

Causeway Coast & Glens Shadow Council

To: Shadow Council

Payment of December 2014 allowances

Date 21/11/14

For Information

1.0 Reporting to Shadow Council

Linkage to Corporate Plan	
Strategic Priority	Establish the New Causeway Coast and Glens District Council
Objective	Payment of Allowances
Lead Officer	David Wright
Cost: (If applicable)	Nil cost to Council – DoE funded

1.1 Background

Causeway Coast and Glens District Council Members' allowances will be processed early in December due to the festive holidays.

1.2 Detail

Members' allowances will be processed slightly earlier in December 2014 due to the impact of the Christmas holidays. The impact of this for members is two-fold

In the first instance we require members on this occasion to submit their mileage and expenses claims a little earlier (by Wed 3rd December) to facilitate staff processing the payments.

The second impact of this change potentially effects those members who submit claims on a quarterly cycle. In these circumstances it is vital that those members who do so ensure they meet the new earlier deadline since failing to submit on time will mean claims will not then be processed until January 2015 and therefore any mileage or expenses submitted relating to September 2014 will fall foul of the three month time limit imposed by Department of the Environment (DoE) regulations. It is especially relevant in this current year since members' expenses are being reimbursed by DoE and Causeway Coast and Glens District Council would not be reimbursed if any payments were processed outside of the regulatory timeframes.

1.3 Notification

Members are therefore encouraged to submit their current expenses and mileage claims by Wednesday 3rd December to minimise the possibility of having claims disallowed under DoE regulations. Claims can be given to a member of the Causeway Coast and Glens admin team or submitted direct to the Finance department of Ballymoney Borough Council at Riada House, 14 Charles Street, Ballymoney, BT53 6DZ.