



**CONTENTS**

**PAY POLICY 2022 – 2023 ..... 1**

**1. Introduction ..... 1**

**2. Main Principles..... 1**

**3. Scope of the Policy ..... 1**

**4. Evaluation of Roles at Broxtowe Borough Council ..... 2**

**5. Broxtowe Local Pay Scale for Senior Officers ..... 2**

**6. Broxtowe Local Pay Scale for all Posts below Head of Service Level .. 2**

**7. Terms and Conditions of Employment for Chief Officers ..... 2**

    i) Working Hours ..... 3

    ii) Whole-Time Service..... 3

    iii) Allowances ..... 3

    iv) Leave Entitlement ..... 3

    v) Sickness Entitlement ..... 3

    vi) Pension ..... 3

**8. Performance Related Pay/Bonus Scheme ..... 4**

**9. Honoraria and Ex-Gratia Payments ..... 4**

**10. Expenses ..... 4**

**11. Market Related Pay ..... 4**

**12. Recruitment of Chief Officers ..... 4**

**13. Remuneration of Chief Officers on Recruitment..... 4**

**14. Levels and Elements of Remuneration for each Chief Officer ..... 4**

**15. Chief Officers Leaving Service ..... 5**

**16. Additional Payments Made to Chief Officers – Election Duties..... 6**

**17. Payments made in connection with Electoral Services Functions ..... 6**

<b>18. Publication of and Access to Information Relating to Remuneration of Chief Officers .....</b>	<b>7</b>
<b>19. Definition of Lowest Paid Employee .....</b>	<b>7</b>
<b>20. Ratio of Pay .....</b>	<b>7</b>
<b>21. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers. ....</b>	<b>7</b>
<b>22. Gender pay Gap .....</b>	<b>7</b>
<b>23. Real Living Wage .....</b>	<b>8</b>
<b>24. Pension Discretions Policy .....</b>	<b>8</b>
<b>APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR SENIOR POSTS EVALUATED USING HAY SCHEME.....</b>	<b>9</b>
<b>APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME. ....</b>	<b>10</b>
<b>APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES.....</b>	<b>11</b>
<b>APPENDIX 3 - CHIEF OFFICERS’ REMUNERATION TABLE.....</b>	<b>12</b>
<b>APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS .....</b>	<b>13</b>

## **PAY POLICY 2022 – 2023**

### **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 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 of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 of that Act.
- c. a statutory Chief Officer mentioned in Section 6 of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 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 8 of that Act (all Heads of Service by virtue of reporting directly to statutory and non-statutory Chief Officers).

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' 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 senior officer roles continue to be evaluated using the Hay scheme for Chief Officers 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 Senior Officers**

The Broxtowe Local Pay Scale for Senior Officers (BLPSSO) contains seven pay grades. The scale is increased in line with the annual national Joint Negotiating Committee pay award.

#### **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 2022/23 with effect from 1 April 2022 once it is known.

#### **7. Terms and Conditions of Employment for Chief Officers**

The terms and conditions of employment for Chief Officers 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 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 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 are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer posts hold designated car user status.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers 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 is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers 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.

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 Personnel Committee approval.

## **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<sup>th</sup> June 2021 to replace the scarcity rating system. The Market Supplement policy allows the Council more flexibility in meeting the current market value for different job roles, ensuring any issues with the retention or recruitment of staff are minimised.

## **12. Recruitment of Chief Officers**

In accordance with Standing Orders 8.14 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer or Deputy Chief Officer, the Council or a committee of the Council will determine whether to fill the vacancy or otherwise. The Council or committee will also approve an interview committee prior to the commencement of the recruitment process. The full details of the recruitment process can be found within the Constitution, available on the Council's website.

## **13. Remuneration of Chief Officers on Recruitment**

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Chief 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**

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

## 15. Chief Officers 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 Personnel Committee.

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. The payback of any pension strain and redundancy costs must however 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<sup>th</sup> November 2020. On 12<sup>th</sup> February 2021 HMRC announced the regulations regarding exit payments would be revoked. Should the cap on exit payments be 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 approved either by Personnel Committee or full Council.

