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Elections Unit

To Douglas Bain
From Martin Adams
Date 31/03/2008

Scale of fees and charges for returning officers at Local Government elections and by-elections

Please find attached an updated scale of fees for local government elections and by-elections. The scale has been set by the Secretary of State after consultation with HM Treasury.

Annex A lists the maximum fees and charges for full local government elections.

Annex B lists the maximum fees and charges for local government by-elections.

Annex C lists the maximum fees and charges in the event of a combined election.

As I previously discussed with you, the scale of fees for by-elections was last updated in 1999. At some unidentified point after this, this scale was, it seems, erroneously replaced by that which was intended to be used only for *full* local government elections. In the absence of any evidence that the practice of setting specific fees for by-elections was formally terminated in favour of using a blanket scheme covering both local government elections and local government by-elections, I can only assume that the current practice has come about through administrative accident. We have taken steps to correct this in this latest scale of fees.

I would be grateful if you circulate this cover note and the attached scale to your Deputy Returning Officers. I am happy to discuss any queries that you or your DROs may have.

Martin Adams

NIO Elections Unit

ANNEX A

LOCAL GOVERNMENT ELECTIONS RETURNING OFFICERS' CHARGES

Section 23 (1) of the Electoral Law Act (NI) 1962 provides that the expenses of the Chief Electoral Officer as returning officer and the expenses and remuneration of a deputy returning officer at a local government election in Northern Ireland, and the remuneration payable to persons employed in connection with such an election, shall not exceed the amounts provided by a scale framed by the Secretary of State and approved by the Treasury.

1. (1) The maximum recoverable amounts at a contested election in respect of the services specified in Part A of the attached scale or the expenses specified in Part B of the scale are hereby specified as the amounts in the right-hand column of those parts in respect of each entry set out opposite thereto in the left hand column of those Parts.

(2) The maximum recoverable amounts are specified in respect of the expenses specified in Part C of the scale. A deputy returning officer will in respect of such expenses be entitled to recover the actual and necessary amounts which he incurs.

(3) At an uncontested election the maximum recoverable amounts are hereby specified as follows:-

(a) **£711.21** in respect of the services, specified in Part A of the scale, and

(b) for all the necessary preliminary work, the same as the amount specified for corresponding work at a contested election.

(4) In the attached scale –

(a) 'election' means a district council election, and

(b) any reference to the register of electors is to the register of electors used at the election at which the expenses were incurred and to that register as first published.

2. The scale applies to any district council election held on or after **1 April 2008**.

**NORTHERN IRELAND OFFICE
MARCH 2008**

SERVICES AND EXPENSES IN RESPECT OF WHICH A DEPUTY RETURNING OFFICER IN A LOCAL GOVERNMENT ELECTION IN NORTHERN IRELAND MAY RECOVER HIS CHARGES

PART A

MAXIMUM RECOVERABLE AMOUNTS FOR SERVICES OF DEPUTY RETURNING OFFICER AND ASSISTANT RETURNING OFFICER

1. (1) This paragraph makes provision for a deputy returning officer's services in conducting the election and discharging his duties (except those specified in paragraph 2(1) and 3(1) of this Part) in connection therewith.

(2) The maximum recoverable amount for each local government electoral area for the services specified in sub-paragraph (1) above is as follows:-
 - (a) In local government electoral area where the numbers of entries in the register of electors is less than 20,000. **£1235.75**
 - (b) In a local government electoral area where the number of entries in the register of electors is 20,000 or more but is less than 30,000. **£1544.73**
 - (c) In a local government electoral area where the number of entries in the register of electors is 30,000 or more but is less than 40,000. **£1853.63**
 - (d) In a local government electoral area where the number of entries in the register of electors is 40,000 or more but is less than 50,000. **£2162.56**
 - (e) In a local government electoral area where the number of entries in the register of electors is 50,000 or more but is less than 60,000. **£2625.96**
 - (f) In a local government electoral area where the number of entries in the register of electors is 60,000 or more except in the case of Belfast. **£2780.45**
 - (g) In Belfast. **£7723.44**

2. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue and receipt of the ballot papers for persons entitled to vote by post.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for each local government electoral area for the services specified in sub-paragraph (1) is **£80.85**

(3) Where the number of persons entitled to vote by post in any local government electoral area exceeds 500, the maximum recoverable amount is increased as follows:-
 - (a) For every 50 such persons, or fraction thereof, over 500 up to 2,000 an additional **£2.47**

(b) For every 50 such persons, or fraction thereof, over 2,000 an additional

£0.74

3. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue of the official poll card.

