1. **Rationale for Scale of Fees**
   1. The Mayor of London and London Assembly elections are different from other ad-hoc activities requiring deployment of GLA staff to carry out duties outside of their substantive posts.
   2. The elections are a high profile, statutory obligation. Motivated and engaged staff are required. This justifies a unique approach.
   3. The elections are outside of the boundaries of the GLA’s policy on honorarium and recognition payments, in that the fees are agreed by the Greater London Returning Officer (GLRO) and are not subject to the GLA corporate process for additional payments.
   4. London borough staff who support delivery of elections - both the Mayor of London and London Assembly elections and central/local government elections – in roles such as poll clerks, or count assistants, are rewarded with a fee. London borough staff at the election counts in May 2024 will be paid.
   5. In 2021 a policy was drafted to provide transparency on the scale of fees available to GLA staff. This 2024 version updates it.
   6. The scale of fees seeks to ensure that the efforts of GLA staff deployed to support the successful delivery of the elections are recognised.

1. **Principles to guide eligibility**
   1. All roles are assessed by workstream leads to ascertain:
      * the time commitment to the role
      * the level of responsibility and nature of the role
      * the working pattern and requirements for the role in comparison to Business-as-Usual arrangements and contracts
      * the location of the role
   2. The guiding principle is that staff should not be paid twice: for example, staff should not receive an election fee and a payment related to any normal contractual arrangement such as overtime or an out-of-hours allowance.
   3. There are two categories of fee:

* Fee 1 applies to staff deployed on verification, count and announcement days
* Fee 2 applies to staff deployed in the planning and preparation for the election
  1. All staff deployed on the verification, count and announcement days will be eligible for Fee 1
  2. Staff deployed in the planning and preparation for the election in advance of count day, outside of their normal contractual/business-as-usual arrangements, may be eligible for Fee 2.
  3. Exceptions: staff may not be eligible for Fee 1 or Fee 2 if:
     + the role has become Business-as-Usual for a defined period
     + they are already in receipt of a fee for elections work, such as the GLRO and Deputy GLRO(s)
     + they are already in receipt of an out-of-hours allowance or overtime payment which can be applied to the election activity.

2.7 In the scenario that the count takes place on a bank holiday (i.e. 6th May 2024), those staff deployed on the bank holiday may also be entitled to time off in lieu (TOIL) if their Business-as-Usual role does not require them to work on a bank holiday. There is no TOIL applicable for any other days.

1. **Payments** 
   1. The fees are a flat rate rather than an hourly rate as this is cleaner to process through payroll and avoids the need to log hours.
   2. Fees are payable per day.
   3. Staff will be informed of their fee, if eligible, in advance of their deployment.
   4. Staff will be informed to whom they should report for their activity, to ensure their attendance can be confirmed to payroll in advance of payment.
   5. Payment of the fee is expected to be made in the June 2024 payroll.
2. **Expenses**

4.1. The GLA Expenses and Benefits Framework applies to any expenses incurred relating to elections activity, and approval should be sought in line with the framework.

1. **Scale of Fees:**

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| --- | --- | --- | --- |
| **Fee** | **Sub category** | **In recognition of:** | **Amount per day** |
| **FEE 1 Count Day Operations** | FEE 1 A | To recognise people deployed in a role which **supports** the operation of the election at a count venue or the operation of the count hub at City Hall. | £275 |
| A guide to the types of eligible roles | * ExCel reception team * Support to the GLROs lead officers at the 14 count venues * City Hall stewards * Those roles not already covered by overtime or other contractual conditions, which may apply to FM, TG, media support, press, social media/digital. |  |
| FEE 1 B | To recognise people deployed in a **senior** role at a count venue or the count hub at City Hall. | £385 |
| A guide to the types of eligible roles | * GLRO’s lead ‘eyes and ears’ officers at the 14 count venues * Senior officer for the ExCel reception team * London Elects core team at City Hall * Those roles not already covered by overtime or other contractual conditions, which may apply to FM, TG, media support, press, social media/digital |  |
| **FEE 2**  **Elections Planning** | FEE 2 A | To recognise people providing support to an activity during the planning and preparation for the Mayor of London and London Assembly Elections. | £165 |
| A guide to the types of eligible roles | * Officers supporting the nominations and booklet process (weekend working only) * Those roles not already covered by overtime or other contractual conditions, which may apply to FM. |  |
| FEE 2 B | To recognise people leading an activity during the planning and preparation for the Mayor of London and London Assembly Elections. | £330 |
| A guide to the types of eligible roles | * London Elects core team weekend working for key activities including nominations and the statutory booklet processes. |  |