### 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 Personnel Committee is required to provide approval for posts at Chief Officer level.

The policy states that, other than in very exceptional circumstances, the Council will not waive the costs of early release of pension.



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 Personnel Committee.

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 Policy and Performance Committee.

**16. Additional Payments Made to Chief Officers – 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 Senior Officers.

**17. Payments made in connection with Electoral Services Functions**

Fees for all staff employed in connection with the electoral services function are reviewed and approved by Personnel Committee or Full Council as and when appropriate. The proposed staff fees for electoral services is shown in appendix 4.

## **18. Publication of and Access to Information Relating to Remuneration of Chief Officers**

The Council publishes information relating to the remuneration of its Chief Officers 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 Deputy Chief Officers 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 1 October 2021 the salary difference between the lowest paid employee and the highest paid employee will be £96,765. This amount remains unchanged from the Pay Policy 2021/22 as the 2021/22 pay award has not yet been agreed.

## **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 5.37:1. This calculation of the pay multiple is based on base salary as at 1 November 2021.

## **21. Relationship Between Remuneration of Chief Officers and Remuneration of Employees who are not Chief Officers.**

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 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 2020-2021 as published on GOV.UK and the Council's website by hourly rate is as follows:

<b>All Employees</b>		<b>All Employees</b>	
Mean male hourly rate	13.3527	Median male hourly rate	11.3607
Mean female hourly rate	12.8736	Median female hourly rate	11.3607
<b>Gender Pay Gap</b>	<b>3.59%</b>	<b>Gender Pay Gap</b>	<b>0.00%</b>
<b>Full Time Employees</b>		<b>Full Time All Employees</b>	
Mean male hourly rate	13.6182	Median male hourly rate	12.0812
Mean female hourly rate	13.8973	Median female hourly rate	11.9669
<b>Gender Pay Gap</b>	<b>-2.05%</b>	<b>Gender Pay Gap</b>	<b>0.95%</b>
<b>Part Time Employees</b>		<b>Part Time All Employees</b>	
Mean male hourly rate	10.8942	Median male hourly rate	10.8932
Mean female hourly rate	11.6502	Median female hourly rate	11.3607
<b>Gender Pay Gap</b>	<b>-6.94%</b>	<b>Gender Pay Gap</b>	<b>-4.29%</b>

The Gender Pay Gap for 2019/20 was 0.00% for the Median and 4.90% for the Mean. Whilst the Median Gender Pay Gap has remained unchanged the Mean Gender Pay Gap has improved by 1.31%.

### **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 2020/21 was £9.50 for employers outside of London and £10.85 for employers in London. The Broxtowe Local Pay Scales for 2021/22 show that Broxtowe Borough Council will continue to meet the Real Living Wage as the lowest hourly rate in 2021/22 will be £9.62. A revised Real Living Wage was announced in November 2021. Based on previous year's increases our assumption made the revised Real Living Wage approximately £9.80. The confirmed Real Living Wage for 2021/22 is £9.90 for employers outside of London. The pay award for 2021/22 has not yet been agreed meaning it cannot be known if the lowest hourly rate of pay would meet the Real Living Wage for 2021/22.

