

ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL **SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2019/20**

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 1 April 2019.

3. Basic Allowance

An annual basic allowance of £15,071 shall be paid to each Councillor. Where applicable this will be paid pro-rata.

Basic Allowance is intended to recognise a time commitment of all Councillors, including such inevitable calls on their time as meetings with officers and constituents, including all civic duties and attendance at site meetings. Basic allowance also covers incidental costs and consumable costs such as use of their homes, office consumables and the cost of any telephone calls including mobile phone calls. The allowance must be the same for each Councillor and no Council therefore may pay more than one basic allowance to each Member.

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.

- a) No more than 50% of Councillors should receive a Special Responsibility Allowance, in accordance with the Regulations.
- b) There should be safeguards to ensure fair distribution of Special Responsibility Allowance across a representative sample of political parties.
- c) Payment of Special Responsibility Allowance to an individual Councillor is limited to 1/5th of the Special Responsibility Allowance maximum rate applicable for the Council.

5. Mayor/Deputy Mayor Expenses

5.1. Council may pay the Mayor and Deputy Mayor of the Council such allowances as it considers reasonable to meet the expenses of those officers. These allowances should be considered totally separate from Special Responsibility Allowance arrangements.

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 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 £8.21, and for specialised care £16.42. The monthly maximum for standard care payable is £427, and the monthly maximum for specialised care is £854. 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.

The general conditions attached to the payment of this allowance are that the dependant should reside with the Councillor as part of the family and should require full-time care.

- a) A carer is defined as a responsible person over 16 years old who does not normally live with the Councillor and is not a member of the immediate family.
- b) A specialist carer is a qualified person who is needed where it is essential to have professional assistance. Receipts must be obtained from specialist carers and must accompany the claim form.

A dependant is defined as:

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

7. Part Year Entitlement to Allowances

7.1. When the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the amount of Basic Allowance and/or Special Responsibility Allowance shall reflect the proportion of the year when the entitlement existed.

8. Travel Allowances

8.1. 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.

It is a condition of the payment of Travel and Subsistence allowances that the duty for which they are claiming has been approved before the duty is performed. The Council cannot decide, after the event, that an allowance should be paid.

The duties for which Travel and Subsistence can be paid are those Approved Duties specified below.

The following Travel and Subsistence allowances will be paid to Councillors in respect of expenditure incurred:

- a) public transport fares
- b) motor mileage rates
- c) supplements
- d) taxi fares
- e) air fares
- f) day subsistence allowances
- g) overnight subsistence allowances.

The amount of subsistence paid will be reduced in respect of any meals provided free of charge. Overnight accommodation etc. will normally be arranged by Member Services/Business Support and invoiced directly to the Council.

8.2. The list of approved duties includes:

- a) Council, Committee, Joint Committee, Sub Committee meetings and Partnership Panel meetings.
- b) The meetings of any other bodies agreed by the Council from time to time.
- c) Conferences and meetings of those outside bodies and organisations to which a member has been nominated by the Council and has been requested by the body/organisation to represent it.
- d) Approved conferences, courses (including training), study visits, seminars and interview panels.
- e) Attendance at a Planning related site meeting.
- f) Such other duties that the Council may approve in advance.

Travel and subsistence is payable in respect of these duties unless the costs are borne by the respective bodies.

8.3. The rates of travel allowance for travel by private vehicle are determined by the Department for Communities and 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 not exceeding 450cc	22.0p
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	5.0p

*For mileage above 8,500 miles

**For mileage above 10,000 miles

9. Subsistence Allowances within the British Isles

9.1. The rates of subsistence payable for approved duties within the British Isles are determined by the Department for Communities and shall be as shown in the table below.

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 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	

10. Subsistence Allowances outside of the British Isles

10.1. For approved duties outside of the British Isles the Council will use the Worldwide Subsistence Rates provided by HMRC. These can be found [here](#).

11. Advances of Subsistence Allowances

11.1. Upon request, the subsistence allowance due for approved duties may be paid in advance up to the maximum allowance applicable for the expected duration.

12. Other Advances

12.1. An additional amount may also be advanced, upon request, to cover other expenditure which may be incurred on official duties and which would not be covered by a subsistence allowance e.g. taxi fares, car parking.

12.3. Where an additional amount has been advanced (over and above the subsistence allowance) a claim should be submitted detailing the expenses incurred relating to the advance. Any additional payments or deductions shall be made following submission of the claim.

13. Receipts

13.1. Expenses incurred whilst on approved duties should be claimed, with reference to receipts, in accordance with normal procedure (see section 16 below). However if receipts are not available details of the incurred expenditure should be included on the claim form and it should be noted that "**Receipts are not available**".

