



Comhairle Ceantair

**an Iúir, Mhúrn
agus an Dúin**

**Newry, Mourne
and Down**

District Council

Scheme of Allowances Payable to Councillors from June 2016

Scheme approved by Council 1 June 2016

Review date Annual Council Meeting 2017

Contents

Basic Allowance	2
Special Responsibility Allowance	2
Chairperson/Deputy Chairperson Allowance	3
Dependants' Carers' Allowance (DCA)	4 -5
Travel and Subsistence Allowances	6-7
Part-Year Entitlement	7
Claims and Payment	8
Guide to Support Services for Members	8
Schedule 1 Special responsibility allowances	9
Schedule 2 Specified duties	10
Schedule 3 List of approved duties	11
Schedule 4 Subsistence allowances	12
Dependants'/Carers' Allowance Claim Form	13
Dependants'/Carers' Allowance Specialist Care Claim Form	14

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.

In this scheme:

- `Approved duty' is defined in Schedule 2, as provided for in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012
- `Department' means the Department of the Environment
- `Guidance' means the Department of the Environment's Guidance on Councillors' Allowances, issued in March 2012 and subsequent updates
- `Regulations' means the Local Government (payments to Councillors) Regulations (Northern Ireland) 2012
- Police and Community Safety Partnership allowances payable under the Justice Act (Northern Ireland) 2011.

1.0 Basic Allowance

- 1.1 An annual basic allowance of £14,342 (£1195.17 per month) shall be paid to each Councillor. Where applicable this will be paid pro-rata.
- 1.2 Not more than one basic allowance is payable to any Councillor.
- 1.3 Basic allowance is intended to recognise all the time commitment of councillors, including such inevitable calls on their time as meetings with officers and constituents.
- 1.4 The basic allowance is intended to cover incidental costs incurred by Councillors in their official capacity, such as the use of their homes, office consumables, the cost of any telephone calls including mobile phone calls/broadband provision/ mobile data charge and constituency mileage.
- 1.5 Under no circumstance should payment be made in advance. Payments are made a month in arrears.

2.0 Special Responsibility Allowance

- 2.1 From 1 June 2016 a Special Responsibility Allowance (SRA) shall be paid to those Councillors who hold the special responsibilities specified in Schedule 1.
- 2.2 Subject to paragraph 2.5 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule. The allowance is only payable whilst the Councillor is carrying out that duty.
- 2.3 Under no circumstance should payment be made in advance. Payments are made a month in arrears.
- 2.4 At any time, only one SRA is payable to any Councillor.
- 2.5 The maximum SRA payable for a district Council with a population of 120,000 - 199,999 will be £70,000 per annum. The maximum rate payable to individual members is £14,000 per annum.

3.0 Chairperson/Deputy Chairperson Allowances

- 3.1 Section 32 of the Finance Act provides that a Council may pay to the Chairperson and Deputy Chairperson of the Council such allowances as it considers reasonable to meet the expenses of those offices. The Chairperson's and Vice Chairperson's allowances are completely separate from SRA arrangements.
- 3.2 These allowances should not be taken into account when considering SRA limits. This follows the policy intent of the primary legislation in Section 32.
- 3.3 The Department advises that any travel and subsistence expenses for these offices/roles should be viewed and treated as normal Section 31 expenses.
- 3.4 The Councillor allowance statistical return will be revised to record and show the Chairperson/Vice Chairperson Allowance separate from SRA.
- 3.5 Section 6 and Part 3 of Schedule 1 of the Local Government (Northern Ireland) 2014 Act means that it is only in exceptional circumstances that a Councillor receiving a Chairperson/Deputy Chairperson Allowance would also be in receipt of a SRA.

4.0 Dependants' Carers' Allowance (DCA)

4.1 Councillors are entitled to claim a dependants' carers' allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty, (See Schedule 2).

4.2 A Dependant is defined as:

- A child under 16 years old
- A child 16 years old or more, where there is medical/social work evidence that full-time care is required
- An adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required
- An elderly relative requiring full-time care

4.3 For the purposes of this allowance, a carer is defined as a responsible person over 16 who does not normally live with the Councillor as part of that household and is not a member of the immediate family.