### **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 SENIOR POSTS  
EVALUATED USING HAY SCHEME.**

**From April 2022**

<b>Grade</b>	<b>SCP</b>	<b>2021/22</b>	<b>Hourly Rate</b>
<b>15 0-499</b>	-	-	
	71	£45,155	23.4048
	72	£45,768	23.7227
	73	£46,376	24.0380
	74	£46,844	24.2803
<b>CO1 HoS 500-629</b>	75	£46,167	23.9294
	76	£47,323	24.5285
	77	£48,471	25.1240
	78	£49,631	25.7252
	79	£50,780	26.3207
<b>CO2 HoS 630-759</b>	80	£52,368	27.1435
	81	£53,678	27.8225
	82	£54,988	28.5016
	83	£56,299	29.1812
	84	£57,604	29.8575
<b>CO3 Dir 760-939</b>	85	£68,906	35.7159
	86	£70,626	36.6075
	87	£72,357	37.5043
	88	£74,078	38.3964
	89	£75,797	39.2874
<b>CO3a Dir. 901-939</b>	85a	£77,978	40.4181
	86b	£80,159	41.5487
	87c	£82,340	42.6789
	88d	£84,521	43.8095
	89e	£86,703	44.9402
<b>CO4 DCEO 940-1119</b>	90	£88,211	45.7220
	91	£90,416	46.8650
	92	£92,622	48.0084
	93	£94,827	49.1513
	94	£97,027	50.2916
<b>CO5 CEO 1120+</b>	95	£101,735	52.7319
	96	£105,710	54.7924
	97	£109,680	56.8503
	98	£111,430	57.7573
	99	£115,328	59.7774

**Subject to the National Joint Council Chef Officer Pay Award for 2021/22**

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

From April 2022

JE Score [points]	Grade	SCP	April 2020	Rate
184-240	Grade 2	12	£18,563	9.6216
		-	-	-
241-285	Grade 3	15	£18,964	9.8293
		-	-	-
286-324	Grade 4	16	£19,239	9.9720
		17	£19,698	10.2101
		18	£20,054	10.3944
		19	£20,393	10.5701
325-365	Grade 5	21	£20,565	10.6596
		22	£21,016	10.8934
		23	£21,467	11.1267
		24	£21,918	11.3605
		-	-	-
366-401	Grade 6	26	£22,427	11.6246
		27	£22,867	11.8526
		28	£23,308	12.0811
		29	£23,747	12.3085
402-439	Grade 7	31	£24,359	12.6259
		32	£24,862	12.8869
		33	£25,365	13.1473
		34	£25,867	13.4077
		-	-	-

Subject to the National Joint Council Pay Award for 2021/22

JE Score [points]	Grade	SCP	April 2020	Rate
440-469	Grade 8	36	£26,537	13.7550
		37	£27,057	14.0244
		38	£27,576	14.2934
		39	£28,095	14.5623
470-500	Grade 9	41	£29,023	15.0433
		42	£29,589	15.3367
		43	£30,157	15.6312
		44	£30,723	15.9247
		-	-	-
501-533	Grade 10	46	£31,941	16.5558
		47	£32,569	16.8812
		48	£33,193	17.2050
		49	£33,819	17.5294
		-	-	-
534-563	Grade 11	51	£34,709	17.9906
		52	£35,306	18.3000
		53	£35,903	18.6094
		54	£36,500	18.9189
		-	-	-
564-593	Grade 12	56	£37,288	19.3273
		57	£37,928	19.6591
		58	£38,567	19.9904
		59	£39,207	20.3222
		-	-	-
594-622	Grade 13	61	£40,107	20.7887
		62	£40,700	21.0960
		63	£41,293	21.4033
		64	£41,886	21.7106
623-653	Grade 14	66	£42,564	22.0621
		67	£43,039	22.3082
		68	£43,511	22.5527
		69	£43,985	22.7987
		-	-	-
654+	Grade 15	71	£45,155	23.4048
		72	£45,768	23.7227
		73	£46,376	24.0380
		74	£46,844	24.2803
		-	-	-

