



May 17th, 2019

**Notice Of Meeting**

You are invited to attend the Annual Meeting of Council to be held on **Monday, 20th May 2019** at **6:00 pm** in **Mourne Room, Downshire Civic Centre.**

# Agenda

**Individual Photographs for Councillors will be taken between 4pm and 6pm with Group Photograph at 6pm**

**Refreshments will be served in Commedagh Room after the meeting**

## **1.0 Apologies and Chairperson's Remarks**

## **2.0 Declarations of Interest**

## **3.0 Agree appointment to PCSP Committee**

 *PCSP Report .pdf*


*Page 1*

## **4.0 To agree the method for the appointment of Statutory Positions of Responsibility using d'Hondt by Qualified Majority Vote**

 *Order of Pick 2019.pdf*

*Page 2*

## **5.0 To agree the method for the appointment to Statutory Committees using Quota of Greatest Remainder by Qualified Majority Vote**

 *Appointments to Committees.pdf*

*Page 3*

## **6.0 Appointment of Statutory Positions of Responsibility**

Positions allocated up to pick 40 from Mock Annual Meeting attached

 *Order of Picks by Year at Mock Meeting.pdf*

*Page 6*

## **7.0 Newly Appointed Chair will then assume the Chair**

Chairperson's Remarks

## **8.0 Appointments to Statutory Committees**

Committee picks as at Mock AGM

 *List of Committee picks 19-20.docx*

*Page 8*

- 9.0 To agree the method and to Appoint representatives to External Bodies and Organisations (excluding Statutory Positions of Responsibility)**  
📎 *External bodies - organisations-blank May 2019.pdf* *Page 9*
- 9.1 Correspondence received from Department from Infrastructure regarding Warrenpoint Harbour Authority**  
📎 *PSDFI 141\_19 Liam Hannaway.pdf* *Page 13*
- 10.0 To appoint Members to Council Boards and Forums**  
📎 *Council Project Board and Forums 2019-blank.pdf* *Page 14*
- 11.0 To note the report of Mock Annual Meeting held on Thursday 16th May 2019**  
📎 *Report of Workshop - 16-05-2019.pdf* *Page 18*
- 12.0 Agree Schedule of Meetings for Incoming Year**  
Committees to amend times as required at their first meetings in June.  
📎 *MEETINGS SCHEDULE JUNE 2019-MAY 2020.pdf* *Page 22*
- 13.0 Agree Scheme of Allowances**  
📎 *Scheme of Allowances May 2019.pdf* *Page 34*

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*In Committee Item*

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**14.0 Appointment of Panel for Chief Executive**

<b>Report to:</b>	<b>Annual Meeting</b>
<b>Date of Meeting:</b>	20 <sup>th</sup> May 2019
<b>Subject:</b>	<b>Policing and Community Safety Partnership Appointments at Annual Meeting</b>
<b>Reporting Officer (Including Job Title):</b>	Liam Hannaway, Chief Executive
<b>Contact Officer (Including Job Title):</b>	Sarah Taggart, Democratic Services Manager (Acting)

Confirm how this Report should be treated by placing an x in either:-

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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**To note that the number of Members to be appointed to the PCSP Committee be 10.**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Outline for Members' consideration, the options available to the Council in relation to the appointment of Members to the Policing and Community Safety Partnership (PCSP).
<b>2.0</b>	<b>Key issues:</b>
2.1	Section 20 of the Justice Act (NI) 2011, requires each Council to establish a PCSP for its District and membership of the PCSP is defined as a position of responsibility. Schedule 1 of the Act further requires that the number of Political Members on the PCSP shall be 8, 9 or 10.
2.2	Paragraph 3(3) of Schedule 1 to the Justice Act further provides that a Council, in exercising its power to appoint Political Members to PCSP, shall ensure, so far as is practicable, that the Political Members reflect the balance of parties prevailing among Members of the Council immediately after the last Local General Election.
2.3	At the Annual Meeting, Members will agree the method for the appointment of Statutory Positions of Responsibility, and using the assumption that the Council adopt d'Hondt, Appendix 1 gives the workings of the political make-up based on the application of d'Hondt.
<b>3.0</b>	<b>Recommendations:</b>
3.1	Following Party Reps Meeting on Tuesday 14 <sup>th</sup> May 2019, it is recommended that the number of Members appointed to the PCSP Committee at the Annual Meeting would be 10.
<b>4.0</b>	<b>Resource implications</b>
4.1	None.
<b>5.0</b>	<b>Equality and good relations implications</b>
5.1	This report has been equality screened to assess the likely impact on the promotion of equality of opportunity and good relations. No equality impact assessment is required at this time.
<b>6.0</b>	<b>Rural Proofing implications</b>
6.1	A rural needs impact assessment is not required at this time.
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	None

Order of Pick by d'Hondt	
1	Sinn Féin
2	SDLP
3	Sinn Féin
4	SDLP
5	Sinn Féin
6	Sinn Féin
7	UUP
8	SDLP
9	Sinn Féin
10	DUP
11	SDLP
12	Sinn Féin
13	Sinn Féin
14	SDLP
15	Sinn Féin
16	UUP
17	Alliance
18	SDLP
19	Sinn Féin
20	Sinn Féin
21	SDLP
22	DUP
23	Sinn Féin
24	SDLP
25	Sinn Féin
26	UUP
27	Sinn Féin
28	SDLP
29	Sinn Féin
30	SDLP
31	Sinn Féin
32	Malone
33	Reilly
34	SDLP
35	Tinnelly
36	DUP
37	Sinn Féin
38	UUP
39	Gibbons
40	Alliance
41	Enright
42	Sinn Féin
43	SDLP
44	Sinn Féin
45	SDLP
46	Sinn Féin
47	Sinn Féin
48	UUP
49	SDLP
50	Sinn Féin
51	DUP
52	SDLP
53	Sinn Féin
54	Sinn Féin
55	SDLP
56	Sinn Féin
57	UUP
58	Alliance
59	SDLP
60	Sinn Féin
61	Sinn Féin
62	SDLP
63	DUP
64	Sinn Féin

