

FORM H - Additional Information

Poll Card Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

The £139,025.57 cost for Postage of Poll Cards now includes 20% VAT which wouldn't have previously applied to this charge, representing an additional cost item. We were also required to utilise the services of Royal Mail, the cost of which had itself increased and we were unable to procure via alternative provider.

This form must be supported by proof of payment as set out in the guidance

Additional explanation of entries under Form H, Head H1

SCOTTISH INDEPENDENCE REFERENDUM

FORM I

Count costs

This form details the amounts claimed for the costs of running the count.

- This form should accompany Form A.
- Please DO NOT enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of the Annex A to Form I. Please only complete the yellow cells.
- The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

GLASGOW

2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

Head of expenditure

Amount claimed

Counting staff pay (head I1)

£39,375.00

Supervisory, ancillary and IT staff pay (head I2)

£15,700.00

Travel and subsistence (head I3)

£0.00

Training (head I4)

£0.00

Accommodation costs (head I5)

£0.00

Equipment costs (head I6)

£4,540.80

Transport costs (head I7)

£78,758.53

Security costs (head I8)

£6,469.53

Total costs

£144,843.86

FORM I - Additional Information

Count costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

Count Accommodation costs have historically comprised a significant portion of our election claim. This cost has been absorbed by the the Council in an effort to keep our overall election costs as low as possible.

The high level of voter turnout meant that our count operation was significantly increased and we required to employ additional count clerks

This form must be supported by proof of payment as set out in the guidance

Additional explanation of entries under Form I, Heads I1 to I4

A total of 525 individuals were employed as Count Clerks and Verification staff. Each received a fee of £75

A total of 80 individuals were employed to perform essential supervisory and managerial roles directing and assisting those involved in the count process as well as overseeing entire overall operation. Each received a fee ranging between £150 and £625 depending on nature of role involved

SCOTTISH INDEPENDENCE REFERENDUM

FORM J

Other costs

This form details the amounts claimed for the costs of running the count.

- ♦ This form should accompany Form A.
- ♦ In Annex B to this form, list the amounts for materials and services.
- ♦ **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**
- ♦ **The total amount and the parish poll costs shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.**

1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

GLASGOW

2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

Head of expenditure

Amount claimed

Payments to staff that cannot be recorded elsewhere (head J1)

£42,424.43

Travel and subsistence not accounted for elsewhere (head J2)

£387.30

Materials and services (head J3)

£0.00

Total costs

£42,811.73

FORM J - Additional Information

Other costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

The total cost of £42,811 is in line with previous election claims. Additional information relating to each of the cost totals are included within the detailed claim heading appendices

This form *must* be supported by proof of payment as set out in the guidance

Additional explanation of entries under Form J, Heads J1 and J2

(*1) Payments made to 11 individuals for various duties not directly attributable to any other individual claim heading. Roles include central communication, administration, financial administration, claim preparation etc Equates to approximately £96 fee per Individual for each Constituency

Equivalent Cost Equates to £849 fee per constituency - Refer to Individual Disclosure in Form K for roles & responsibilities

Equivalent Cost Equates to £1,415 fee per constituency - Refer to Individual Disclosure in Form K for roles & responsibilities

Equivalent Cost Equates to £375 fee per constituency - Refer to Individual Disclosure in Form K for roles & responsibilities

Equivalent Cost Equates to £375 fee per constituency - Refer to Individual Disclosure in Form K for roles & responsibilities

(*2) A total of 26 Staff were employed to perform a variety of roles. The total fee paid was £16,173.87. Their time and fee has been apportioned as follows : 18 Security presence and controlling access both into and around the Count Venue. (40% = £6,468.53), J1 General tasks not attributable to specific election cost head including security and adhoc presence at certain polling stations (60% = £9,704.34)

Transportation of key personnel during actual and set-up events

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Form K

Additional information

This form must be supported by corresponding vouchers or invoices in all cases.

Additional explanation

The total fee equates to £849 per constituency and this is a combined allowance which is intended to reflect the successful completion of the various roles and responsibility assigned. This role involved extensive and additional out of hours working and provision of a continual on-call service over a prolonged period.

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