



Ards and North Down Borough Council

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS Version 7.1

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012 and takes account of the statutory guidance issued by the Department for Communities set out in Circular 23/2016.

1. Definitions

In this scheme 'approved duty' and committee member are as defined in Regulation 2 of the Local Government (Payments to Councillors) Regulations (NI) 2012 and Section 36 Local Government Finance Act (NI) 2011.

2. Commencement Date

This scheme of allowances shall be operational from 6 May 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.

The basic allowance includes an element for incidental and consumable costs incurred by Councillors in their official capacity. This element is £1,061.

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 (Appendix A).
- 4.2 The amount of allowance shall be the amount specified against that special responsibility in the Schedule. The allowance will be paid 12 equal instalments (or pro rata) over the course of the Council year.

4.3 At any time, only one special responsibility allowance will be paid to a councillor.

5. Mayor and Deputy Mayor Allowance

5.1 Expenditure paid under Section 32 Local Government Finance Act (NI) 2011 is on a receipts basis only to cover expenses of the Mayor's office.

6. Dependents' Carers' Allowance

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

6.2 A dependant is defined as:

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

6.3 For the purposes of this allowance, a carer is defined as a responsible person over 16 years old who does not normally live with the councillor as part of that household; and is not a parent/guardian of the dependent child.

6.4 A specialist carer is defined as a qualified person who is needed where it is essential to have professional assistance. In these circumstances a receipt must be attached to the claim.

6.5 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.

6.6 The rates are as follows:

	Hourly Rate	Maximum monthly amount
Standard	£8.21 [^]	£427
Specialist	£16.42	£854

6.7 Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA is payable even if there are two or more children or 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 in connection with an approved duty as specified in Schedule 2 (Appendix B). The amount claimed should not exceed expense incurred and when by air, boat or public transport should be at economy or 2nd class. Council will not reimburse seat reservation charges. Where a Councillor travels by taxi in preference to public transport the amount reimbursed will be limited to what would have been the cost of the equivalent public transport.
- 7.2 Where the council deems a hired car is necessary a councillor or committee member may be reimbursed the receipted cost of the hired car along with the applicable mileage rate.
- 7.3 The rates paid for travel by car must not exceed the amount that would result from using an alternative mode of transport; e.g. public transport or air fare, unless previously agreed by the council.
- 7.4 The rates of travel allowance for travel by private vehicle shall be as shown in the table below.

TYPE OF VEHICLE	RATE (pence per mile)
A pedal cycle	20.0
A motor cycle of all engine sizes	24.0
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9 13.7*
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2 14.4*
A motor car of cylinder capacity exceeding 1,199cc	65.0 16.4*
Electric car	45.0 25.0#
Passenger Rate	5.0

* For mileage above 8,500 miles

For mileage above 10,000 miles

7.5 The rates of subsistence shall be as show 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	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

7.6 For subsistence outside the British Isles, Council will use Overseas Subsistence Rates produced by Her Majesty's Revenue & Customs (HMRC) as the maximum payable. These rates which can be accessed at <https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>. The newest version is effective from 6 April 2019.

8. General

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

8.2 The amounts stated in paragraph 6 will be subject to any increase to the national living wage for ages of 25 years and over.

- 8.3 A Councillor may, if they wish, renounce their entitlement to basic, or special responsibility allowances. This should be done 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.
- 8.4 In accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, where a Councillor is suspended from carrying out the duties, the part of basic allowance, special responsibility allowance, chairperson and vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

9. Claims and Payment

- 9.1 Councillors are required to sign their declaration of acceptance of office before any allowances can be paid.
- 9.2 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme or by meeting as noted in Schedule 1.
- 9.3 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months on the appropriate claim form (Appendices C – F), and should be accompanied by receipts.
- 9.4 Tax and MOT status will be checked electronically on the Gov.uk website and Councillors must have provided a copy of their current driving licence, VC5 (vehicle registration certificate) and motor insurance certificate (covering business use) before any mileage allowances will be paid.
- 9.5 Councillors are required to make the following declaration on each claim for travelling and subsistence allowances:
- I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform the approved duties of the Council;
 - I have actually paid the fares shown and all other amounts claimed are in accordance with the rates approved by the Council;
 - I have attached all necessary receipts in connection with travel and subsistence expenses claimed;
 - I have not made, and will not make, any other claim under any enactment for travel and subsistence expenses in connection with duties indicated on this form;
 - The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2012;
 - I hold a valid licence, V5C (vehicle registration certificate), and MOT certificate (if applicable) and appropriate motor insurance, which covers my vehicle being used for business purposes.

