

LISBURN & CASTLEREAGH CITY COUNCIL

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2019 – 31 MARCH 2020

This Scheme is made under Part 3 of the Local Government Finance Act (Northern Ireland) 2011 and Regulation 3 of the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. The scheme has been prepared in accordance with the Department of Communities circular LG 07/2019 (issued on 6 March 2019) Consolidated Councillor Allowances Circular – Updated February 2019.

1. Definitions

1.1 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 Communities;
- ‘guidance’ means the Department for Communities’ Guidance on Councillors’ Allowances, issued in March 2012; and the Department of Communities Guidance issued in March 2019 and
- ‘Regulations’ means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.

2. Commencement Date

2.1 This scheme of allowances shall be operational from 1 April 2019.

3. Basic Allowance

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2020, a basic allowance of £15,071 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

3.2 Not more than one basic allowance is payable to any councillor.

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2019, this element within the Basic Allowance is £1,061.

4 Special Responsibility Allowance (SRA)

4.1 For the period ending on 31 March 2020, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

4.2 Subject to paragraph 8 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

5. Chairperson/Vice- Chairperson Allowance

5.1 For the period ending 31 March 2020, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

5.2 For the period ending 31 March 2020, an allowance of £8,636 will be payable to the Vice Chairman (Deputy Mayor) of the Council.

6. Dependants' Carers' Allowance

6.1 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.

6.2 A dependant lives with the claimant and 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; or
- an elderly relative requiring full-time care.

6.3 A dependants' carers' allowance shall be payable based upon actual receipted costs or the appropriate hourly rate, whichever is the lower up to the monthly maximum. Payment will be at the rates given in paragraph 6.4, which are subject to the limits determined by the Department.

6.4 For the period ending on 31 March 2020, the hourly rate of dependants' carers' allowance for standard care shall be £8.21, and for specialised care shall be £16.42. The monthly maximum for standard care paid to individual councillors shall be £427.00, and the monthly maximum for specialised care shall be £854.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.

7 Travel and Subsistence Allowances

7.1 A councillor or committee member 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.

7.2 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.

7.3 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 for Communities.

| TYPE OF VEHICLE | RATE |
|--|---------------------------------------|
| A pedal cycle | 20.0p per mile |
| A motorcycle of all capacities | 24.0p per mile |
| A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc | 46.9p per mile 13.7p per mile* |
| A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc | 52.2p per mile 14.4p per mile* |
| A motor car of cylinder capacity exceeding 1,199cc | 65.0p per mile 16.4p per mile* |
| An electric car | 45.0p per mile 25.0p per mile** |
| Passenger rate (per passenger) | 5.0p |

* For mileage above 8,500 miles

**For mileage above 10,000 miles

7.4 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department for Communities.

| PERIOD/MEAL | RATES | |
|--|--------------------|-------------|
| | British Isles £ | London £ |
| An absence involving an overnight stay only , away from the normal place of residence | 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 | 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 | 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 | 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 | 20.95 |
| Sub-total for meals | 50.65 | 50.65 |
| Total maximum rate (absence of 24 hours) | 151.35 | 173.10 |

8 General

8.1 This scheme may be revoked and amended at any time.

8.2 If an amendment to this scheme is made which affects payment of a basic allowance or special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods:

- (a) beginning with the year and ending with the day before that day on which the first amendment in that year takes effect; or
- (b) 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.

8.3 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.

8.4 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.

8.5 Where a councillor, in accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, is suspended from carrying out the duties of a councillor, the part of basic allowance, special responsibility allowance and /or chairperson/vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

9. Claims and Payment

9.1 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme on the 26th of each month unless it falls on a weekend or public holiday when it will be paid on the nearest preceding working day.

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.

10. Publication

10.1 As soon as possible after the end of the year to which the scheme applies (bearing in mind that the legislation gives councillors 3 months in which to submit claims), the Council will arrange for the allowances paid to each councillor to be published on its website.

10.2 The minimum information which will be published is as follows:

- the name of the councillor;
- all positions held (eg chairperson or member of (name) committee) by the councillor concerned;
- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;

- other travel expenses;
- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

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.

1. Valid from 1 April 2019

| Position | Annual Allowance |
|---|------------------|
| Chairman (Corporate Services Committee) | £ 9,145 |
| Chairman (Development Committee) | £ 9,145 |
| Chairman (Environmental Services Committee) | £ 9,145 |
| Chairman (Governance & Audit Committee) | £ 3,655 |
| Chairman (Leisure & Community Development Committee) | £ 9,145 |
| Chairman (Planning Committee) | £10,970 |
| Chairman (Capital Projects Committee) | £ 5,485 |
| Vice Chairman (Corporate Services Committee) | £ 2,745 |
| Vice Chairman (Development Committee) | £ 2,745 |
| Vice Chairman (Environmental Services Committee) | £ 2,745 |
| Vice Chairman (Governance & Audit Committee) | £ 1,095 |
| Vice Chairman (Leisure & Community Development Committee) | £ 2,745 |
| Vice Chairman (Planning Committee) | £ 3,290 |
| Vice Chairman (Capital Projects Committee)) | £ 1,645 |
| Partnership Panel Member | £ 592 |
| TOTAL | £74,292 |

2. 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. attendance at a meeting of a group committee established under the provisions of the Local Government (Employment of Group Building Control Staff) (Northern Ireland) 1994 or the Local Government (Employment of Group Environmental Health Staff) Order (Northern Ireland) 1994; or
7. 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.

A site visit is excluded from the list of approved duties and a site visit is defined as a visit made by a councillor in connection with an application for planning permission:

- which has been referred to a council for consultation under Article 15(a) of the Planning (General Development) Order (Northern Ireland) 1993; or
- at the request of the applicant for that planning permission, or the agent of an applicant, or at the request of an objector to that application.

Regarding point 7, specific duties approved by the Council are:

1. Attendance at conferences, events, seminars and courses where the attendance has been approved by the Council or one of its Committees.
2. Attendance at approved Council civic events.
3. Attendance at meetings with senior council officers (Unit Head and above) for the purpose of progressing Council/Committee business.
4. Attendance at meetings of outside bodies, where the councillor has been nominated to attend by the Council or one of its Committees (and that body does not pay such allowances).
5. Attendance at site visits and visits to other organisations (other than a site visit made by a councillor in connection with an application for planning permission which is specifically excluded), when these have been approved by the Council or a Committee.
6. Attendance at an event (including photocalls) for which the councillor has received an official invite from the Council, Mayor, Chief Executive, Director or Assistant Director.
7. Any other duty approved by the Council or one of its Committees.