
		19	£22,675	11.7531
		-	-	
325-365	Grade 5	21	£22,850	11.8438
		22	£23,309	12.0817
		23	£23,768	12.3196
		24	£24,227	12.5575
		-	-	
366-401	Grade 6	26	£24,744	12.8255
		27	£25,192	13.0577
		28	£25,641	13.2904
		29	£26,088	13.5221
		-	-	
402-439	Grade 7	31	£26,710	13.8445
		32	£27,222	14.1099
		33	£27,734	14.3753
		34	£28,245	14.6401
		-	-	

Subject to the National Joint Council Pay Award for 2023/24

JE Score [points]	Grade	SCP	April 2022	Rate
440-469	Grade 8	36	£28,926	14.9931
		37	£29,456	15.2678
		38	£29,984	15.5415
		39	£30,512	15.8152
		-	-	
470-500	Grade 9	41	£31,456	16.3045
		42	£32,032	16.6030
		43	£32,609	16.9021
		44	£33,186	17.2012
		-	-	
501-533	Grade 10	46	£34,425	17.8434
		47	£35,064	18.1746
		48	£35,699	18.5037
		49	£36,336	18.8339
		-	-	
534-563	Grade 11	51	£37,241	19.3030
		52	£37,849	19.6181
		53	£38,456	19.9328
		54	£39,064	20.2479
		-	-	
564-593	Grade 12	56	£39,866	20.6636
		57	£40,516	21.0005
		58	£41,167	21.3380
		59	£41,818	21.6754
		-	-	
594-622	Grade 13	61	£42,734	22.1502
		62	£43,337	22.4627
		63	£43,941	22.7758
		64	£44,544	23.0883
		-	-	
623-653	Grade 14	66	£45,234	23.4460
		67	£45,717	23.6963
		68	£46,197	23.9451
		69	£46,680	24.1955
		-	-	
654+	Grade 15	71	£47,870	24.8123
		72	£48,494	25.1357
		73	£49,113	25.4566
		74	£49,589	25.7033
		-	-	

APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES

Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2023/24)

	2023/24
Relocation	
Lodging Allowance - per week	78.68
Settling in Allowance	402.19
Mileage Allowances	
Car Mileage Allowance (per mile) - (HMRC Rate)	0.45
Car PSV Rate (Training and Out of County Mileage over 50 miles)	0.22
Motor cycles - per mile	
not exceeding 500cc - (HMRC Rate)	0.24
Exceeding 500cc - (HMRC Rate)	0.24
Pedal cycles - per mile (HMRC Rate)	0.20
Voluntary Reliable Call Out	
Calls initiated between 11.00 pm and 6.0 am	16.76
Calls initiated at other times	12.09
Standby	
Per weekday session	13.09
Per day at weekend or bank holiday	39.27
First Aid - per month	14.36
First Aid (Mental Health) - per month	14.36
Travel and Subsistence Allowances	
Breakfast	6.68
Lunch	9.17
Tea	3.66
Evening Meal	11.31

Out of pocket expenses (Residential Courses)	
per night	5.28
per week	21.07
Long Service / Retirement Awards	
25 Years	474.43
Additional Years	20.52

APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION TABLE

Post	Salary Grade	Designated Car User Allowance	Professional Fees	BBC Pension Contribution
Chief Executive	CO5	Y	Y	18.0%
Deputy Chief Executive and Section 151 Officer	CO4	Y	Y	18.0%
Executive Director	CO3a	Y	Y	18.0%
Director of Legal and Democratic Services (Monitoring Officer)	CO3	Y	Y	18.0%
Head of Housing	CO2	Y	Y	18.0%
Head of Finance	CO2	Y	Y	18.0%
Head of Environment	CO2	Y	Y	18.0%
Head of Asset Management & Development	CO2	Y	Y	18.0%
Head of Planning & Economic Development	CO2	Y	Y	18.0%
Head of Revenues, Benefits and Customer Services	CO2	Y	Y	18.0%
Head of Legal Services (Deputy Monitoring Officer)	CO1	Y	Y	18.0%

Head of Democratic Services (Deputy Monitoring Officer)	CO1	Y	Y	18.0%
Head of Administration	15	Y	Y	18.0%

APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS

1. Elections

All fees listed below are with effect from 1 April 2023. The Council may make additional payments for roles and tasks undertaken which are not listed below. These additional payments will be funded solely by the Council.

