

## Pay Bands for Elections Staff 2023/24

This document sets out the pay bands for staff working on polls funded from the Consolidated Fund (UK Parliamentary and Police and Crime Commissioner elections). The rates are applicable across **Great Britain** and will apply to any UK Parliamentary or PCC elections, including relevant by-elections, that take place during the financial year of **2023/24**.

A brief guide to the pay bands has been included. However, there will be a comprehensive set of guidance issued for staff payments which Returning Officers should read before setting rates of pay for election staff.

- The pay bands set out an **hourly day rate** for election roles.
- Work that takes place during evenings, nights and Saturdays can be paid at an uplifted rate of up to a maximum of **1.5x** the day rate.
- Work that takes place during Sundays and Bank Holidays can be paid at an uplifted rate of up to a maximum of **2x** the day rate.
- Staff working at the count can receive a guaranteed minimum payment equivalent to **four hours** of pay at the relevant rate for the role. This covers the first four hours of work and is payable even if the count concludes sooner than this.
- If additional hours are worked at the count, these will then be paid at the relevant hourly rate, in addition to the guaranteed minimum payment.
- The night rate can be paid between the hours of **10pm-8am** for members of staff working at the count. There will be additional flexibility to allow for an earlier start of 9:30pm if count staff are required to attend the count venue for briefing. Starts earlier than 9:30pm, however, will need to be paid at the day rate up until 10pm.
- Any work undertaken outside of the hours mentioned above must be paid at the day rate.
- Different roles cannot all be paid at the top end of each pay band.
- Rates paid to roles in the same pay band should follow a sliding scale, proportionate to the tasks undertaken. The order of the roles in each pay band should provide an indication as to where they fit within the pay band.
- Elections or core services teams can be paid their contracted rate for overtime work they undertake that falls under their contracted responsibilities. Work undertaken during normal office hours cannot be reimbursed from the Consolidated Fund.
- If elections or core services teams are undertaking work that falls outside of their contracted responsibilities, such as managing the count, they should be paid at a rate proportionate to the task, rather than a rate proportionate to the seniority or the grade of the officer undertaking the role.
- If there are roles not listed below for which you are seeking a rate of pay, please contact ECU and we will try to provide further advice on this.
- All roles should be necessary for the conduct of the elections, and the corresponding rates should be reasonable and proportionate to the tasks undertaken.

| Pay Band A                                                |                |
|-----------------------------------------------------------|----------------|
| Roles                                                     | Pay Band 23/24 |
| Casual admin support                                      | £10.42-£14.18  |
| Polling Station - Ballot Box/Equipment Issuing Assistants |                |
| Postal Vote - Prep and Issue Assistant                    |                |
| Postal Vote - Opening and Checking Assistant              |                |
| Ballot box receipt assistant                              |                |
| Poll Card - Prep and Issue Assistant                      |                |
| Poll Clerks                                               |                |
| Count setup/take down assistant                           |                |
| Count and verification assistants                         |                |
| Count Security*                                           |                |
| Postal Vote Security*                                     |                |
| Reception staff                                           |                |
| Poll Card - Printing                                      |                |
| Letters Printing                                          |                |

\*Does not apply to security company staff if this service is outsourced. This only applies to staff employed by the RO directly. For security staff who are outsourced, ECU will consider rates that are reasonable. These should be supported by evidence of value for money, for example, by obtaining multiple quotes from two or more security firms.

## Pay Band B

| Pay Band B                                                 |                |
|------------------------------------------------------------|----------------|
| Roles                                                      | Pay Band 23/24 |
| Polling Station - Ballot Box/Equipment Issuing Supervisors | £12.60-£16.80  |
| Postal Vote - Prep and Issue Supervisor                    |                |
| Postal Vote - Opening and Checking Supervisor              |                |
| Ballot box receipt supervisor                              |                |
| Poll Card - Prep and Issue Supervisor                      |                |
| Postal Vote opening supervisor at the count                |                |
| Count Staff - IT support                                   |                |
| Postal Vote - IT Support (Signature Verification)          |                |
| Count setup/take down supervisor                           |                |
| Count and verification team leader                         |                |
| Unused ballot papers checking and verification             |                |
| Collection and prep of equipment                           |                |

| <b>Pay Band C</b>                               |                       |
|-------------------------------------------------|-----------------------|
| <b>Roles</b>                                    | <b>Pay Band 23/24</b> |
| Presiding Officer*                              | £14.70-£18.38         |
| Count and verification supervisor               |                       |
| Staff payments/pay roll                         |                       |
| Poll Card - Running Data, Checking and Proofing |                       |
| Postal Vote - Signature Adjudicators            |                       |
| Top table assistant/data officer                |                       |
| Media handling/comms                            |                       |

\*Presiding Officers taking on additional responsibilities can be paid an additional £25 on top of the overall PO fee for the day. These responsibilities can include managing common areas in polling places with more than one polling station. Such staff are often referred to as Senior Presiding Officers.

| <b>Pay Band D</b>                     |                       |
|---------------------------------------|-----------------------|
| <b>Roles</b>                          | <b>Pay Band 23/24</b> |
| Count Manager*                        | £15.75-£27.30         |
| Polling Station Inspector             |                       |
| Postal Vote - Opening Session Manager |                       |

\*ECU will generally accept one count manager per venue. However, should there be particular circumstances that warrant more than one count manager in your constituency or voting area this should be discussed and agreed in advance with ECU.

| Other Rates                                        |             |
|----------------------------------------------------|-------------|
| Type                                               | Rates 23/24 |
| Poll card (hand) delivery                          | £0.15-£0.34 |
| Travel up to 20 miles (Public Transport)*          | £10         |
| Travel more than 20 miles (Public Transport)*      | £20         |
| Mileage rate                                       | £0.45       |
| Training per member of staff (up to a maximum)     | £40         |
| Training Prep & Delivery (per session)             | £100-£150   |
| Bookkeeping (capped at a maximum)                  | £400        |
| Stage and audio equipment at the count (per venue) | N/A**       |

\*Fees for travel can be paid to polling station inspectors and presiding officers only, and only for travel necessary for the conduct of the poll. Please contact ECU should there be circumstances particular to your area that would require other staff to be paid for necessary travel.

\*\*There is no formal limit set for staging and audio equipment. This is on the basis that these items should be obtained at a rate that is reasonable and that this should be supported by evidence. When claiming for stage and audio equipment, ROs should provide multiple quotes from suppliers to demonstrate that they have sought value for money. Where stage and audio equipment is provided by the venue, any costs claimed should be clearly itemised so that they can be properly scrutinised by ECU. Failure to provide a detailed breakdown of the costs may result in the costs being challenged or removed.