(2) The maximum recoverable amount for each local government electoral area for services specified in sub-paragraph (1) above is **£161.69**

4. (1) This paragraph makes provision for the services of an assistant returning officer.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for each assistant returning officer in a local government electoral area is one half of the maximum recoverable amount for the services of the deputy returning officer in that local government electoral area, calculated in accordance with paragraph 1-3 above.

(3) The amount specified in sub-paragraph (2) above will not be paid in respect of more than one assistant returning officer or, in the case of Belfast, more than two assistant returning officers.

PART B

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of presiding officers at polling stations.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for the expenses specified in sub-paragraph (1) above (including expenses incurred in respect of a person who takes over the duties of a presiding officer on polling day due to the incapacity of the previously appointed presiding officer) in respect of the presiding officer at each polling station is – **£200**

(3) Where there is more than one polling station at a polling place, the maximum recoverable amount in respect of one only of the presiding officers at the polling stations at such a polling place is increased by – **£10**

(4) Where a presiding officer receives training (including a presiding officer who, owing to incapacity or other reason, does not discharge the duties of presiding officer on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
2. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of poll clerks at polling stations.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each clerk is **£150.00**

(3) Where a poll clerk receives training (including a poll clerk who, owing to incapacity or other reason, does not discharge the duties of a poll clerk on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
3. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue of the official poll cards.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each such clerk is, for every 100 cards or fraction thereof so prepared **£1.73**
4. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue and receipt of postal ballot papers and any other clerical or other assistance for the purposes of the election.

(2) Subject to sub-paragraph (3) to (5) below, the maximum recoverable amount for each local government electoral area for the expenses specified in sub-paragraph (1) above is **£3218.34**

(3) In a local government electoral area where the number of entries in the register of electors exceeds 20,000 except in the case of Belfast, the maximum recoverable amount is increased for every additional 1,000 entries or fraction thereof above 20,000, by **£56.32**

(4) In Belfast the maximum recoverable amount is increased by **£6436.71**

(5) The maximum recoverable amount is increased for every 100 voters or fraction thereof entitled to vote by post in a local government electoral area by **£51.13**

5. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the count.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amounts for the expenses specified in sub-paragraph (1) above are as follows:-

(a) for each Count Clerk, per day **£74.11**

(b) for each Sorter per day **£82.93**

(c) for each Count, Supervisor or Calculator, per day **£103.76**

(3) Where the period of work is less than four hours, the maximum recoverable amounts specified in sub-paragraph (2) above are reduced by half.

6. (1) This paragraph makes provision for the travelling and overnight subsistence expenses of a deputy returning officer or assistant returning officer, and the travelling expenses of a senior presiding officer, presiding officer, poll clerk or any clerical or other assistants employed by the deputy returning officer.

(2) The maximum recoverable amounts for the expenses specified in sub-paragraph (1) above in respect of deputy returning officer or assistant returning officer are the travelling and overnight subsistence allowances for a deputy principal grade officer in the Northern Ireland Civil Service.

(3) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of a senior presiding officer, poll clerk or clerical or other assistant employed by the deputy returning officer is the travelling allowance for a staff officer in the Northern Ireland Civil Service.

7. (1) This paragraph makes provision for a returning officer's expenses in respect of persons employed to provide training in accordance with paragraphs 1(4), 2(3) and 5(3).

(2) The maximum recoverable amount in respect of each training session is £150.00.

(3) The number of training sessions shall not exceed 3.

PART C

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH NO MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. Expenses in printing or otherwise producing the ballot papers.
2. Expenses in printing or otherwise producing the official poll cards and in delivering them to the voters, excluding the expenses referred to in paragraph 3(1) or Part A of this scale.
3. Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required in connection with the election.
4. Expenses in renting, heating, lighting, the supply of water, and cleaning any building or room. (Rent paid in error for premises which a Deputy Returning Officer is entitled to use free of charge cannot be reclaimed).
5. Expenses in adapting any building or room and in restoring it to a fit condition for its normal use.
6. Expenses in the provision of voting compartments and any other furniture necessary for polling stations.
7. Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark.
8. Expenses in the conveyance to and from the polling stations of:-
 - (a) the ballot boxes and ballot papers, and
 - (b) the voting compartments, and other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark.
9. Expenses in the provision of stationery and writing implements and in postage, telephone and bank charges and other miscellaneous items.
10. Expenses in taking out insurance cover against claims in respect of personal injury or damage to personal property sustained in any building used for the purpose of the election, or the precincts of such a building, or claims otherwise arising in connection with the election.
11. Expenses in the payment of the employer's share of National Insurance contributions and superannuation contributions in respect of persons employed in connection with the election.
12. Expenses in the supply of copies of the register of electors for use in the conduct of the elections.