Immediate family is defined as:

- a spouse, civil partner or cohabiting partner of the Councillor; or
- parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew or niece of the Councillor; or the Councillor's spouse, civil partner or co-habiting partner.

A specialist carer is defined as a qualified person who is needed where is essential to have professional assistance.

4.4 A DCA shall be payable based upon actual receipted costs. However payment will be restricted to the rates given in paragraph 4.5, which are subject to the limits determined by the Department.

4.5 From 1 April 2016, the hourly rate of dependant's carers' allowance for standard care shall be £7.20 per hour, and for specialised care shall be £14.40 per hour. The monthly maximum for standard care paid to individual Councillors shall be £375.00, and the monthly maximum for specialised care shall be £749.00. 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 cares for.

- 4.6 Councillors claiming DCA must complete a claim form and sign a declaration. Councillors claiming specialised care must obtain receipts from the specialist carer and ensure they accompany the claim form. (Claim form attached).

5.0 Travel and Subsistence Allowances

- 5.1 A Councillor is entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred in connection with an approved duty as specified in Schedule 2 (constituency mileage is not included). The amount claimed should not exceed expenses incurred.
- 5.2 The rates of travel allowance for travel by public transport shall not exceed the actual amount paid. Where reasonably available, the cheapest available form of public transport should be used, except in urgent cases.
- 5.3 The rates of travel allowance for travel by private vehicle shall be the amounts shown below, which are within the maxima determined by the department of Environment.

Type of Vehicle	Rate (per mile)
A pedal cycle	20.0p
A solo motor cycle of cylinder capacity not exceeding 149cc	11.4p
A solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc	16.5p
A solo motor cycle of cylinder capacity exceeding 499cc or a motor cycle with side car	22.0p
A motor car or tri-car of cylinder capacity not exceeding 450cc	22.0p
A motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p 13.7p*
A motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p 14.4p*
A motor car or tri-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

- 5.4 The additional amount for carrying a passenger for the purposes specified in Schedule 2 shall be 5p per mile.

- 5.5 Up to date car details must be provided before a mileage claim can be processed. This includes a copy of the vehicle registration document, current insurance covering the use of vehicle while on business and a valid MOT.
- 5.6 The rate of travel by taxi-cab shall not exceed, in cases of emergency or where no public transport is reasonably available, the amount of the actual receipted fare.
- 5.7 Claims for mileage and subsistence must be made using the Council's Transfare System.
- 5.8 Any claim for payment of subsistence must be accompanied by receipts and any claim for alcohol will be rejected.
- 5.9 The rates of subsistence shall be as shown in Schedule 4.

6.0 Part-Year Entitlement

- 6.1 If an amendment to this scheme is made which effects payment of a basic allowance or SRA in the year in which the amendment is made, then in relation to each of the periods:
- Beginning with the year and ending with the day before that day on which the first amendment in that year takes effect
 - Beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, or (if none) with the year, the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.
- 6.2 Where the term of office of a Councillor begins or ends other than at the beginning or end of a year, entitlement to a basic allowance shall reflect the proportion of the year when entitlement existed.
- 6.3 Where a Councillor has during part of, but not throughout, a year such special responsibilities as attract entitlement to a special responsibility allowance, that entitlement shall reflect the proportion of the year when entitlement existed.

7.0 Claims and Payment

- 7.1 Payments regarding basic allowance and SRA shall be made (in installments of one-twelfth of the amount specified in this scheme on the 3rd last banking day of each month).
- 7.2 Claims for dependents carers allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.
- 7.3 Further guidance and claim forms are available from the Council's Payroll Office.

8.0 Guide to Support Services for Members

For details of support services available for Councillors, please contact the Council's Democratic Services Section at democratic.services@nmandd.org

Schedule 1

The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable and the amounts of those allowances are shown.