PCSP Allocation

Note: Pick 58 – Alliance will be taken immediately following pick 53  
Picks 54 – 64 (with exception of pick 58) will be filled by those to be appointed to the PCSP:  
5 SF (picks 54/56/60/61/64)  
3 SDLP (picks 55/59/62)  
1 UUP (pick 57)  
1 DUP (pick 63)

<b>Report to:</b>	<b>Council AGM</b>
<b>Subject:</b>	Appointment of Councillors to Committees – Quota Greatest Remainder
<b>Date:</b>	20 May 2019
<b>Reporting Officer:</b>	Liam Hannaway, Chief Executive
<b>Contact Officer:</b>	Jonathan McGilly – Assistant Director Community Planning and Performance (Acting)

**Decisions Required**

Members are asked to note the contents of the report and consider and agree to:

- **The recommendation that Quota Greatest Return be applied at the first stage to allocate the minimum number of positions per Committee for each of the recognised Parties and Independent Councillors**
- **The recommendation that D’Hondt is applied at the second stage for determining the allocation of the remaining twelve (12) positions to the agreed Committee structure. Only after the minimum number of positions to be allocated per Committee, for each of the recognised Parties and Independent Councillors, have been determined at the first stage using Quota Greatest Remainder (QGR); and**
- **The point in the order of selection that D’Hondt should apply to determine the allocation of the remaining twelve (12) positions.**

1.0	<b><u>Purpose &amp; Background</u></b>
1.1	The purpose of this report is to provide Members with background information as well as with updated local guidance concerning the procedure of Quota Greatest Remainder (QGR) for the appointment of Councillors to Committees. A recommendation is also made concerning how remaining positions are to be allocated once QGR has been applied at the first stage.
2.0	<b><u>Key Issues</u></b>
	<b>Legislative Context</b>

2.1	<p>Schedule 2 of the <u>Local Government (Northern Ireland) Act (2014)</u> makes detailed provision in relation to the appointment of Councillors to Committees, as well as specifying the operation of procedures that can be used by a Council for this very purpose. The two procedures available to the Council are:</p> <ul style="list-style-type: none"> <li>i. <b>Quota Greatest Remainder</b> (Paragraphs 2 and 3(1) and (2)); or</li> <li>ii. <b>Droop Quota</b> (Paragraphs 2 and 3(1) and (3)).</li> </ul>
2.2	<p>Part 4 of the <u>Local Government (Standing Orders) Regulations (NI) 2016</u> makes provision in relation to the appointment of Councillors to Committees where a Council decides to appoint more than one Committee at the same time. The Act is the primary legal instrument in this regard, therefore Council <b>must</b> follow one of the above methods when appointing Councillors to Committees.</p>

2.3	<p>It is important to note that unless a Council decides by a qualified majority (i.e. 80% of the Members present &amp; voting) to adopt the Droop Quota method, then Quota Greatest Remainder is the <b>default</b> procedure for appointing Councillors to Committees.</p>
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2.4	<p>The consequence of this is that the traditional method of appointing Councillors to Committees (D'Hondt) now <b>no longer applies</b></p>
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**Updated Guidance & Use of D'Hondt at the Second Stage**

2.5	<p>An outline of the process is provided below, however more detailed information is provided in the guidance at <b>Appendix I</b>.</p>
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Quota Greatest Remainder (First Stage)

2.6	<p>As per step2 of the guidance the allocation across the entire committee structure - 82 positions for each of the parties and Independent Councillors is detailed in appendix 1</p>
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2.7	<p>As per the guidance, allocating to a Committee structure where there are Committees of varying sizes is more complicated. However, it is possible to determine the <u>minimum</u> allocation for each of the recognised Parties and Independent Councillors for each the specific Committees by applying the corresponding percentage membership of Full Council. This results in a minimum allocation for each of the recognised Parties and Independent Councillors for each of the six Committees.</p>
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2.8	At the conclusion of the above stage, 70 out of the 82 positions across the Committee structure have been allocated. This means there are 12 positions which remain to be allocated as follows:
	<u>Use of D'Hondt (Second Stage)</u>
2.9	To complete the allocation of the remaining 12 positions to the entire structure, it is recommended that <b><i>D'Hondt</i></b> be applied at this stage (second stage) and only after QGR has been completed (first stage). A decision will also need to be taken by Members concerning at which point in the order of selection should D'Hondt apply at this point in the process.
2.10	A recognised Party or Independent Councillor will no longer be entitled to a pick when their entire allocation has been used up. Also, where all the positions have been allocated on a Committee, then a recognised Party or Independent Councillor must move onto the next available Committee of their choice.
<b><u>3.0</u></b>	<b><u>Resource Implications</u></b>
3.1	There are no resource implications contained within this report.
<b><u>4.0</u></b>	<b><u>Appendices</u></b>
	<b>Appendix I – Quota Greatest Remainder allocation of Committee places</b>



<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	Chair of Council Year 1	1
SDLP	Deputy Chair of Council Year 1	8
Sinn Féin	Chair of ERT Year 1	9
SDLP	Deputy Chair of ERT Year 1	30
Sinn Féin	Chair of AHC Year 1	19
Gibbons	Deputy Chair of AHC Year 1	39
DUP	Chair of NS Year 1	10
	Deputy Chair of NS Year 1	
SDLP	Chair of SPR Year 1	11
Alliance	Deputy Chair of SPR Year 1	40
Sinn Féin	Chair of Planning Year 1	27
Reilly	Deputy Chair of Planning Year 1	33

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
SDLP	Chair of Council Year 2	2
UUP	Deputy Chair of Council Year 2	7
Alliance	Chair of ERT Year 2	17
Sinn Féin	Deputy Chair of ERT Year 2	31
Sinn Féin	Chair of AHC Year 2	37
Sinn Féin	Deputy Chair of AHC Year 2	37
Sinn Féin	Chair of NS Year 2	12
SDLP	Deputy Chair of NS Year 2	34
SDLP	Chair of SPR Year 2	21
	Deputy Chair of SPR Year 2	
UUP	Chair of Planning Year 2	26
Tinnelly	Deputy Chair of Planning Year 2	35