Polling Station Employees Fees

Fee	Scale
Presiding Officer 20% uplift for combination no matter how many polls are combined	*£15.93 per hour
Poll Clerk 20% uplift for combination no matter how many polls are combined	*£10.42 per hour
Polling Station Inspector	*£15.93 per hour
Training fee: face to face and test face to face or test only	*£42.40 *£21.20
Delivery of training, fee per session	£159.00

Count Employees Fees

Fee	Scale
Deputy Returning Officer	*£26.50 per hour
Chief Counting Officer	*£31.80 per hour (up to 10pm) *£47.70 per hour (after 10pm)
Count Manager	*£31.80 per hour (up to 10pm) *£47.70 per hour (after 10pm)
Count Supervisor	*£18.55 per hour (up to 10pm) *£27.83 per hour (after 10pm)
Count Assistant	*£13.25 per hour (up to 10pm) *£19.88 per hour (after 10pm)
Verification of ballot paper accounts	*£13.25 per hour *£19.88 per hour (after 10pm)

Postal Voting Employees Fees

Fees for issue or receipt of Postal Votes	Scale

Deputy Returning Officer	£26.50 per hour
Postal Vote Co-ordinator	£21.20 per hour (up to 10pm) £31.80 per hour (after 10pm)
Postal Voting Supervisor	£15.90 per hour (up to 10pm) £23.85 per hour (after 10pm)
Postal Voting Assistant	£13.25 per hour (up to 10pm) £19.88 per hour (after 10pm)

Returning Officer Fees (District / Borough / City)

Fee	Scale
Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held	£108.12
Returning Officer's fee for each additional 1,000 electors or part thereof per ward	£36.04
Returning Officer's fee for an uncontested Election	£43.99
Returning Officer's clerical fee per 1,000 electors	£8.90
Returning Officer's fee for postal voting (issue and receipt)	£174.90

Returning Officer Fees (Parish)

Fee	Scale
Returning Officer's clerical fee per 1,000 electors	£8.90
Returning Officer's fee for postal voting (issue and receipt)	£174.90
For one parish	£132.74
For each additional parish up to 10 in total	£92.77
For each additional parish over 10 in total	£65.82
Additional payment where a parish is divided into wards, payment per ward	£22.05

Returning Officer Fees (Parish when combined with District / Parish)

Fee	Scale
Returning Officer's clerical fee per 1,000 electors	£8.90
Returning Officer's fee for postal voting (issue and receipt)	£174.90
For one parish	£105.80
For each additional parish up to 10 in total	£88.75
For each additional parish over 10 in total	£53.46
Additional payment where a parish is divided into wards, payment per ward	£13.13

Returning Officer Fees (Parish where uncontested)

Fee	Scale
For one parish	£26.39
For each additional parish up to 10 in total	£26.39
For each additional parish over 10 in total	£13.03
Additional payment where a parish is divided into wards, payment per ward	£13.13

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), e.g.: processing nominations	£169.60
General clerical staffing per 100 electors	£8.59
Poll card hand delivery per poll card	19p
Mobile Phone Use (Maximum per PO)	£3.00

Notes

- *These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).
- Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.
- Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.
- Payment to core Elections Team working additional time, such as overtime rates, is at discretion of the Returning Officer.
- All Fees are increased annually by the previous year's Local Authority Pay Award. The exception to this will be polling station staff. Poll clerks will be paid as a minimum the National Minimum wage. Presiding Officer fees are to be increased by the same percentage increase as poll clerks to ensure the differential between the two fees is retained owing to the difficulty in recruiting Presiding Officers and their differing levels of responsibility.
- Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

2. Electoral Registration

Fee	Scale
Canvass	
For each visit	£10.42 per hour
Training – online course only	£10
Training – face to face and online course	£20
Mileage	45p per mile