- 9.6 Claims should be submitted by 8th day of the month following the period of claim and may be made in the following ways:
- by signed paper claim form and submitted to the Employee Payments team at Town Hall, The Castle, Bangor, BT20 4BT;
 - Unsigned electronic claims will be accepted provided they are submitted from either a Member's Council email address or other email address used to send the Member's payslip to; or
 - Electronically via the CoreExpense system (Members will be notified when this becomes available).
- 9.7 Payment will be made by BACS directly to Members' bank accounts no later than the 25th day of each month.

10. Publication of Allowances Paid to Councillors

- 10.1 The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012 provide for the publication of schemes of allowances payable to councillors and the associated payments. This forms part of the Council's constitution. The Council will publish the return made to the Department for Communities and include both amounts paid to and on behalf of each Councillor.

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.

Position of Responsibility	Allowance £
Mayor	14,856
Deputy Mayor	7,428
Chairperson Corporate Services Committee	4,470
Chairperson Environment Committee	3,828
Chairperson Regeneration & Development Committee	3,828
Chairperson Planning Committee	5,100
Chairperson Community & Wellbeing Committee	3,828
Chairperson Audit Committee	1,284
Audit Committee members (9 members at £256 per annum)	2,304
Chairperson PCSP	1,284
ARC 21 members (3 members at £768 per annum)	2,304
Partnership Panel Representative	642
TOTAL	51,156

SCHEDULE 2

Approved Duties

In accordance with Regulations, only the following are specified as the duties in respect of which basic allowance, dependents' 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; or
6. the doing of anything approved by the 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.

Examples of Approved Duties included under point 6*	Examples of Duties which are not Approved*
a. Event or photo-shoots for Council or where Council is a main sponsor of, for Chair or Vice-Chair of sponsoring Committee only. (eg. Aspects Festival launch or attendance at Ards Business Awards)	i. Attendance at Committees of which the Councillor is not a member
b. Pre-meeting briefing of Chairs and Vice-Chairs of Committees with Chief Executive or Directors	ii. Events to which Councillors have received either a personal or general invitation to (with no accompanying minute)
c. Group Leaders meeting with Chief Executive	iii. Mayor's Installation Dinner / At Home / Civic Receptions / Remembrance Services / Church Services
d. Official opening of Council facilities	iv. Consultations, workshops and public meetings organised by special interest groups
e. Interview or Grant selection panels	v. Other meetings with officers other than those listed under approved duties
f. Commemoration events of regional or national significance	vi. Constituency Work
g. Training, consultations, workshops, and public meetings organised by Council	
h. Planning site meetings	
i. Any other duties for which there is a specific minute. (eg. Nominated members to NILGA conference)	
* These apply to outside bodies as they apply to Council.	

DEPENDANTS' CARERS' ALLOWANCE CLAIM FORM

STANDARD CARE

Date care provided:					
Approved Duty covered:					
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>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.</i>					
Name of claimant:					
Signature of claimant:					
Date of claim:					
<i>NB - One form should be completed for each instance of childcare/carer service</i>					
FOR OFFICE USE ONLY					
Checked By:		Date:			
Authorised By:		Date:			

DEPENDANTS' CARERS' ALLOWANCE CLAIM FORM

SPECIALISED CARE

Date care provided:					
Approved Duty covered:					
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>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.</i>					
Name of claimant:					
Signature of claimant:					
Date of claim:					
<i>NB – One form should be completed for each instance of childcare/carer service - an original receipt from the carer must be presented with this claim form.</i>					
FOR OFFICE USE ONLY					
Checked By:		Date:			
Authorised By:		Date:			

COUNCILLOR MILEAGE, EXPENSES AND SRA CLAIM FORM			
Ards and North Down Borough Council			
Councillor Name		Vehicle Registration	
Home Address: <small>(incl. postcode)</small>		Vehicle cc	
		Period of Claim	

DATE	FROM (eg Home)	TO (eg. MEETING VENUE/POSTCODE)	TO (eg Home)	PURPOSE OF JOURNEY / APPROVED DUTY / MEETING <small>(Please indicate if travelling with passengers)</small>	NO. OF MILES	EXPEN SES <small>(Please attach receipts) £</small>

DECLARATION – I declare that:	TOTALS		
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- I have necessarily incurred expenditure for the purpose of performing the approved duties of the Council;
- I have actually paid the fares shown and have attached all necessary receipts for expenses claimed;
- I have not made, and will not make, any other claim under any enactment for travel and day subsistence expenses in connection with duties indicated on this form;
- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2012;
- I hold a valid licence, V5C (vehicle registration certificate, and MOT certificate (if applicable) and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE:	DATE:
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FOR OFFICE USE ONLY	Miles	Rate	Total		Miles	
Non-passenger miles		£	£	HTO Miles		Payroll Ref.
Passenger miles		£	£	Bus. Miles		
Total miles		Mileage	£	Dates:		
		Expenses	£	Checked By:		
		Total payment	£	Authorised:		

**GUIDANCE NOTES FOR
COMPLETION OF MILEAGE, EXPENSES AND SRA CLAIM FORM**

The claim form will provide the necessary documentation for Internal and External Audit.