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	Chair of Council Year 3	3
Sinn Féin	Deputy Chair of Council Year 3	5
Sinn Féin	Chair of ERT Year 3	15
	Deputy Chair of ERT Year 3	
SDLP	Chair of AHC Year 3	24
	Deputy Chair of AHC Year 3	
DUP	Chair of NS Year 3	22
	Deputy Chair of NS Year 3	
Sinn Féin	Chair of SPR Year 3	25
	Deputy Chair of SPR Year 3	
SDLP	Chair of Planning Year 3	18
	Deputy Chair of Planning Year 3	

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
SDLP	Chair of Council Year 4	4
Sinn Féin	Deputy Chair of Council Year 4	6
Sinn Féin	Chair of ERT Year 4	16
	Deputy Chair of ERT Year 4	
SDLP	Chair of AHC Year 4	14
Malone	Deputy Chair of AHC Year 4	32
Sinn Féin	Chair of NS Year 4	23
	Deputy Chair of NS Year 4	
Sinn Féin	Chair of SPR Year 4	20
	Deputy Chair of SPR Year 4	
SDLP	Chair of Planning Year 4	28
	Deputy Chair of Planning Year 4	

<b>PARTY</b>	<b>POSITION</b>	<b>ORDER OF PICK</b>
Sinn Féin	NI Housing Executive: 4 Year Term	29
	Reserve Forces & Cadets' Assoc for NI: 4 Year Term	
DUP	Arc21 - Position 1: 4 Year Term	36
UUP	Arc21 - Position 2: 4 Year Term	38
	Arc21 - Position 3: 4 Year Term	
Sinn Féin	PCSP Position 1: 4 Year Term	54
SDLP	PCSP Position 2: 4 Year Term	55
Sinn Féin	PCSP Position 3: 4 Year Term	56
SDLP	PCSP Position 4: 4 Year Term	59
Sinn Féin	PCSP Position 5: 4 Year Term	60
Sinn Féin	PCSP Position 6: 4 Year Term	61
UUP	PCSP Position 7: 4 Year Term	57
SDLP	PCSP Position 8: 4 Year Term	62
Sinn Féin	PCSP Position 9: 4 Year Term	64
DUP	PCSP Position 10: 4 Year Term	63

### Appointments to Committees 2019/20

Committee	Total Membership	Allocated by Quota of Greatest Remainder	Remaining positions to be allocated by d'Hondt (UUP have first 2 picks, Independents will pick using d'Hondt order)	Totals
Active and Healthy Communities	15	Sinn Féin 6 SDLP 4 UUP 1 DUP 1 Alliance 1	Malone Gibbons	15
Enterprise, Regeneration & Tourism	15	Sinn Féin 6 SDLP 4 UUP 1 DUP 1 Alliance 1	2 places to be allocated	15
Neighbourhood Services	15	Sinn Féin 6 SDLP 4 UUP 2 DUP 1 Alliance 0	2 places to be allocated (inc Deputy Chair Year 1)	15
Strategy, Policy and Resources	15	Sinn Féin 6 SDLP 4 UUP 2 DUP 1 Alliance 1	Tinnelly	15
Planning	12	Sinn Féin 5 SDLP 3 UUP 1 DUP 1 Alliance 1	Reilly	12
Audit	10	Sinn Féin 3 SDLP 3 UUP 1 DUP 1	2 places to be allocated	10

**Appointments to External Bodies/Organisation****Carlingford Lough Commissioners Board – 2 positions**

Sinn Féin	
SDLP	

**Community Planning Partnership Board – 8 positions**

Membership	
Sinn Féin 2 Members	
SDLP 2 Members	
UUP 1 Member	
DUP 1 Member	
Smaller Parties/Ind 1 Member	
Chairperson of Council	

(Chairperson will change annually)

**Diversity Champions**

Councillors and Officer	
Sinn Féin 1 Members	
SDLP 1 Member	
DUP/UUP 1 Member	
Council Officer	

**East Border Region – 6 positions<sup>1</sup>**

Sinn Féin	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
UUP	

**East Border Region Board Directors – 3 positions**

Sinn Féin	
SDLP	
UUP	

<sup>1</sup> Alliance opposed to amendments made

**FLAG Board 1 position**

<b>Membership</b>
Dermot Curran

**LAG Board**

Sinn Féin	To be filled
Sinn Féin	William Clarke
Sinn Féin	Terry Hearty
Sinn Féin	Roisin Mulgrew
SDLP	Terry Andrews
SDLP	Pete Byrne
SDLP	Declan McAteer
SDLP	To be filled
DUP	Harry Harvey
UUP	Robert Burgess
Smaller Parties/Ind	Jarlath Tinnelly
Henry Reilly	Henry Reilly

**Local Government Partnership on Travellers Issues**

Sinn Féin	
SDLP	
Smaller Parties/Ind	

**Louth, Newry, Mourne and Down (LNMD) Joint Committee**

Sinn Féin	
Sinn Féin	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
UUP	
DUP	
Smaller Parties/Ind	

**National Association of Councillors – 8 positions**

<b>Membership</b>	
Sinn Féin 3 Members	
SDLP 3 Members	
UUP 1 Member	
Smaller Parties/Ind 1 Member	

**NILGA – 8 positions**

<b>Membership</b>	
Sinn Féin 3 Members	
SDLP 3 Members	
UUP 1 Member	
DUP 1 Member	

**NI Drainage Council**

Membership	
(Competitive selection process undertaken by NI Drainage Council)	

**Northern Ireland Amenity Council – 2 positions**

Sinn Féin	
SDLP	

**APSE NI Executive Board**

<b>Membership</b>	
1 Member	Terry Andrews

**Regional Elected Member Development Working Group**

<b>Membership</b>	
1 Member	Harry Harvey

### Ring of Gullion AONB Management Board/Ring of Gullion Landscape Partnership Management Board

Slieve Gullion Councillors	Pete Byrne
	Terry Hearty
	Mickey Larkin
	Oonagh Magennis
	Roisin Mulgrew
	Barra Ó Muirí
	David Taylor