ANNEX B

LOCAL GOVERNMENT ELECTIONS RETURNING OFFICERS' CHARGES IN THE EVENT OF A BY-ELECTION

Section 23 (1) of the Electoral Law Act (NI) 1962 provides that the expenses of the Chief Electoral Officer as returning officer and the expenses and remuneration of a deputy returning officer at a local government election in Northern Ireland, and the remuneration payable to persons employed in connection with such an election, shall not exceed the amounts provided by a scale framed by the Secretary of State and approved by the Treasury.

1. (1) The maximum recoverable amounts at a contested by-election in respect of the services specified in Part A of the attached scale or the expenses specified in Part B of the scale are hereby specified as the amounts in the right-hand column of those parts in respect of each entry set out opposite thereto in the left hand column of those Parts.

(2) No maximum recoverable amounts are specified in respect of the expenses specified in Part C of the scale. A deputy returning officer will in respect of such expenses be entitled to recover the actual and necessary amounts which he incurs.

(3) At an uncontested election the maximum recoverable amounts are hereby specified as follows:-

- (a) **£334.81** in respect of the services, specified in Part A of the scale, and
- (b) for all the necessary preliminary work, the same as the amount specified for corresponding work at a contested election.

(4) In the attached scale –

- (a) “election” means a district council by-election, and
- (b) any reference to the register of electors is to the register of electors used at the election at which the expenses were incurred and to that register as first published.

2. The scale applies to any district council by-election held on or after **1 April 2008**.

**Northern Ireland Office
March 2008**

**SERVICES AND EXPENSES IN RESPECT OF WHICH A DEPUTY RETURNING
OFFICER IN A LOCAL GOVERNMENT ELECTION IN NORTHERN IRELAND
MAY RECOVER HIS CHARGES**

PART A

**MAXIMUM RECOVERABLE AMOUNTS FOR SERVICES OF DEPUTY
RETURNING OFFICER AND ASSISTANT RETURNING OFFICER**

1. (1) This paragraph makes provision for a deputy returning officer's services in conducting the election and discharging his duties (except those specified in paragraph 2(1) and 3(1) of this Part) in connection therewith.

(2) The maximum recoverable amount for each district electoral area for the services specified in sub-paragraph (1) above is - **£669.61**

2. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue and receipt of the postal ballot papers for persons entitled to vote by post.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for each district electoral area for the services specified in sub-paragraph (1) is **£35.04**

(3) Where the number of persons entitled to vote by post in any district electoral area exceeds 500, the maximum recoverable amount is increased as follows –
 For every 50 such persons, or fraction thereof, over 500 an additional – **£2.14**

3. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue of the official poll cards.

(2) The maximum recoverable amount for each district electoral area for the services specified in sub-paragraph (1) above is – **£70.10**

PART B

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of presiding officers at polling stations.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for the expenses specified in sub-paragraph (1) above (including expenses incurred in respect of a person who takes over the duties of a presiding officer on polling day due to the incapacity of the previously appointed presiding officer) in respect of the presiding officer at each polling station is – **£200**

(3) Where there is more than one polling station at a polling place, the maximum recoverable amount in respect of one only of the presiding officers at the polling stations at such a polling place is increased by – **£10**

(4) Where a presiding officer receives training (including a presiding officer who, owing to incapacity or other reason, does not discharge the duties of presiding officer on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
2. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of poll clerks at polling stations.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each clerk is – **£150**

(3) Where a poll clerk receives training (including a poll clerk who, owing to incapacity or other reason, does not discharge the duties of a poll clerk on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
3. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue of the official poll cards.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each such clerk is, for every 100 cards or fraction thereof so prepared – **£1.73**
4. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue and receipt of postal ballot papers and any other clerical or other assistance for the purposes of the election.