13.2. As the rates payable for subsistence are standard rates permissible by The Department for Communities and HMRC, receipts **shall not be required** for any expenditure covered by the subsistence e.g. meals not included within the travel arrangements.

14. Mobile Phones, Broadband, IT Readable Devices and Consumables

14.1. Members will be provided with a mobile phone with a monthly contract paid by the Council or can claim up to £14.50 per month towards the cost of their personal mobile phone contract. The cost of any mobile phone calls made by a Councillor on their Council provided mobile phone shall be deducted from their Basic Allowance.

Members can claim up to £20 per month towards their actual home broadband costs.

Amounts claimed for both mobile phone and broadband expenses should not exceed the expense incurred.

Where IT readable devices have been provided Council will not provide hard copies of electronically available documents.

If requested, the council will provide a maximum of one black ink cartridge per year to each Councillor.

15. General

15.1. This Scheme may be revoked or amended at any time.

15.2. The amounts stated in paragraphs 3-9 reflect the maximum amounts as determined by the Department for Communities (DfC, herein after referred to as "the Department") following consultation, where appropriate, with the Northern Ireland Joint Council for Local Government Services.

16. Claims and Payment

16.1. Allowances will be paid monthly and expenses reimbursed subject to a relevant claim and supporting documentation. Details of the sample claim forms are included in Appendices 1 to 3.

16.2. Claims for Dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing on a monthly basis in arrears but must be made within three months of the date the duty is performed. Claims submitted outside the three month statutory limit will not be valid. Claim forms will be e-mailed to members and will be accepted electronically from the Member's email address or in hard copy.

Claim Forms for Dependants' Carers' Allowance will be issued on request. Claims will be processed in line with payroll deadlines and paid into each Councillor's bank account through the BACS system.

17. Records

Council shall keep detailed records of all payments made to Councillors or Committee Members under these regulations, indicating the amounts paid to each Councillor or Committee Member and the headings under which they were paid and such records shall be open to inspection at all reasonable hours by any interested person as defined under the Regulations.

18. Information

Individual Councillors may obtain information on any aspect of Councillors' Allowances from either the Chief Executive or Director of Finance and Governance. The Scheme of Allowances will be reviewed and updated in line with Department for Communities notifications,

19. Publication

The Scheme will be published annually on Councils' website and, in addition, each Councillor's individual payments for the various allowances, subsistence/mileage payments and positions held will also be published as soon as practicable after the end of the year to which the Scheme relates.

Schedule 1 to the Scheme of Allowances

The following table provides details of the council's duties which attract a Special Responsibility Allowance and the associated allowance amount. The maximum amount available for distribution as a Special Responsibility Allowance is £74,292.

Special Responsibility Allowance	Special Responsibility Allowance Rate (£)
Mayor	13,797
Deputy Mayor	9,021
Chair of Planning Committee	6,368
Chair of Community Planning Committee	5,307
Chair of Governance Committee	5,307
Chair of Operations Committee	5,307
Vice Chair of Planning Committee	3,183
Vice Chair of Community Planning Committee	2,653
Vice Chair of Governance Committee	2,653
Vice Chair of Operations Committee	2,653
Chair of Audit Committee	1,061
Vice Chair of Audit Committee	536
All other Planning Committee Members (x10)	1,592

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 –

An electronic version of this form is available from the Payroll Section

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

An electronic version of this form is available from the Payroll Section



CLAIM FORM FOR TRAVEL AND SUBSISTENCE

Name:		Car Reg:		Payroll No:		Period End:	
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COUNCIL MEETINGS

Date	Meeting Title	Attended	Mileage Claimed
Total :			

ADDITIONAL EXPENSES

Broadband
Expenses
Claimed

Mobile Phone
Expenses
Claimed

Date	Particulars of Journey Start : Destination : Finish	Description of Approved Duties	Mode and Class of Travel	Mileage Claimed	Other Travel Costs	Subsistence	Accommodation

CLAIM SUMMARY

Total Miles Claimed	
Rate per Mile	
Total:	

Broadband	
Mobile Phone	
Other Travel Cost	
Subsistence	
Accommodation	
Total:	

Claim Total:

DECLARATION

I declare that:-

- I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform the approved duties of the new council.
- I have actually paid the fares shown and all other amounts claimed are in accordance with rates approved by the new council.
- I have attached all necessary receipts in connection with Travel & Subsistence expenses claimed.
- I have not made, and will not make, any other claim under any enactment for Travel & Subsistence expenses in connection with the duties indicated in this form.
- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.
- Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

Signed:

Date:

An electronic version of this form is available through the Flux system.