### Rural Community Network -

#### Membership

Pete Byrne
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### SANDSA (South Armagh, Newry and Down Sports Association)

5 Councillors	Sinn Féin
	Sinn Féin
	SDLP
	SDLP
	UUP

### Somme Advisory Council

Year 1 – DUP/SDLP	Year 2 – UUP/DUP
Year 3 – UUP/SDLP	Year 4 – UUP/DUP

### Strangford Lough and Lecale Partnership

#### Years 1 and 3

2 Councillors	SDLP
	Smaller Parties/Ind

#### Years 2 and 4

2 Councillors	Sinn Féin
	DUP

### Warrenpoint Harbour Authority – No nominations required at this stage



Department for

**Infrastructure**

An Roinn

**Bonneagair**[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

From the Permanent Secretary  
**Katrina Godfrey**

Liam Hannaway  
Chief Executive  
Newry, Mourne & Down District Council

By email:  
[liam.hannaway@nmandd.org](mailto:liam.hannaway@nmandd.org)

Room 701  
Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB  
Telephone: (028) 9054 1175  
Email: [katrina.godfrey@infrastructure-ni.gov.uk](mailto:katrina.godfrey@infrastructure-ni.gov.uk)

Your reference:  
Our reference: PSDFI 141/19  
10 May 2019

Dear Liam

### **COUNCILLOR APPOINTMENTS TO THE BOARD OF WARRENPOINT HARBOUR AUTHORITY (WHA)**

We spoke recently about Council nominations for the WHA Board and I was grateful for the follow up email from Sarah-Louise.

You will know already the constraints we faced in progressing public appointments prior to the Northern Ireland (Executive Formation and Exercise of Functions) Act 2018. This has left us somewhat behind schedule but we are now taking steps to launch the recruitment process for some Board appointments and it is our intention to include Councillor appointments to WHA as part of those processes.

As part of the preparation to launch a competition we need to take advice and consult with the Office of the Commissioner for Public Appointments and I can confirm that this work is underway for WHA appointments. It will not, however, be possible for us to conclude this planning stage will be concluded by your deadline of the 20 May 2019. I am sorry for any inconvenience caused but I am not in a position to ask for Councillor nominations just yet. We do, however, aim to get to that stage as quickly as we possibly can.

The Department's Public Appointments Unit will contact your office to follow up when we are in a position to ask for nominations. In the meantime if you or your colleagues have any queries, Dorcas Cutrona (028 9054 1074) in the Unit will be happy to help.

I am copying this letter to Dorcas and to Sarah-Louise.

Yours sincerely

**KATRINA GODFREY**



### 3. Council Project Boards and Forums

#### Brexit Forum – 7 positions – to be nominated by ERT Committee

#### Chief Executive Appraisal Group – 5 positions

Membership	
Sinn Féin	
SDLP	
UUP	
DUP	
Smaller Parties/Ind	

Party Reps Minute – March 2019

PR/25/2019: Consider Working Groups Terms of Reference and Membership

Agreed:                      Agreed in principle to nominate members to EWG for term of Council to ensure continuity and to bring back options paper in June.  
 Same approach to be taken for SPWG with DEA Councillors invited to attend meetings as dictated by agenda items.  
 Agreed to look at working groups under AHC and Neighbourhood Services which were operating under similar headings and amalgamate same, with a report being presented in June.

#### Efficiency Working Group – 5 positions

Membership	
1 Sinn Fein	
1 SDLP	
1 DUP	
1 UUP	
1 Smaller Parties/Indp	

#### Strategic Projects Working Group – 7 positions<sup>1</sup>

Membership	
3 Sinn Fein	
2 SDLP	
1 UUP	
1 DUP	

#### Elected Member Development Working Group – 7 positions

Membership	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
UUP	
DUP	
Smaller Parties/Ind	

<sup>1</sup> Alliance opposed to amendments made

**Fair Trade Steering Group – 2 positions**

<b>Membership</b>	
Sinn Féin	
SDLP	

**International Relations Forum – 8 positions**

<b>Membership</b>	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
UUP	
DUP	
Alliance	
Independents	

**Newry and Mourne Travellers Forum – 6 positions**

<b>Membership</b>	
3 Councillors appointed to Local Government Partnership for Travellers	Sinn Féin SDLP Smaller Parties/Ind
Plus 3 Councillors: Sinn Féin	
SDLP	
UUP/DUP	Harry Harvey

**Peace IV Partnership – Membership to remain the same <sup>2</sup>**

<b>Membership</b>	
3 Sinn Fein	Terry Hearty Michael Ruane To be filled
2 SDLP	Terry Andrews To be filled
1 DUP	William Walker
1 UUP	David Taylor
1 Alliance	To be filled
1 Independent	To be filled

Plus 9 social partners

<sup>2</sup> Sinn Féin to replace Henry Reilly

**Task & Finish Working Groups****Christmas Illuminations / Celebrations Group – 8 positions**

<b>Membership</b>	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
UUP	
DUP	
Alliance	
Independent	

Membership from Terms of Reference:

Council Chairperson

Council Deputy Chairperson

One Councillor from each of the following parties – Sinn Féin, SDLP, DUP, UUP, Alliance and 1 Independent member.

Further nominees, as required, from the two largest political parties

**Implementation of Irish Language Strategy Working Group – 8 positions**

<b>Membership</b>	
Sinn Féin	
Sinn Féin	
SDLP	
SDLP	
1 UUP	
1 DUP	
Smaller Parties/Ind	
Smaller Parties/Ind	

**Party Representatives Forum<sup>3</sup>**

<b>Membership</b>	
Sinn Féin (2 Members if not holding Chair of Council position)	
SDLP (2 Members if not holding Chair of Council position)	
1 UUP	
1 DUP	
Chair of Council	

<sup>3</sup> At Party Reps Meeting held on 14<sup>th</sup> May 2019, it was recommended that 1 member from each of the 4 main Parties, plus the Chair of Council would sit on the Party Representatives Forum. In the year that Sinn Féin or SDLP do not hold Chair of Council, they are entitled to have a second Member on the Forum. Alliance opposed to this amendment and asked that smaller parties of less than 3 members, to include independents, should also have a representative from the grouping sit on the Forum, as per previous years.