Chairperson of Council	Annual Allowance from 1 June 2016 £19,770.00	Per Month £1,647.50
Deputy Chairperson of Council	Annual Allowance from 1 June 2016 £6,170.00	Per Month £514.17

Special Responsibility Allowances	Annual special allowance rate from 1 June 2016	Per Month
Chairperson (Enterprise, Regeneration and Tourism Committee)	£3,366.67	£280.56
Chairperson (Active and Health Communities Committee)	£3,366.67	£280.56
Chairperson (Regulatory and Technical Services Committee)	£3,366.67	£280.56
Chairperson (Strategy Policy and Resources Committee)	£3,366.67	£280.56
Planning Committee Member 1	£3,366.67	£280.56
Planning Committee Member 2	£3,366.67	£280.56
Planning Committee Member 3	£3,366.67	£280.56
Planning Committee Member 4	£3,366.67	£280.56
Planning Committee Member 5	£3,366.67	£280.56
Planning Committee Member 6	£3,366.67	£280.56
Planning Committee Member 7	£3,366.67	£280.56
Planning Committee Member 8	£3,366.67	£280.56
Planning Committee Member 9	£3,366.67	£280.56
Planning Committee Member 10	£3,366.67	£280.56
Planning Committee Member 11	£3,366.67	£280.56
Planning Committee Member 12	£3,366.67	£280.56
Party Representative (Sinn Fein)	£3,366.67	£280.56
Party Representative (SDLP)	£3,366.67	£280.56
Party Representative (DUP)	£3,366.67	£280.56
Party Representative (UUP)	£3,366.67	£280.56
Party Representative (smaller parties/independents)	£3,366.67	£280.56
Total Special Responsibility Allowance	£70,700.00	£5891.00

Schedule 2

In accordance with Regulations, only the following are specified as the duties in respect of which basic allowance, dependants' carers' allowances, and travel and subsistence allowances are available.

1. attendance at a meeting of the Council
2. attendance at a meeting of a committee of the Council
3. attendance at a meeting of a sub-committee of the Council
4. attendance at a meeting of a joint committee
5. attendance at a meeting of a sub-committee of a joint committee
6. the doing of anything approved by a Council or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

Regarding point 6, specific duties approved by the Council are set out in Schedule 3.

Schedule 3

Included – Attendance at:
Council meetings
Meetings with Clerk and Chief Executive or Directors to agree/discuss agenda items for Council/Council meetings
Council Committees, Working Groups and DEA Fora Meetings of which the Councillor is a member
Meetings of Organisations requiring nominations by Council
External organisations to which Council appoints members
Conferences and Training Courses approved by the Council
Opening Tenders - Chairperson & Deputy Chairperson of Council only
Meetings of the Police and Community Safety Partnership
All launches; events; opening of facilities funded fully or partly by the Council
Invitations issued by Council Officers on behalf of the Council

Not Included – Attendance at (not a definitive list)
Committee meetings of which you are not a member
Meetings with Council Staff
Openings/Event Launches/Photo opportunities (with the exception of the Chairperson And Deputy Chairperson of Council or where deputizing for them)
Any Constituency Business
Political Party Meetings
Community Association/Group Meetings
DLA Meetings, hearings or appeals
Meetings with NI Housing Executive
Inter-Agency Community Meetings
Town/Village Development Association Meetings
Any Meetings with Constituents or regarding Constituents affairs

Schedule 4

Subsistence Allowances (copied from Local Government Circular LG 10/2016)

PERIOD/MEAL	RATES £	
	British Isles	London
Overnight 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 11am)	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	

Dependants' Carers' Allowance Claim Form – Standard Care

Date care provided:

Approved duty covered:
(Expand as necessary)

Time from: Time to:

Total hours:

Cost per hour: £..... Total cost: £.....

Name of dependant

Relationship to Councillor:

Name of carer:

Signature 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 – One form should be completed for each instance of childcare/carer service – an original invoice from the carer must be presented with this claim form

Dependants' Carers' Allowance Claim Form – Specialised Case

Date care provided:

Approved duty covered:
(Expand as necessary)

Time from: Time to:

Total hours:

Cost per hour: £..... Total cost: £.....

Name of dependant

Relationship to Councillor:

Name of carer:

National Insurance Number:

Signature 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 – One form should be completed for each instance of childcare/carer service – an original invoice from the carer must be presented with this claim form