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

### **Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2021/22)**

	<b>2022/23</b>
<b>Relocation</b>	
Lodging Allowance - per week	74.32
Settling in Allowance	379.92
<b>Mileage Allowances</b>	
Car Mileage Allowance (per mile) - (HMRC Rate)	0.45
Car PSV Rate (Training and Out of County Mileage over 50 miles)	0.22
<b>Motor cycles - per mile</b>	
not exceeding 500cc - (HMRC Rate)	0.24
Exceeding 500cc - (HMRC Rate)	0.24
Pedal cycles - per mile (HMRC Rate)	0.20
<b>Voluntary Reliable Call Out</b>	
Calls initiated between 11.00 pm and 6.0 am	15.83
Calls initiated at other times	11.42
<b>Standby</b>	
Per weekday session	12.36
Per day at weekend or bank holiday	37.09
First Aid - per month	13.74
First Aid (Mental Health) - per month	13.74
<b>Travel and Subsistence Allowances</b>	
Breakfast	6.31
Lunch	8.66
Tea	3.46
Evening Meal	10.68
<b>Out of pocket expenses (Residential Courses)</b>	
per night	4.98
per week	19.90
<b>Long Service / Retirement Awards</b>	
25 Years	448.17
Additional Years	19.38

**APPENDIX 3 - CHIEF OFFICERS' REMUNERATION TABLE**

<b>Post</b>	<b>Salary Grade</b>	<b>Designated Car User Allowance</b>	<b>Professional Fees</b>	<b>BBC Pension Contribution</b>
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%
Monitoring Officer	CO2	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	CO1	Y	Y	18.0%
Head of Governance	CO1	Y	Y	18.0%
Head of Administration	15	Y	Y	18.0%

**APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS****1. Elections**

These fees are effective from 1 April 2022.

**Polling Station Staff Fees**

<b>Fee</b>	<b>Scale</b>
Presiding Officer Add 20% for 1st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1st additional combined election and 10% for each combination thereafter	£140*  £8.75 per hour
Polling Station Inspector	£208*
Training fee: face to face and test face to face or test only	£40* £20*
Delivery of training, fee per session	£150

\*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). Reasonable out-of-pocket expenses may be paid where public transport is used.

**Count Staff Fees**

<b>Fee</b>	<b>Scale*</b>
Deputy Returning Officer	£25.00 per hour
Chief Counting Officer	£18.00 per hour (up to 10pm) £24.50 per hour (after 10pm)
Count Manager	£18.00 per hour (up to 10pm) £24.50 per hour (after 10pm)
Count Supervisor	£15.50 per hour (up to 10pm) £22.50 per hour (after 10pm)
Assistant Count Supervisor	£13.75 per hour (up to 10pm) £20.50 per hour (after 10pm)
Count Assistant	£12.50 per hour (up to 10pm) £18.75 per hour (after 10pm)
Count set up	£9.05 per hour
Door Supervisor	£13.75 per hour (up to 10pm) £20.50 per hour (after 10pm)
Verification of ballot paper accounts	£13.75 per hour £20.50 per hour (after 10pm)



Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

\*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). Reasonable out-of-pocket expenses may be paid where public transport is used.

## Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Deputy Returning Officer	£25.00 per hour
Postal Vote Co-ordinator	£15 per hour (up to 5pm) £16.50 per hour (5pm to 10pm) £22.50 per hour (after 10pm)
Postal Voting Supervisor	£12.00 per hour (up to 5pm) £15 per hour (5pm to 10pm) £20.50 per hour (after 10pm)
Postal Voting Assistant	£9.05 per hour (up to 5pm) £13.75 per hour (5pm to 10pm) £18.75 per hour (after 10pm)

## Returning Officer Fees

Fee	Scale
Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held	£102
Returning Officer's fee for each additional 1,000 electors or part thereof per ward	£34
Returning Officer's fee for an uncontested Election	£41.50
Returning Officer's clerical fee per 1,000 electors	£8.40
Returning Officer's fee for postal voting (issue and receipt)	£165

## 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), eg: processing nominations	£160
General clerical staffing per 100 electors	£8.10
Poll card hand delivery per poll card	15p
Ballot box logistics	£110.25
Ballot box preparation	£9.05 per hour
Ballot book proofing	£9.05 per hour

### Notes

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.

**2. Electoral Registration**

<b>Fee</b>	<b>Scale</b>
<b>Household Canvass</b>	
For each visit	£1.30
Training – online course only	£10
Training – face to face and online course	£20
Mileage	45p per mile
<b>Individual Canvass</b>	
For each visit	£1.90
Mileage	45p per mile