**Community Planning - Thematic Working Groups<sup>4</sup>****Lifelong Health & Wellbeing**

<b>Membership</b>	
Sinn Féin	
SDLP	
UUP	
DUP	
Alliance	
Independent	

**Prosperous Communities**

<b>Membership</b>	
Sinn Féin	
SDLP	
UUP	
DUP	
Alliance	
Independent	

**Sustainable Environment**

<b>Membership</b>	
Sinn Féin	
SDLP	
UUP	
DUP	
Alliance	
Independent	

**Safe & Vibrant Communities**

<b>Membership</b>	
Sinn Féin	
SDLP	
UUP	
DUP	
Alliance	
Independent	

<sup>4</sup> Agreed at SPR Committee Meeting held on 14th February 2019 to:

- Approve amendment to elected Members representation on Thematic Groups to one member from each political party with the Chair to be rotated on an annual basis and a review to take place at the next AGM.

**MEMBER WORKSHOP ON MOCK RUN OF ANNUAL MEETING****THURSDAY 16 MAY 2019****MOURNE ROOM, DOWNSHIRE CIVIC CENTRE**

<b>In Attendance:</b>	Cllr. Andrews	Cllr. Burgess
	Cllr. Byrne	Cllr. Clarke
	Cllr. Gibbons	Cllr. Hanna
	Cllr. Harvey	Cllr. Larkin
	Cllr. Lewis	Cllr. Malone
	Cllr. Mulgrew	Cllr. McKee
	Cllr. McKevitt	Cllr. Reilly
	Cllr. Ruane	Cllr. Sharvin
	Cllr. Taylor	Cllr. Trainor
	Cllr. Walker	

**Officials in Attendance:**

- Mr L Hannaway, Chief Executive
- Ms D Carville, Director Corporate Services
- Ms M Ward, Director Enterprise Regeneration and Tourism
- Mr R Moore, Director Neighbourhood Services
- Mr M Lipsett, Director Active and Healthy Communities
- Ms S Taggart, Acting DSO Manager

**APOLOGIES AND CHAIR'S REMARKS**

Apologies were received from Councillor Tinnelly

Mr Hannaway sought agreement from Members that this meeting be run as a Workshop and if Members were agreeable he would Chair the proceedings. This was agreed.

Mr Hannaway said all Nominating Officers, including those who stood for election as Independents, had to be in attendance at this meeting to enable preparations for the Annual Meeting to be completed. He said Councillor Tinnelly was unable to attend but had given him authority to act on his behalf in relation to his picks under d'Hondt. Councillor Brown was unable to attend but arrangements had been made to contact him by phone when his picks were being made.

Mr Hannaway noted that Councillor Enright was not at the meeting had said officers would continue to try and get in contact with him. However if this did not happen then the Order of Pick by d'Hondt would have to stop at Councillor Enright's pick 41.

**DECLARATIONS OF INTEREST**

None.

**AGREE APPOINTMENTS TO PCSP COMMITTEE**

Mr Hannaway advised the number of Members to be appointed to the PCSP Committee would be 10.

**AGREE METHOD FOR THE APPOINTMENT OF STATUTORY POSITIONS OF RESPONSIBILITY USING d'HONDT BY QUALIFIED MAJORITY VOTE**

It was agreed the method for the appointment of Statutory Positions of Responsibility using d'Hondt be by Qualified Majority Vote.

**AGREE METHOD FOR THE APPOINTMENT TO STATUTORY COMMITTEES USING QUOTA OF GREATEST REMAINDER BY QUALIFIED MAJORITY VOTE**

It was agreed the method for the appointment to Statutory Committees using Quota of Greatest Remainder be by Qualified Majority Vote.

**APPOINTMENT OF STATUTORY POSITIONS OF RESPONSIBILITY**

Parties and Independents put forward names for each of the positions of Statutory Responsibility, including the Chairs and Deputy Chairs of the Council's Standing Committees, up to pick 41.

**AGREED:** It was agreed that a further workshop be held at 4.00 pm on Monday 20 May 2019 and that all Nominating Officers, including all the Independent Councillors, would be invited to attend, to conclude the appointments in advance of the Annual Meeting starting at 6.00 pm.

It was noted that those nominated the positions of Statutory Responsibility must attend the Annual Meeting to confirm their acceptance of positions.

**APPOINTMENTS TO STATUTORY COMMITTEES 2019/2020**

The following was agreed:-

**Active and Healthy Communities**

Sinn Fein	6
SDLP	4
UUP	1
DUP	1
ALLIANCE	1
Councillor Gibbons	
Councillor Malone	

**Enterprise, Regeneration and Tourism**

Sinn Fein	6
SDLP	4
UUP	1
DUP	1
Alliance	1
2 places to be allocated	

#### Neighbourhood Services

Sinn Fein	6
SDLP	4
UUP	2
DUP	1
2 places to be allocated	

#### Strategy, Policy and Resources

Sinn Fein	6
SDLP	4
UUP	2
DUP	1
Alliance	1
Councillor Tinnelly	

#### Planning

Sinn Fein	5
SDLP	3
UUP	1
DUP	1
Alliance	1
Councillor Reilly	

#### Audit

Sinn Fein	3
SDLP	3
UUP	1
DUP	1
2 places to be allocated	

#### **APPOINTMENT OF REPRESENTATIVES TO EXTERNAL BODIES AND ORGANISATIONS (EXCLUDING STATUTORY POSITIONS OF RESPONSIBILITY)**

**AGREED:** To the appointment of representatives to External Bodies and Organisations as recommended by Party Representatives at their Meeting held on 14 May 2019.