To assist in completion of the form your attention is drawn to the following points:

1. PERIOD OF CLAIM

Please insert the month(s) for which mileage is being claimed.

2. DATE

Please insert the date of each new journey for which mileage is being claimed.

3. VEHICLE CC

The rate paid per mile is dependant on the cylinder capacity (cc) of your vehicle. Please use a separate form for each vehicle used if the cubic capacity is different.

4. JOURNEY DETAILS (From-To-To)

As meetings and approved duties are held at various locations, it is essential for the calculation and appropriate taxation of mileage that departure points and all locations visited are entered onto the claim form. Mileage incurred between a Councillor's home and a Council workplace will be taxed in accordance with HMRC rules and regulations.

5. PURPOSE OF JOURNEY / APPROVED DUTY / NAME OF MEETING

Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties are listed in Annex B, Schedule 2 of the Scheme of Councillors Allowances payable to Councillors.

Please also indicate in this section, for each journey, if any passengers travelled with you as a higher rate per mile is payable.

6. EXPENSES

This column should be used to record claims for car parking, public transport, taxi fares and day subsistence claims for which a receipt is available. Day subsistence includes, breakfast, lunch, tea and evening meal allowances incurred carrying out approved duties which do not include an overnight stay. Approved duties requiring an overnight stay should be claimed on separate Overnight Subsistence claim forms. Receipts are required to be obtained and attached to the form for reimbursement of all expenses claimed under this section.

COUNCILLOR OVERNIGHT SUBSISTENCE CLAIM FORM
Ards and North Down Borough Council

Councillor Name		Council Minute	
Approved Duty: <small>(include details of location visited)</small>		Start Date and Time:	:
		End Date and Time	:

DATE	DESCRIPTION OF EXPENSE <small>(eg. hotel accommodation, meals etc) (Indicate if claiming for other Cllrs)</small>	ACCOMODATION PROVIDER / SUPPLIER / PURCHASED FROM	AMOUNT CLAIMED <small>(Please attach receipts)</small> £

DECLARATION – I declare that:	TOTALS
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- I have necessarily incurred expenditure for the purpose of performing the approved duties of the new Council;
- I have actually paid the amounts shown and have attached all necessary receipts for expenses claimed;
- I have not made, and will not make, any other claim under any enactment for subsistence expenses in connection with duties indicated on this form;
- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2012;

SIGNATURE:		DATE:	
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FOR OFFICE USE ONLY			
Council minute checked	Yes / No	Total payable restricted to max. (if applicable) £	Date:
Maximum subsistence payable	£		
Amount claimed within max.	Yes / No		
Checked By:			
Authorised By:			

**GUIDANCE NOTES FOR
COMPLETION OF OVERNIGHT SUBSISTENCE CLAIM FORM**

The claim form will provide the necessary documentation for Internal and External Audit.

To assist in completion of the form your attention is drawn to the following points:

1. APPROVED DUTY / PURPOSE OF VISIT

Clearly indicate which approved duty you are carrying out or the purpose of the approved overnight duty including providing details of the location of the duty. Approved duties are listed in Annex B, Schedule 2 of the Scheme of Councillors Allowances payable to Councillors.

2. COUNCIL MINUTE

Please provide the Council minute reference approving the visit /overnight duty.

3. START DATE AND TIME

Please enter the start date of your visit and the time you left home or other place of departure.

4. END DATE AND TIME

Please enter the end date of your visit and the time you returned home or other place of arrival.

5. DATE

Please insert the date of each new expense being claimed.

6. DESCRIPTION OF EXPENSE

This column should be used to record the nature of the expense claim i.e. accommodation costs or meal costs. Receipts are required to be obtained and attached to the form. Reimbursement of all expenses claimed under this section will only be made on production of receipts and up to the maximum allowed per section 7 of the Scheme of Allowances Payable.

Clearly indicate if you also paid for and are claiming for the costs of any other Councillor who is carrying out the same approved duty. Other Councillors may not otherwise claim for reimbursement of the same expense.