(2) Subject to sub-paragraphs (3) and (4) below, the maximum recoverable amount for each district electoral area for the expenses specified in sub-paragraph (1) above is – **£3218.34**

(3) In a district electoral area where the number of entries in the register of electors exceeds 20,000, the maximum recoverable amount is increased, for every additional 1,000 entries or fraction thereof above 20,000, by – **£56.32**

(4) The maximum recoverable amount is increased for every 100 voters or fraction thereof entitled to vote by post in a district electoral area by – **£51.13**

5. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the count.

(2) The maximum recoverable amounts for the expenses specified in sub-paragraph (1) above are as follows:-

(a) for each Count Clerk **£74.11**

(b) for each Sorter **£82.93**

(c) for each Count Supervisor or Calculator **£103.76**

(3) Where the period of work is less than four hours, the maximum recoverable amounts specified in sub-paragraph (1) above are reduced by half.

(4) Where a person employed in connection with the count receives training (including count staff who, owing to incapacity or other reason, do not discharge their duties at the count) the maximum recoverable amount in respect of training is £40.00.

6. (1) This paragraph makes provision for the travelling and overnight subsistence expenses of a deputy returning officer or assistant returning officer, and the travelling expenses of a senior presiding officer, presiding officer, poll clerk or any clerical or other assistants employed by the deputy returning officer.

(2) The maximum recoverable amounts for the expenses specified in sub-paragraph (1) above in respect of deputy returning officer or assistant returning officer are the travelling and overnight subsistence allowances for a deputy principal grade officer in the Northern Ireland Civil Service.

(3) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of a senior presiding officer, poll clerk or clerical or other assistant employed by the deputy returning officer is the travelling allowance for a staff officer in the Northern Ireland Civil Service.

7. (1) This paragraph makes provision for a returning officer's expenses in respect of persons employed to provide training in accordance with paragraphs 1(4), 2(3) and 5(3).

(2) The maximum recoverable amount in respect of each training session is £150.00.

(3) The number of training sessions shall not exceed 2.

PART C

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH NO MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. Expenses in printing or otherwise producing the ballot papers.
2. Expenses in printing or otherwise producing the official poll cards and in delivering them to the voters, excluding the expenses referred to in paragraph 3(1) or Part A of this scale.
3. Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required in connection with the election.
4. Expenses in renting, heating, lighting, the supply of water, and cleaning any building or room. (Rent paid in error for premises which a Deputy Returning Officer is entitled to use free of charge cannot be reclaimed).
5. Expenses in adapting any building or room and in restoring it to a fit condition for its normal use.
6. Expenses in the provision of voting compartments and any other furniture necessary for polling stations.
7. Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark.
8. Expenses in the conveyance to and from the polling stations of:-
 - (c) the ballot boxes and ballot papers, and
 - (d) the voting compartments, and other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark.
9. Expenses in the provision of stationery and writing implements and in postage, telephone and bank charges and other miscellaneous items.
10. Expenses in taking out insurance cover against claims in respect of personal injury or damage to personal property sustained in any building used for the purpose of the election, or the precincts of such a building, or claims otherwise arising in connection with the election.
11. Expenses in the payment of the employer's share of National Insurance contributions and superannuation contributions in respect of persons employed in connection with the election.
12. Expenses in the supply of copies of the register of electors for use in the conduct of the elections.

ANNEX C

LOCAL GOVERNMENT ELECTIONS RETURNING OFFICERS' CHARGES IN THE EVENT OF A COMBINED ELECTION

Section 23 (1) of the Electoral Law Act (NI) 1962 provides that the expenses of the Chief Electoral Officer as returning officer and the expenses and remuneration of a deputy returning officer at a local government election in Northern Ireland, and the remuneration payable to persons employed in connection with such an election, shall not exceed the amounts provided by a scale framed by the Secretary of State and approved by the Treasury.

1. (1) The maximum recoverable amounts at a contested election in respect of the services specified in Part A of the attached scale or the expenses specified in Part B of the scale are hereby specified as the amounts in the right-hand column of those parts in respect of each entry set out opposite thereto in the left hand column of those Parts.

(2) The maximum recoverable amounts are specified in respect of the expenses specified in Part C of the scale. A deputy returning officer will in respect of such expenses be entitled to recover the actual and necessary amounts which he incurs.

(3) At an uncontested election the maximum recoverable amounts are hereby specified as follows:-

(a) **£711.21** in respect of the services, specified in Part A of the scale, and

(b) for all the necessary preliminary work, the same as the amount specified for corresponding work at a contested election.