It was also agreed that a letter from Warrenpoint Harbour Authority re: appointments be tabled at the Annual Meeting for information.

### **APPOINTMENT OF MEMBERS TO COUNCIL BOARDS AND FORUMS**

**AGREED:** To the appointment of Members to Council Boards and Forums as recommended by Party Representatives at their Meeting held on 14 May 2019.

### **DOWNSHIRE CIVIC CENTRE CHAMBER SEATING ARRANGEMENTS**

**AGREED:** To the proposed seating arrangements for the Downshire Civic Centre as recommended at the Party Representatives Meeting held on 14 May 2019.

### **SCHEDULE OF MEETINGS FOR INCOMING YEAR**

**AGREED:** To the schedule of meetings for the incoming year as circulated.

It was noted that Committees would amend the times as required at their June Meetings.

### **PAYMENT OF SPECIAL RESPONSIBILITY ALLOWANCES**

The payment of Special Responsibility Allowances was noted.

### **APPOINTMENT OF PANEL FOR CHIEF EXECUTIVE**

Mr Hannaway advised this item would be taken in closed session at the Annual Meeting.

### **NEXT STEPS**

The Workshop would re-convene again at 4.00 pm on Monday 20 May 2019 in the Mourne Room, Downshire Civic Centre, and all Nominating Officers and Independent Councillors would be invited to attend to conclude the appointments process.

The Workshop closed at 5.40 pm.

For consideration at the Annual Meeting to be held on Monday 20 May 2019.

Signed: Liam Hannaway  
Chief Executive



**(INTERNAL LIST)****Newry, Mourne & Down District Council****-Schedule of Meetings for period from Annual Meeting on 20 May 2019  
To May 2020**

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**(Council Meeting)**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Thursday 16 May 2019 – <b>Mock Annual Meeting</b>		Mourne Room, Downshire Civic Centre
Monday 20 May 2019 <b>Annual Meeting</b>	6.00pm	Mourne Room, Downshire Civic Centre
Monday 3 June 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 1 July 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 5 August 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 2 September 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 7 October 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 4 November 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 2 December 2019	6.00pm	Mourne Room, Downshire Civic Centre
Monday 6 January 2020	6.00pm	Mourne Room, Downshire Civic Centre
Monday 3 February 2020	6.00pm	Mourne Room, Downshire Civic Centre
Monday 2 March 2020	6.00pm	Mourne Room, Downshire Civic Centre
Monday 6 April 2020	6.00pm	Mourne Room, Downshire Civic Centre

**SPECIAL COUNCIL MEETINGS - PRESENTATIONS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
24 June 2019	6.00pm	Downshire Civic Centre
23 September 2019	6.00pm	Downshire Civic Centre
28 October 2019	6.00pm	Downshire Civic Centre
25 November 2019	6.00pm	Downshire Civic Centre
27 January 2020	6.00pm	Downshire Civic Centre
24 February 2020	6.00pm	Downshire Civic Centre
23 March 2020	6.00pm	Downshire Civic Centre
27 April 2020	6.00 pm	Downshire Civic Centre
Tuesday 26 May 2020	6.00pm	Downshire Civic Centre

**PLANNING COMMITTEE MEETING**

<b>Date</b>	<b>Time</b>	<b>Location</b>
29 May 2019	10.00am	Boardroom, Monaghan Row, Newry
26 June 2019	10.00am	Boardroom, Monaghan Row, Newry
24 July 2019	10.00 am	Boardroom, Monaghan Row, Newry
21 August 2019	10.00 am	Boardroom, Monaghan Row, Newry
18 September 2019	10.00 am	Boardroom, Monaghan Row, Newry
16 October 2019	10.00 am	Boardroom, Monaghan Row, Newry
13 November 2019	10.00 am	Boardroom, Monaghan Row, Newry
11 December 2019	10.00 am	Boardroom, Monaghan Row, Newry
8 January 2020	10.00 am	Boardroom, Monaghan Row, Newry
12 February 2020	10.00 am	Boardroom, Monaghan Row, Newry
11 March 2020	10.00 am	Boardroom, Monaghan Row, Newry
8 April 2020	10.00 am	Boardroom, Monaghan Row, Newry
6 May 2020	10.00 am	Boardroom, Monaghan Row, Newry

**ENTERPRISE, REGENERATION AND TOURISM COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
10 June 2019	3pm	Boardroom, Monaghan Row, Newry
12 August 2019	5pm	Boardroom, Monaghan Row, Newry
9 September 2019	3pm	Boardroom, Monaghan Row, Newry
14 October 2019	5pm	Boardroom, Monaghan Row, Newry
11 November 2019	3pm	Boardroom, Monaghan Row, Newry
9 December 2019	5pm	Boardroom, Monaghan Row, Newry
13 January 2020	3pm	Boardroom, Monaghan Row, Newry
10 February 2020	5pm	Boardroom, Monaghan Row, Newry
9 March 2020	3pm	Boardroom, Monaghan Row, Newry
Wednesday 15 April 2020	5pm	Boardroom, Monaghan Row, Newry
11 May 2020	3pm	Boardroom, Monaghan Row, Newry

**STRATEGY, POLICY AND RESOURCES COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
13 June 2019	5.00 pm	Mourne Room, Downshire Civic Centre
15 August 2019 (Newry Offices closed)	5.00 pm	Mourne Room, Downshire Civic Centre
12 September 2019	5.00 pm	Mourne Room, Downshire Civic Centre
17 October 2019	5.00 pm	Mourne Room, Downshire Civic Centre
14 November 2019	5.00 pm	Mourne Room, Downshire Civic Centre
12 December 2019	5.00 pm	Mourne Room, Downshire Civic Centre
16 January 2020	5.00 pm	Mourne Room, Downshire Civic Centre
13 February 2020	5.00 pm	Mourne Room, Downshire Civic Centre
12 March 2020	5.00 pm	Mourne Room, Downshire Civic Centre
16 April 2020	5.00 pm	Mourne Room, Downshire Civic Centre
14 May 2020	5.00 pm	Mourne Room, Downshire Civic Centre

