

# ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

2022-2023

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

### 1. Definitions

In this scheme 'approved duty' and committee member are as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

### 2. Commencement Date

This scheme of allowances shall be operational from 1 April 2022.

### 3. Basic Allowance

3.1 An annual basic allowance of £15,757 shall be paid to each councillor with effect from 1 April 2021. Where applicable this will be paid pro-rata.

3.2 No 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

### 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. Lord Mayor/Deputy Lord Mayor Allowance

5.1 An allowance of £19,971 will be payable to the Lord Mayor of the Council.

5.2 An allowance of £8,876 will be payable to the Deputy Lord Mayor of the Council.

6. **Dependants' Carers' Allowance**

A dependent 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.

6.1. Councillors are entitled to claim a dependants' carers' allowance 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 £9.50, and for specialised care £19.00. The monthly maximum for standard care payable is £494.00, and the monthly maximum for specialised care is £988.00.

6.4. 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.

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. The amount claimed should not exceed expense incurred.

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

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 miles

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.

## 9. **Part-Year Entitlement**

9.1 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.

9.2 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.

9.3 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.

## 10. **Claims and Payment**

10.1. Payments regarding basic allowance and special responsibility allowance shall be made in equal instalments of one-twelfth of the amount specified in this scheme on the third last working day of each month.

10.2. 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

The following table provides details of the council's duties which attract a Special Responsibility Allowance and the associated allowance amount.

<u>Special Responsibility</u>	<u>No</u>	<u>SRA £</u>	<u>TOTAL</u>
Committee Chairs (5)	5	7,300	36,500
Party Leader (Group) (5)	5	6,600	33,000
Party Leader (Individual) (1)	1	3,300	3,300
Audit Committee Chair (1)	1	3,300	3,300
Partnership Panel representative (1)	1	3,300	3,300
Planning Committee Member (can rotate between Members)	7	5,700	39,900
<b>TOTAL</b>	<b>20</b>	<b>29,500</b>	<b>119,300</b>

**DEPENDANTS' CARERS' ALLOWANCE (SAMPLE)**  
**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 (SAMPLE) 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*

## **RULES WITH RESPECT TO THE PAYMENT OF TRAVEL ALLOWANCES**

1. The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.
2. The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred—
  - (a) on special supplements, reservation of seats and deposits or portorage of luggage; and
  - (b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.
3. The rate for travel by taxi shall not exceed—
  - (a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
  - (b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.
4. The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.
5. Fares for travel by air shall be payable if either—
  - (a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or
  - (b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—
    - (i) the ordinary or any available cheap fare for travel by regular air service; or
    - (ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.
6. (1) If a Councillor or Committee Member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in sub-paragraph (2).



- (2) The types of vehicles specified for the purposes of sub-paragraph (1) are—
- (a) a pedal cycle;
  - (b) a solo motor cycle of cylinder capacity not exceeding 149cc;
  - (c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;
  - (d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;
  - (e) a motor car or tri-car of cylinder capacity not exceeding 450cc;
  - (f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;
  - (g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and
  - (h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.
- (3) The rates payable under sub-paragraph (1) may be increased—
- (a) where other Councillors or Committee Members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;
  - (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or
  - (c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the Councillor or Committee member.
- (4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002<sup>(1)</sup>, provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

---

<sup>(1)</sup> S.I. 2002/2742

## **RULES WITH RESPECT TO THE PAYMENT OF SUBSISTENCE ALLOWANCES**

1. Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.
2. The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.
3. For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.
4. Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.
5. (1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine.  
(2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

## **SPECIFIED DUTIES**

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 workshops, or meetings convened by the Chief Executive in connection with Council business
5. 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 5, specific duties approved by the Council include –

- *Attendance at conferences, courses, training events*
- *Attendance at Civic and or Official events*
- *Attendance at media events*
- *Any other events or duties which Council may approve during the year*