

## **ARMAGH BANBRIDGE CRAIGAVON DISTRICT COUNCIL SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS**

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. The scheme has been prepared in accordance with the Department of the Environment's Guidance on Councillors' Allowances, issued in February 2015.

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 the Environment;
- 'guidance' means the Department of the Environment's Guidance on Councillors' Allowances, issued in February 2015; and
- 'Regulations' means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.

### **2. Basic Allowance**

2.1 Subject to sub-paragraph 2.3 and paragraph 6 below, from 1 April 2015 until 31 March 2016, an annual basic allowance of £14,200 shall be paid to each councillor.

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

2.3 The payment of basic allowance will be reduced to zero for those councillors who are also MLAs, MPs, members of the House of Lords, or MEPs.

2.4 The basic allowance covers incidental costs incurred by Councillors in their official capacity and includes costs of mobile telephone calls. As such no additional payment will be made for these costs.

### **3. Special Responsibility Allowance**

3.1 For the period 1 April 2015 until 31 March 2016, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

3.2 Subject to sub-paragraph 3.4 and paragraph 6 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

3.3 A SRA must not be paid to more than 50% of Councillors

3.4 Not more than one special responsibility allowance is payable to any councillor, although a Councillor may attract an additional SRA for serving on an existing Council.

3.5 The payment of special responsibility allowance will be reduced to nil for those councillors who are also MLAs, MPs, members of the House of Lords, or MEPs.

### **4. Mayor / Deputy Mayor Allowance**

4.1. An allowance of £18,000 will be payable to the Chairperson/Mayor of the council.

4.2. An allowance of £8,000 will be payable to the Vice Chairperson/ Deputy Mayor of the council.

## **5. Dependants' Carers' Allowance**

5.1 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.

5.2 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.

5.3 A dependants' carers' allowance shall be payable based upon actual receipted costs. Payment will be at the rates given in paragraph 4.4, which are subject to the limits determined by the Department.

5.4 For the period 1 April 2015 until 31 March 2016, the hourly rate of dependants' carers' allowance for standard care shall be £6.50 and for specialised care shall be £13.00. The monthly maximum for standard care paid to individual councillors shall be £338 and the monthly maximum for specialised care shall be £676.

## 6. Travel and Subsistence Allowances

- 6.1 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.
- 6.2 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.
- 6.3 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 the Environment.

<b>TYPE OF VEHICLE</b>	<b>RATE</b>
A pedal cycle	20.0p per mile
A solo motor cycle of cylinder capacity not exceeding 149cc	11.4p per mile
A solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc	16.5p per mile
A solo motor cycle of cylinder capacity exceeding 499cc or a motor cycle with side car	22.0p per mile
A motor car or tri-car of cylinder capacity not exceeding 450cc	22.0p per mile
A motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p per mile 13.7p per mile*
A motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p per mile 14.4p per mile*
A motor car or tri-car of cylinder capacity exceeding 1,199cc	65.0p per mile 16.4p per mile*

\* reduced rate payable for mileage over 8,500 annual miles.

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

6.5 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department of the Environment.

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

## **7. Part-Year Entitlement**

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

7.2 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.

7.3 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.

7.4 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. Claims and Payment**

- 8.1 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 last working day of each month.
- 8.2 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance must be made in writing within three months, and must be accompanied by receipts, where appropriate.

## **9. General**

- 9.1 This scheme may be revoked or amended at any time.
- 9.2 Councillors may, if they wish, renounce their entitlement to basic, chairperson, vice chairperson or special responsibility allowances. They can do this by writing to the Chief Executive. A councillor can subsequently withdraw the renunciation. They can also amend a renunciation (for example, to limit it to one kind of allowance only). The withdrawal or amendment cannot have retrospective effect.

## 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.

Role	No.	SRA £
Committee Chairs	6	8,000
Committee Vice Chairs	6	3,000
Party Leader - Group	4	6,000
Party Leader - Individual	2	3,000
Audit Committee Chair	1	3,000
Partnership Panel	1	3,000
TOTAL	20	



## **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 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.*