(5) In the attached scale –

(a) 'election' means a district council election, when the poll for that election is combined with the poll at another election, and

(b) any reference to the register of electors is to the register of electors used at the election at which the expenses were incurred and to that register as first published.

2. The scale applies to any district council election held on or after **1 April 2008**.

**NORTHERN IRELAND OFFICE
MARCH 2008**

SERVICES AND EXPENSES IN RESPECT OF WHICH A DEPUTY RETURNING OFFICER IN A LOCAL GOVERNMENT ELECTION IN NORTHERN IRELAND MAY RECOVER HIS CHARGES

PART A

MAXIMUM RECOVERABLE AMOUNTS FOR SERVICES OF DEPUTY RETURNING OFFICER AND ASSISTANT RETURNING OFFICER

1. (1) This paragraph makes provision for a deputy returning officer's services in conducting the election and discharging his duties (except those specified in paragraph 2(1) and 3(1) of this Part) in connection therewith.

(2) The maximum recoverable amount for each local government electoral area for the services specified in sub-paragraph (1) above is as follows:-
 - (a) In local government electoral area where the numbers of entries in the register of electors is less than 20,000. **£1497.65**
 - (b) In a local government electoral area where the number of entries in the register of electors is 20,000 or more but is less than 30,000. **£1806.57**
 - (c) In a local government electoral area where the number of entries in the register of electors is 30,000 or more but is less than 40,000. **£2116.12**
 - (d) In a local government electoral area where the number of entries in the register of electors is 40,000 or more but is less than 50,000. **£2424.46**
 - (e) In a local government electoral area where the number of entries in the register of electors is 50,000 or more but is less than 60,000. **£2887.85**
 - (f) In a local government electoral area where the number of entries in the register of electors is 60,000 or more except in the case of Belfast. **£3042.35**
 - (g) In Belfast. **£8367.06**

2. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue and receipt of the ballot papers for persons entitled to vote by post.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for each local government electoral area for the services specified in sub-paragraph (1) is **£87.57**

(3) Where the number of persons entitled to vote by post in any local government electoral area exceeds 500, the maximum recoverable amount is increased as follows:-
 - (a) For every 50 such persons, or fraction thereof, over 500 up to 2,000 an additional **£2.67**

(b) For every 50 such persons, or fraction thereof, over 2,000 an additional **£0.82**

3. (1) This paragraph makes provision for a deputy returning officer's services in connection with the issue of the official poll card.

(2) The maximum recoverable amount for each local government electoral area for services specified in sub-paragraph (1) above is **£175.13**

4. (1) This paragraph makes provision for the services of an assistant returning officer.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for each assistant returning officer in a local government electoral area is one half of the maximum recoverable amount for the services of the deputy returning officer in that local government electoral area, calculated in accordance with paragraph 1-3 above.

(3) The amount specified in sub-paragraph (2) above will not be paid in respect of more than one assistant returning officer or, in the case of Belfast, more than two assistant returning officers.

PART B

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of presiding officers at polling stations.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amount for the expenses specified in sub-paragraph (1) above (including expenses incurred in respect of a person who takes over the duties of a presiding officer on polling day due to the incapacity of the previously appointed presiding officer) in respect of the presiding officer at each polling station is – **£200**

(3) Where there is more than one polling station at a polling place, the maximum recoverable amount in respect of one only of the presiding officers at the polling stations at such a polling place is increased by – **£10**

(4) Where a presiding officer receives training (including a presiding officer who, owing to incapacity or other reason, does not discharge the duties of presiding officer on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
2. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of poll clerks at polling stations.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each clerk is **£150.00**

(3) Where a poll clerk receives training (including a poll clerk who, owing to incapacity or other reason, does not discharge the duties of a poll clerk on polling day) the maximum recoverable amount in respect of that training is – **£40.00**
3. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue of the official poll cards.

(2) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of each such clerk is, for every 100 cards or fraction thereof so prepared **£1.73**
4. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the issue and receipt of postal ballot papers and any other clerical or other assistance for the purposes of the election.