**ACTIVE AND HEALTHY COMMUNITIES COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
17 June 2019	6.00pm	Mourne Room, Downshire Civic Centre
19 August 2019	6.00pm	Mourne Room, Downshire Civic Centre
16 September 2019	6.00pm	Mourne Room, Downshire Civic Centre
21 October 2019	6.00pm	Mourne Room, Downshire Civic Centre
18 November 2019	6.00pm	Mourne Room, Downshire Civic Centre
16 December 2019	6.00pm	Mourne Room, Downshire Civic Centre
20 January 2020	6.00pm	Mourne Room, Downshire Civic Centre
17 February 2020	6.00pm	Mourne Room, Downshire Civic Centre
16 March 2020	6.00pm	Mourne Room, Downshire Civic Centre
20 April 2020	6.00pm	Mourne Room, Downshire Civic Centre
18 May 2020	6.00pm	Mourne Room, Downshire Civic Centre

**NEIGHBOURHOOD SERVICES COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Location</b>
19 June 2019	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 20 August 2019	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 17 September 2019	6.00 pm	Boardroom, Monaghan Row, Newry
23 October 2019	6.00 pm	Boardroom, Monaghan Row, Newry
20 November 2019	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 17 December 2019	6.00 pm	Boardroom, Monaghan Row, Newry
22 January 2020	6.00 pm	Boardroom, Monaghan Row, Newry
19 February 2020	6.00 pm	Boardroom, Monaghan Row, Newry
18 March 2020	6.00 pm	Boardroom, Monaghan Row, Newry
22 April 2020	6.00 pm	Boardroom, Monaghan Row, Newry
20 May 2020	6.00 pm	Boardroom, Monaghan Row, Newry



**AUDIT COMMITTEE**  
**(held quarterly)**

<b>Date</b>	<b>Time</b>	<b>Location</b>
3 July 2019	2.00 pm	Downpatrick
23 September 2019	2.00pm	Downpatrick
8 January 2020	2.00pm	Downpatrick
22 April 2020	2.00pm	Downpatrick

**PCSP MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday 28 May 2019	7.00 pm	Boardroom, Newry
Tuesday 30 July 2019	7.00 pm	Mourne Room, Downpatrick
Wednesday 18 September 2019	7.00 pm	Boardroom, Newry
Tuesday 19 November 2019	7.00 pm	Mourne Room, Downpatrick
Tuesday 21 January 2020	7.00 pm	Boardroom, Newry
Tuesday 10 March 2020	7.00 pm	Mourne Room, Downpatrick

**POLICING COMMITTEE MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Tuesday 28 May 2019	6.00 pm	Boardroom, Newry
Tuesday 30 July 2019	6.00 pm	Mourne Room, Downpatrick
Wednesday 18 September 2019	6.00 pm	Boardroom, Newry
Tuesday 19 November 2019	6.00 pm	Mourne Room, Downpatrick
Tuesday 21 January 2020	6.00 pm	Boardroom, Newry
Tuesday 10 March 2020	6.00 pm	Mourne Room, Downpatrick

**Dates to be agreed****PARTY REPRESENTATIVES' FORUM MEETINGS**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Friday 10 May 2019	9.00 am	Boardroom Monaghan Row Newry
Tuesday 14 May 2019	9.00 am	Boardroom Monaghan Row Newry
June 2019	9.30 am	TBC
August 2019	9.30 am	TBC
September 2018	9.30 am	TBC
October 2019	9.30 am	TBC
November 2019	9.30 am	TBC
December 2019	9.30 am	TBC
January 2020	9.30 am	TBC
February 2020	9.30 am	TBC
March 2020	9.30 am	TBC
April 2020	9.30 am	TBC



**Newry, Mourne and Down District Council**  
**Scheme of allowances payable to Councillors**

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.

**1. Definitions**

In this scheme 'approved duty' and committee member are as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.

**2. Commencement Date**

This scheme of allowances shall be effective from 1 April 2019.

**3. Basic Allowance**

An annual basic allowance of £15,071 shall be paid to each Councillor. Where applicable this will be paid pro-rata.

**4. Special Responsibility Allowance**

- 4.1.** A special responsibility allowance shall be paid to those Councillors who hold the special responsibilities specified in Schedule 1.
- 4.2.** The amount of allowance shall be the amount specified against that special responsibility in the Schedule. The allowance is only payable whilst the Councillor is carrying out that duty.

**4.3.** At any time, only one special responsibility allowance will be paid to a Councillor.

**4.4.** Where applicable any special responsibility allowances will be paid pro-rata.

## **5. Chairperson/Deputy Chairperson Allowance**

**5.1.** An allowance of £20,165.40 will be payable to the Chairperson of the Council. Where applicable this allowance will be paid pro-rata.

**5.2.** An allowance of £6,293.40 will be payable to the Deputy Chairperson of the Council. Where applicable this allowance will be paid pro-rata.

## **6. Dependants' Carers' Allowance**

**6.1.** Councillors are entitled to claim a dependants' carers' allowance (DCA) towards reimbursement of actual reasonable costs necessarily incurred in providing care for an eligible dependant, while carrying out an approved duty.

**6.2.** A dependants' carers' allowance shall be payable based upon actual receipted costs or at the appropriate hourly rate, whichever is the lower; up to the monthly maximum.

**6.3.** The hourly rate of dependants' carers' allowance for standard care shall be £8.21 and for specialised care £16.42. The monthly maximum for standard care payable is £427 and the monthly maximum for specialised care is £854.

Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA rate is payable even if there are 2 or more children/dependants being cared for (claim form attached).

## **7. Travel and Subsistence Allowances**

**7.1.** A Councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred, (refer to schedule 2 for further information). The amount claimed should not exceed expense incurred. The amount claimed for subsistence should be inclusive of VAT and should not include any alcohol.

