

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 operational from 4 June 2018.

3. Basic Allowance

An annual basic allowance of £14,775 shall be paid to each Councillor, increasing to £15,071 from 1 April 2019. 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 £19,770 will be payable to the Chairperson of the Council. Where applicable, this allowance will be paid pro-rata.
- 5.2. An allowance of £6,170 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 £7.83 and for specialised care £15.66. The monthly maximum for standard care payable is £408 and the monthly maximum for specialised care is £815.

Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA rate is payable even if there are two 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.

Type of Vehicle	Rate per Mile
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 mile

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

PERIOD/MEAL	RATES	
	British Isles £	London £
Accommodation allowance - 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
Breakfast allowance - (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	
Lunch allowance - (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	
Tea allowance - (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	
Evening meal allowance - (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 of 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.

Special Responsibility	Special Responsibility Allowance Rate (per annum)	Per Month (£)
Chairperson of Council	£19,770.00	£1,647.50
Deputy Chairperson of Council	£6,170.00	£514.17

Special Responsibility	Special Responsibility Allowance Rate (per annum)	Per Month (£)
Chairperson (Enterprise, Regeneration and Tourism Committee)	nil	nil
Chairperson (Active and Healthy Communities Committee)	£3,978.38	£331.53
Chairperson (Regulatory and Technical Services Committee)	£3,978.38	£331.53
Chairperson (Strategy, Policy and Resources Committee)	£3,978.38	£331.53
Planning Committee Member 1 (Chair)	£5,202.50	£433.54
Planning Committee Member 2	£3,978.38	£331.53
Planning Committee Member 3	£3,978.38	£331.53
Planning Committee Member 4	£3,978.38	£331.53
Planning Committee Member 5	£3,978.38	£331.53
Planning Committee Member 6	£3,978.38	£331.53
Planning Committee Member 7	£3,978.38	£331.53
Planning Committee Member 8	£3,978.38	£331.53
Planning Committee Member 9	£3,978.38	£331.53
Planning Committee Member 10	nil	£331.53
Planning Committee Member 11	nil	nil
Planning Committee Member 12		nil
Party Representative (Sinn Fein)	£3,978.38	£331.53
Party Representative (SDLP)	£3,978.38	£331.53
Party Representative (DUP)	£3,978.38	£331.53
Party Representative (UUP)	£3,978.38	£331.53
Party Representative (smaller parties/independents)	£3,978.38	£331.53

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 £.....

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Relationship(s) to Councillor:

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Name of claimant:

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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

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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:

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Department for
Communities
www.communities-ni.gov.uk

Liam Hannaway
Chief Executive
Newry, Mourne and Down District Council

liam.hannaway@nmandd.org

**Local Government and
Housing Regulation Division**

Level 4
Causeway Exchange
1-7 Bedford Street
Town Parks
BELFAST
BT2 7EG

Phone: 028 9082 3356 x 39346
Email: anthony.carleton@communities-ni.gov.uk

Our reference:
Your reference:

Date: XX July 2018

Dear Liam,

**LOCAL GOVERNMENT ACT (NORTHERN IRELAND) 2014:
SCHEDULE 1 - POSITIONS OF RESPONSIBILITY
SCHEDULE 2 - APPOINTMENT OF COUNCILLORS TO COMMITTEE PLACES, ETC**

As you are aware, the Local Government Act (Northern Ireland) 2014 (the 2014 Act) provides for the mechanisms to be used when calculating the number of positions each party is entitled to hold within a council's governance structures, and when appointing councillors to positions within these structures. These provisions are intended to apportion positions of responsibility and committee places to parties and independents in a way that reflects relative party strengths (including independents) at the date of the election.

Section 6 of, and Schedule 1 to, the 2014 Act provide for positions of responsibility. Section 13 of, and Schedule 2 to, the 2014 Act provide for the appointment of councillors to committees.

The provisions in respect of positions of responsibility and committee places are intended, amongst other things, to provide consistency across councils, however, they also allow individual councils to make decisions on how certain aspects of the



systems in respect of positions of responsibility and committee places operate within their districts.

One example of this flexibility is in section 11 of the 2014 Act, which provides for the appointment of committees for the purposes of discharging functions. Although section 11(2) requires councils, when appointing a committee, to fix the number of members, term of office and area within which the committee is to exercise its authority, this also enables each council to select its own terms of office and committee structure.

Another example is in Schedule 1 to the 2014 Act which sets d'Hondt as the default method for calculating each party's entitlement to positions of responsibility, but which also allows individual councils to choose to use the Saint-Laguë formula or the Single Transferable Vote instead. Similarly, Schedule 2 to the 2014 Act sets 'quota greatest remainder' (QGR) as the default method for calculating each party's entitlement to committee places, but allows individual councils to choose to use the Droop quota formula instead.

The Department is currently looking at an issue related to the allocation of positions of responsibility and committee places to councillors and, given the potential for variance in the practical application of these legislative provisions, it would be helpful to understand how some of the processes operate in practice.

I believe a meeting between Departmental officials and council officers with experience of these processes would increase the Department's understanding of some of the issues relating to how the Council allocates its positions of responsibility and committee places.

I appreciate that the allocation of positions of responsibility and committee places is a relatively complex area and to help with preparation I have included below some details in respect of the type of information we would like to discuss:

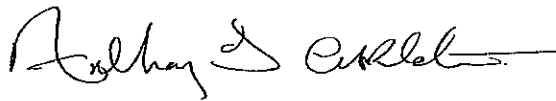
- allocation of committee places

- mechanism used to allocate places to parties and independent councillors (ie QGR / Droop quota);
 - is the chosen mechanism referred to above is used to select all places?
 - duration of terms of office;
 - how does the nomination process work – i.e. how are individual councillors nominated to fill places allocated to parties?;
 - where a term is other than for the full term of the council, details of the allocation of, and nomination to, places for subsequent terms;
 - how places are filled in the event that a councillor who holds a place changes party affiliation by joining another party or becoming independent; and
 - any additional information you consider would be helpful.
- allocation of positions of responsibility,
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 - is the chosen mechanism referred to above is used to select all positions?
 - how does the nomination process work – i.e. how are individual councillors nominated to fill positions allocated to parties;
 - duration of terms of office;
 - where a term is other than for the full term of the council, details of allocation of, and nomination to, places for subsequent terms;
 - how positions are filled in the event that a councillor who holds a position changes party affiliation by joining another party or becoming independent; and
 - any additional information you consider would be helpful.

I would be grateful if you would give this request some consideration.

Julie Broadway will be happy to provide any additional information and liaise with your office to agree suitable arrangements. You can contact Julie on 028 9082 3349 or julie.broadway@communities-ni.gov.uk .

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Carleton', with a horizontal line extending to the right.

Anthony Carleton
Local Government and Housing Regulation Division

Copied to:

Julie Broadway
Tracy Johnston
Andy Pearson