STATUTORY INSTRUMENTS

1984 No. 721

REPRESENTATION OF THE PEOPLE

The Returning Officers' Expenses (Scotland) Regulations 1984

Made - - - -	*22nd May* 1984
Coming into Operation	*23rd May* 1984

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

1. These Regulations may be cited as the Returning Officers' Expenses (Scotland) Regulations 1984 and shall come into operation on 23rd May 1984.

2. The maximum charges to which a returning officer at a parliamentary election in Scotland shall be entitled are:—

(*a*) in respect of services rendered by him, the amounts specified in Part A of the Schedule to these Regulations; and

(*b*) in respect of expenses incurred by him, the amounts specified in Part B of the said Schedule.

3. The Returning Officers' Expenses (Scotland) Regulations 1983**(b)** are hereby revoked.

Ian B. Lang,
Donald Thompson,
Two of the Lords Commissioners
of Her Majesty's Treasury.

22nd May 1984.

(a) 1983 c. 2.

(b) S.I. 1983/736.

SCHEDULE

SCALE OF MAXIMUM CHARGES IN RESPECT OF SERVICES RENDERED AND EXPENSES INCURRED BY A RETURNING OFFICER FOR THE PURPOSES OF OR IN CONNECTION WITH A PARLIAMENTARY ELECTION

Only the fees and disbursements specified hereunder shall be chargeable and in particular a returning officer shall not be entitled to charge as an expense payments which he makes from his fees (or otherwise) to a deputy returning officer by way of remuneration for performing functions of the returning officer.

PART A-FEES

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I. In a contested election:	
1. For conducting the election and generally performing all the duties which a returning officer is required to perform under any enactments relating to parliamentary elections, other than any duties for which separate fees are prescribed herein:	
For each constituency	635.50
In addition, if the number of entries in the register of electors to be used at the election (as first published) exceeds 50,000 there shall be paid:	
For every 1,000 entries or fraction thereof over 50,000 up to 60,000	4.30
For every 1,000 entries or fraction thereof over 60,000	3.40
Provided that the amount payable to a returning officer 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	138.50
For each constituency exceeding six, a reduction of	205.00
2. For services in connection with the despatch and receipt of the ballot papers of persons entitled to vote by post:	
For each constituency	32.80
In addition, if the number of persons entitled to vote by post in the constituency exceeds 500, there shall be paid:	
For every 50 or fraction thereof over 500 up to 2,000	1.00
For every 50 or fraction thereof over 2,000	0.30

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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:	
For each constituency:	
(*a*) For the preparation, the first revision and the issue of the cards on the occasion of an election	197.00
Provided that the amount payable to a returning officer 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	62.50
For each constituency exceeding six, a reduction of ...	93.50
(*b*) For each revision and preparation after the first prior to the issue of the cards	65.50

PART B-DISBURSEMENTS

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Except as expressly provided in this part of the Schedule, in no case shall a charge exceed the sum actually and necessarily paid or payable by the returning officer. Subject thereto the maximum charges shall be as follows:	
I. In a contested election:	
1. For the presiding officer at each polling station (to include all expenses, other than any travelling and overnight subsistence expenses specified in this part of the Schedule)	50.00
In addition, a further sum, not exceeding £3.72 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), being a presiding officer who acts as overall presiding officer at that polling place.	
2. (*a*) For one clerk at each polling station	35.72
(*b*) For additional 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:	
For each additional clerk (whole-time or part-time as the case may require) an amount within a range having a maximum of	35.72

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3. (i) 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.	
(*a*) For the initial preparation of the cards:	
For every 100 cards or fraction thereof	2.45
(*b*) For each revision:	
(i) For every 100 cards or fraction thereof prepared on the initial preparation	0.40
(ii) For every 100 new cards or fraction thereof prepared	2.45
Provided that, if the number of new cards does not exceed 15 per cent of the number prepared on the initial preparation, the total allowance for the revision shall be increased by 5 per cent.	
(*c*) For the revision of a particular section of the cards (other than such a revision carried out in the course of a revision of the whole):	
For every 100 new cards or fraction thereof prepared	2.45
(*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)	1.25
(ii) 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	0.80
Provided that the maximum amount which a returning officer shall be entitled to charge under this paragraph shall be the total of the sums which he would be entitled to charge for such of the stages of work represented by items (1)(*a*), (*b*), (*c*) and (*d*) and (ii) 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 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.	

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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 or deputy returning officer for the purposes of the election, including charges for day subsistence expenses and for superannuation 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	1,977.50
	For every additional 1,000 entries or fraction thereof over 50,000	24.60
	(*b*) For every 100 persons or fraction thereof entitled to vote by post	22.55
	(*c*) In the event of a recount of the votes being ordered:	
	For each recount	195.00
	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.	
5.	Returning officer's or deputy returning officer's travelling and overnight subsistence expenses where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election.	Actual and necessary cost.
6.	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).	Actual and necessary cost.
7.	Travelling and overnight subsistence expenses of clerical and other assistants employed by the returning officer or deputy returning officer where necessary to make arrangements for the poll or otherwise in connection with the conduct of the election.	Actual and necessary cost.
8.	For printing and providing ballot papers	Actual and necessary cost.
9.	For printing and providing official poll cards	Actual and necessary cost.
10.	For printing and providing notices and other documents required in and about the election or poll and costs or publishing the same.	Actual and necessary cost.
11.	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.	Actual and necessary cost.

12.	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.	Actual and necessary cost.
13.	For providing ballot boxes, including any repairs	Actual and necessary cost.
14.	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 I.6 of this part of the Schedule.	Actual and necessary cost.
15.	For every stamping instrument required to be purchased, hired, altered or repaired.	Actual and necessary cost.
16.	For copies of the register	Actual and necessary cost.
17.	For general stationery, postage, telephone calls, bank charges and miscellaneous expenses.	Actual and necessary cost.

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 or deputy 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.

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

These Regulations revoke and replace the Returning Officers' Expenses (Scotland) Regulations 1983. They prescribe, in relation to Scotland, a revised scale further increasing most of the maximum fees in respect of services rendered and some of the maximum charges in respect of expenses incurred by a returning officer for the purposes of or in connection with a parliamentary election. Separate charges are prescribed in respect of the preparation of poll cards by manual and by non-manual means.

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