**7.2.** The rates of travel allowance for travel by private vehicle shall be as shown in the table below.

<b>Type of Vehicle</b>	<b>Rate per Mile</b>
A pedal cycle	20.0p
A motor cycle (all engine capacities)	24.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p *13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p *14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p *16.4p
An electric car	45.0p **25.0p
Passenger rate (per passenger)	5.0p

\* For mileage above 8,500 miles

\*\* For mileage above 10,000 miles

**7.3.** The rates of subsistence shall be as shown in the table below.

PERIOD/MEAL	RATES	
	British Isles £	London £
<b>Accommodation allowance</b> - An absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	100.70	122.45
<b>Breakfast allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	
<b>Lunch allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	
<b>Tea allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	
<b>Evening meal allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	

## **8. General**

**8.1.** This scheme may be revoked or amended at any time.

**8.2.** The amounts stated in paragraphs 3-5 will be subject to any indexing increase during the year.

**8.3.** The amounts stated in paragraph 6 will be subject to any increase to the national living wage for age 25+.



**8.4.** Where a Councillor is suspended from carrying out the duties of a Councillor, in accordance with Section 59 (5) of the Local Government Act (NI) 2014, the part of basic allowance, special responsibility allowance, or Chairperson/Deputy Chairperson allowance payable to the Councillor in respect of the period for which the Councillor is suspended, must be withheld.

## **9. Claims and Payment**

**9.1.** Payments regarding basic allowance and special responsibility allowance shall be made monthly.

**9.2.** Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

**Schedule 1 to the Scheme of Allowances**  
**special responsibility allowances**

The following table provides details of the duties which attract a special responsibility allowance and the associated allowance amount.

<b>Special Responsibility</b>	<b>Special Responsibility Allowance Rate (per annum)</b>	<b>Per Month (£)</b>
Chairperson of Council	£20,165.40	£1,680.45
Deputy Chairperson of Council	£6,293.40	£524.45

<b>Special Responsibility</b>	<b>Special Responsibility Allowance Rate (per annum)</b>	<b>Per Month (£)</b>
Chairperson (Enterprise, Regeneration and Tourism Committee)	£3,537.71	£294.80
Chairperson (Active and Healthy Communities Committee)	£3,537.71	£294.80
Chairperson (Regulatory and Technical Services Committee)	£3,537.71	£294.80
Chairperson (Strategy, Policy and Resources Committee)	£3,537.71	£294.80
Planning Committee Member 1	£3,537.71	£294.80
Planning Committee Member 2	£3,537.71	£294.80
Planning Committee Member 3	£3,537.71	£294.80
Planning Committee Member 4	£3,537.71	£294.80
Planning Committee Member 5	£3,537.71	£294.80
Planning Committee Member 6	£3,537.71	£294.80
Planning Committee Member 7	£3,537.71	£294.80
Planning Committee Member 8	£3,537.71	£294.80
Planning Committee Member 9	£3,537.71	£294.80
Planning Committee Member 10	£3,537.71	£294.80
Planning Committee Member 11	£3,537.71	£294.80
Planning Committee Member 12	£3,537.71	£294.80
Party Representative (Sinn Fein)	£3,537.71	£294.80
Party Representative (SDLP)	£3,537.71	£294.80
Party Representative (DUP)	£3,537.71	£294.80
Party Representative (UUP)	£3,537.71	£294.80
Party Representative (smaller parties/independents)	£3,537.71	£294.80
<b>Total Special Responsibility Allowance</b>	<b>£74292.00</b>	

## Schedule 2 to the Scheme of Allowances - travel and subsistence

Duties for which payment may be claimed:

1. Council meetings.
2. Committee meetings and meetings of working groups/forums of which the Councillor is a member.
3. Committee meetings and meetings of working groups/forums of which the Councillor is not a member, if they are attending at the specific invitation of the Council.
4. Attendance at approved conferences, study visits or seminars as a representative of the Council.
5. Attendance at briefings/training courses approved by the Council.
6. Attendance by appointed Councillors at meetings of PCSP and Policing Committee.
7. Attendance by appointed Councillors at meetings of outside bodies. Expenses cannot be claimed where remuneration is made to the Councillor from the outside body.

Duties for which payment may not be claimed:

1. Committee Meetings of which the Councillor is not a member (with exception of point 3 above).
2. Events/ launches to which an official invitation has not been issued by Council (with exception of Chairperson, Deputy Chairperson or Member deputizing).
3. Any constituency business.
4. Party political meetings.

This list provides information but is not intended to be exhaustive.

DEPENDANTS' CARERS' ALLOWANCE  
CLAIM FORM – STANDARD CARE

Date care provided: .....

Approved duty covered: .....  
(expand as necessary) .....

Time from ..... Time to .....

Total travel time within above hours .....

Total hours: .....

Cost per hour: £..... Total amount paid: £.....

Total amount claimed £.....

*(Claim amount is subject to agreed travel time, hourly and monthly rate limits)*

Name of dependant(s): .....

Relationship(s) to Councillor: .....

Name of carer: .....

National Insurance Number of carer .....

**Declaration:**

*I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....

Signature of claimant: .....

Date of claim: .....

*NB – A claim form should be completed and submitted for each relevant occurrence of approved duty*

DEPENDANTS' CARERS' ALLOWANCE  
CLAIM FORM – SPECIALISED CARE

Date care provided: .....

Approved duty covered: .....

(expand as necessary) .....

Time from ..... Time to .....

Total travel time within above hours .....

Total hours: .....

Cost per hour: £..... Total amount paid: £.....

Total amount claimed £.....

*(Claim amount is subject to agreed travel time, hourly and monthly rate limits)*

Name of dependant(s): .....

Relationship(s) to Councillor: .....

Name of carer: .....

National Insurance number of carer: .....

**Declaration:**

*I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....

Signature of claimant: .....

Date of claim: .....

***NB – A claim form should be completed and submitted for each relevant occurrence of approved duty. – an original invoice from the carer must be presented with this claim form***