
STATUTORY INSTRUMENTS

1991 No. 1687

REPRESENTATION OF THE PEOPLE

The Returning Officers' Charges Order 1991

Made - - - - - *24th July 1991*
Coming into force - - - *26th July 1991*

The Treasury, in exercise of the powers conferred on them by section 29(3) of the Representation of the People Act 1983(¹), hereby make the following Order:—

1.—(1) This Order may be cited as the Returning Officers' Charges Order 1991 and shall come into force on 26th July 1991.

(2) This Order extends to Great Britain only.

2.—(1) Services and expenses of a kind set out in the Schedule to this Order are hereby specified for the purposes of paragraph (a) of section 29(3) of the Representation of the People Act 1983 (which provides that a returning officer is entitled to recover his charges in respect of services properly rendered, or expenses properly incurred, for or in connection with a parliamentary election if the services or expenses are of a kind so specified and the charges are reasonable).

(2) Maximum recoverable amounts are hereby specified in the right-hand column of Parts A and B of the Schedule to this Order in respect of services or expenses of the descriptions specified opposite thereto in the left-hand column of those Parts.

*Gregory Knight
Sydney Chapman*
Two of the Lords Commissioners of Her Majesty's Treasury

24th July 1991

(1) 1983 c. 2; section 29 was amended by the Representation of the People Act 1991 (c. 11), section 1.

SCHEDULE

Article 2

SERVICES AND EXPENSES IN RESPECT OF WHICH A RETURNING OFFICER AT A PARLIAMENTARY ELECTION IN GREAT BRITAIN MAY RECOVER HIS CHARGES

PART A:

MAXIMUM RECOVERABLE AMOUNTS
FOR SERVICES OF RETURNING OFFICER

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I. In a contested election:	
(1) For conducting the election and generally performing duties which a returning officer is required to perform under any enactments relating to parliamentary elections, other than any duties in respect of which separate provision is made herein:	922.98
For each constituency	
In addition, if the number of entries in the register of electors to be used at the election (at first published) exceeds 50,000 there shall be paid	6.27
For every 1,000 entries or fraction thereof over 50,000 up to 60,000	4.95
For every 1,000 entries or fraction thereof over 60,000	201.15
Provided that the amount payable to a returning officer in England and Wales responsible for more than three constituencies or in Scotland responsible for more than three constituencies situated wholly or mainly within the same district council area shall be reduced as follows:	297.74
For each constituency exceeding three but not exceeding six, a reduction of	1.47
For each constituency exceeding six, a reduction of	48.31
(2) For services in connection with the despatch and receipt of the ballot papers of persons entitled to vote by post:	1.47
For each constituency	
In addition, if the number of persons entitled to vote by post in the constituency exceeds 500, there shall be paid:	1.47

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For every 50 or fraction thereof over 500 up to 2,000
For every 50 or fraction thereof over 2,000 0.45
II In an uncontested election, for the services specified in paragraph I.1 of this part of the Schedule the amount shall be one-third of the sum prescribed thereunder.
III. For services in connection with the preparation, maintenance and issue of official poll cards: 289.86
For each constituency:
(a) (a) For the preparation, the first revision and the issue of the cards on the occasions of an election 90.78
Provided that the amount payable to a returning officer in England and Wales responsible for more than three constituencies or in Scotland responsible for more than three constituencies situated wholly or mainly within the same district council area shall be reduced as follows:
For each constituency exceeding three but not exceeding six, a reduction of
For each constituency exceeding six, a reduction of 135.78
(b) (b) For each revision and preparation after the first prior to the issue of the cards 96.40

PART B:

EXPENSES OF RETURNING OFFICER FOR WHICH MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

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I. In a contested election:
(a) (a) For the presiding officer at each polling station (to include all expenses, other than any travelling and overnight subsistence expenses 90.00

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recoverable under Part C of this Schedule)
(b) (b) For any person who takes 90.00 over the duties of a presiding officer because of the incapacity of that presiding officer on the day of the election (with the like inclusion)
(c) (c) In addition, for each person 16.00 falling within sub-paragraphs (a) or (b) above at a polling station in a constituency coterminous with or wholly contained in a London borough
In addition, a further sum, not exceeding £5.62 may be paid to one of the presiding officers at a polling place to which there are assigned not less than 3,000 entries in the register of electors to be used at the election (as first published), where the returning officer determines that such a payment is necessary for the effective conduct of the election.
(a) (a) For one clerk at each polling station 56.00
(b) (b) For additional clerks at a polling station either being clerks at a polling station to which there are assigned more than 700 entries in the register of electors to be used at the election (as first published) such additional clerks not to exceed one clerk for every 600 entries or fraction thereof in excess of 700, or being clerks whose employment is determined to be necessary by the returning officer for the effective conduct of the election: For each additional clerk (whole-time or part-time as the case may require)
(c) (c) In addition, for each clerk at 16.00 a polling station in a constituency coterminous with or wholly contained in a London Borough
3.—(1) For the employment of persons in connection with the manual preparation and issue of the official poll cards, including charges for superannuation contributions where payable:

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(a) For the initial preparation of the cards:
For every 100 cards or fraction thereof
(b) (b) For each revision not confined to a particular section of the cards:
(i) For every 100 cards or fraction thereof prepared on initial preparation
(ii) For every 100 new cards or fraction thereof prepared
Provided that if the number of new cards does not exceed 15 per cent of the number prepared on the initial preparation, the maximum charge for the revision shall be increased by 5 per cent.
(c) (c) For the revision of a particular section only of the cards:
For every 100 new cards or fraction thereof prepared
(d) (d) For the completion and issue of the cards on the occasion of an election:
For every 100 cards or fraction thereof issued (or withdrawn in respect of voters entitled to vote by post)
(2) For the employment of persons in connection with the issue of poll cards which have not been prepared manually, including charges for superannuation contributions where payable:
For every 100 cards or fraction thereof
Provided that the maximum amount which a returning officer shall be entitled to charge under this paragraph shall be the total of the maximum amounts specified for such of the stages of work represented by subparagraphs (1)(a), (b), (c) and (d) and (2) hereunder as he has carried out, notwithstanding that the amount disbursed by him for any particular stage is greater than the amount specified hereunder as the maximum amount for that stage; provided also that the maximum amount which a returning officer shall be entitled to charge under this paragraph shall be increased by

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any amount by which the maximum amount which he is entitled to charge under paragraph 4 below exceeds the amount disbursed by him for the purposes described in that paragraph.

4. For the employment of persons in connection with the count and the ballot papers of electors entitled to vote by post, and for all clerical and other assistance employed by the returning officer for the purposes of the election, including charges for day subsistence expenses and for super-annuation contributions where payable.

- (a) If the number of entries in the register of electors to be used at the election (as first published) in the constituency does not exceed 50,000

For every additional 1,000 entries or fraction thereof over 50,000

- (b) (b) For every 100 persons or 33.20 fraction thereof entitled to vote by post

(c) (c) In the event of a recount of the 292.74 votes being ordered:

For each recount

Provided that the maximum amount which a returning officer shall be entitled to charge under this paragraph shall be increased by any amount by which the maximum amount which he is entitled to charge under paragraph 3 above exceeds the amount disbursed by him for the purposes described in that paragraph.

II. In an uncontested election, for all necessary preliminary work the amount shall be the same as the amount specified for corresponding work in a contested election, except that for all clerical and other assistance employed by the returning officer for the purposes of the election, including charges for day subsistence expenses and for superannuation contributions where payable, the amount shall not be more than one-quarter of the amount specified under paragraph I.4 of this Part of the Schedule.

PART C:

EXPENSES OF RUTURNING OFFICER FOR WHICH NO MAXIMUM RECOVERABLE AMOUNTS ARE SPECIFIED

1. Travelling and overnight subsistence expenses of-
 - (a) the returning officer; and
 - (b) any person appointed under section 28(5) of the Representation of the People Act 1983 or placed at the returning officer's disposal under section 25(2) or (3) of that Act; and
 - (c) any clerical or other assistants employed by the returning officer, where necessary to make arrangement for the poll or otherwise in connection with the conduct of the election.
2. Travelling and overnight subsistence expenses of presiding officers and poll clerks (including any expenses incurred in conveying the ballot boxes in those cases in which presiding officers or poll clerks are responsible for the transport of the boxes to or from the polling stations).
3. For printing and providing ballot papers.
4. For printing and providing official poll cards.
5. For printing and providing notices and other documents required in and about the election or poll and costs of publishing the same.
6. For the renting of any building or room for the purpose of the election and for expenses of heating, lighting and cleaning any building or room for such purpose.
7. For adapting and fitting up any building or room for the purpose of the election (including the provision of voting compartments and any necessary furniture) and restoring it to fit condition for its normal use.
8. For providing ballot boxes, including any repairs.
9. For the conveyance of ballot boxes and ballot papers in those cases where the cost of transport is not included in the travelling expenses of presiding officers and poll clerks under paragraph 2 of this Part of the Schedule.
10. For every stamping instrument required to be purchased, hired, altered or repaired.
11. For copies of the electoral register.
12. For general stationery, postage, telephone calls, bank charges and miscellaneous expenses.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order specifies, in relation to England, Wales and Scotland, the services rendered and expenses incurred by a returning officer for the purposes of or in connection with a parliamentary election in respect of which he is entitled to recover his charges. The Schedule to the Order is in three parts—Part A prescribes maximum recoverable amounts for services rendered by a returning officer;

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Part B lists expenses incurred by a returning officer in respect of which a maximum recoverable amount is specified; and

Part C lists expenses in respect of which no maximum recoverable amount is specified.

The Order replaces the Returning Officers' Expenses Regulations 1990 (S.I.[1990/691](#)), which ceased to have effect on the coming into force on 22nd July 1991 of the Representation of the People Act 1991.