(2) Subject to sub-paragraph (3) to (5) below, the maximum recoverable amount for each local government electoral area for the expenses specified in sub-paragraph (1) above is **£3218.34**

(3) In a local government electoral area where the number of entries in the register of electors exceeds 20,000 except in the case of Belfast, the maximum recoverable amount is increased for every additional 1,000 entries or fraction thereof above 20,000, by **£56.32**

(4) In Belfast the maximum recoverable amount is increased by **£6436.71**

(5) The maximum recoverable amount is increased for every 100 voters or fraction thereof entitled to vote by post in a local government electoral area by **£51.13**

5. (1) This paragraph makes provision for a deputy returning officer's expenses in respect of the payment of persons employed in connection with the count.

(2) Subject to sub-paragraph (3) below, the maximum recoverable amounts for the expenses specified in sub-paragraph (1) above are as follows:-

(a) for each Count Clerk, per day **£74.11**

(b) for each Sorter per day **£82.93**

(c) for each Count, Supervisor or Calculator, per day **£103.76**

(3) Where the period of work is less than four hours, the maximum recoverable amounts specified in sub-paragraph (2) above are reduced by half.

6. (1) This paragraph makes provision for the travelling and overnight subsistence expenses of a deputy returning officer or assistant returning officer, and the travelling expenses of a senior presiding officer, presiding officer, poll clerk or any clerical or other assistants employed by the deputy returning officer.

(2) The maximum recoverable amounts for the expenses specified in sub-paragraph (1) above in respect of deputy returning officer or assistant returning officer are the travelling and overnight subsistence allowances for a deputy principal grade officer in the Northern Ireland Civil Service.

(3) The maximum recoverable amount for the expenses specified in sub-paragraph (1) above in respect of a senior presiding officer, poll clerk or clerical or other assistant employed by the deputy returning officer is the travelling allowance for a staff officer in the Northern Ireland Civil Service.

7. (1) This paragraph makes provision for a returning officer's expenses in respect of persons employed to provide training in accordance with paragraphs 1(4), 2(3) and 5(3).

(2) The maximum recoverable amount in respect of each training session is £150.00.

(3) The number of training sessions shall not exceed 3.

PART C

EXPENSES OF DEPUTY RETURNING OFFICER FOR WHICH NO MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. Expenses in printing or otherwise producing the ballot papers.
2. Expenses in printing or otherwise producing the official poll cards and in delivering them to the voters, excluding the expenses referred to in paragraph 3(1) or Part A of this scale.
3. Expenses in printing or otherwise producing and, where appropriate, publishing notices and other documents required in connection with the election.
4. Expenses in renting, heating, lighting, the supply of water, and cleaning any building or room. (Rent paid in error for premises which a Deputy Returning Officer is entitled to use free of charge cannot be reclaimed).
5. Expenses in adapting any building or room and in restoring it to a fit condition for its normal use.
6. Expenses in the provision of voting compartments and any other furniture necessary for polling stations.
7. Expenses in the provision of ballot boxes and instruments to stamp on the ballot papers the official mark.
8. Expenses in the conveyance to and from the polling stations of:-
 - (e) the ballot boxes and ballot papers, and
 - (f) the voting compartments, and other furniture necessary for polling stations and the instruments to stamp on the ballot papers the official mark.
9. Expenses in the provision of stationery and writing implements and in postage, telephone and bank charges and other miscellaneous items.
10. Expenses in taking out insurance cover against claims in respect of personal injury or damage to personal property sustained in any building used for the purpose of the election, or the precincts of such a building, or claims otherwise arising in connection with the election.
11. Expenses in the payment of the employer's share of National Insurance contributions and superannuation contributions in respect of persons employed in connection with the election.
12. Expenses in the supply of copies of the register of electors for use in the conduct of the elections.

MILEAGE ALLOWANCE

The Official Travelling Declaration and Undertaking must be completed by the Election Official before payment for mileage can be processed. No payment should be made for mileage if a vehicle is not insured for Business Use or the Official Travelling Declaration and Undertaking has not been completed.

Vehicles insured for Business Use

Standard Vehicle (all engine capacities)	40p per mile
Motorcycle (all engine capacities)	24p per mile
Pedal Cycle	20p per mile
Passenger Allowance	2p per mile for 1 st passenger 1p per mile for each additional passenger
Equipment Allowance	2p per mile
Bus/Taxi Fare	Election staff to retain bus/taxi receipt and forward with claim for payment. Taxi fares should only be paid in exceptional cases where there is no other means of public transport to and from the Venue. The maximum amount paid for taxi fares will be no more than mileage to and from the Venue at Public Transport rate of 25.7p