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|----------------------------------------------------------------------|------------------|
| <b>Scheme of Allowances</b>                                          | <b>21/8/2018</b> |
| <b>Corporate, Policy and Resources Committee<br/>For Information</b> |                  |

|                                              |                                                                                                                                                           |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Linkage to Council Strategy (2015-19)</b> |                                                                                                                                                           |
| <b>Strategic Theme</b>                       | Leader and Champion                                                                                                                                       |
| <b>Outcome</b>                               | Our Elected Members will provide civic leadership to our citizens, working to promote the Borough as an attractive place to live, work, invest and visit. |
| <b>Lead Officer</b>                          | Chief Finance Officer                                                                                                                                     |
| <b>Cost: (If applicable)</b>                 | £838,254                                                                                                                                                  |

## **1.1 Background**

Causeway Coast and Glens Borough Council has established a scheme of allowances payable to Members for the current period. The scheme provides for the payment of allowances to Councillors on the basis that:

- 1 – The maximum level of basic allowance as determined by the Department for Communities (DfC) is paid
- 2 – The maximum level of carers allowances as determined by the DfC are paid
- 3 – The maximum level of mileage rates as determined by the DfC are paid
- 4 – Councillors' payments are made on the third last banking day of each month

## **1.2 Detail**

The updated scheme of allowances takes into account a number of factors:

- 1 – basic allowance
- 2 – mileage rates
- 3 – new increased rates for dependant carer's allowance

Direction has now been received by Council regarding increases to the basic allowance and carer's allowance and in accordance with Council's direction in March 2018 whereby the Chief Finance Officer was authorised to implement these changes without the need for an additional council decision. Council's scheme of allowances has been updated to reflect these changes a copy of which is included as an appendix to this report.

### **1.3 Application**

The scheme of allowances has been effective from 1 April 2018 continuing until 31 March 2019 therefore the new rates of basic and carer's allowance are also effective retrospectively hence members will receive an element of allowances in arrears with their August allowances. The updated scheme of allowances has been published on Council's website in accordance with the regulations.

# Causeway Coast and Glens Borough Council

## Scheme of allowances payable to Councillors

This scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2016. The scheme has been prepared in accordance with the Department for Communities guidance on Councillor' allowances, issued in December 2016.

1. In this scheme:

- approved duties are as listed in Schedule 1, as provided for in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2016;
- Department means the Department for Communities;
- Guidance means the Department for Communities guidance on Councillors' allowances, issued in December 2016; and
- Regulations means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2016.

2. **Basic Allowance**

2.1 Subject to sub-paragraph 2.3 and paragraph 6 below, for the year ending on 31 March 2019, an annual basic allowance of £14,775(≠) shall be paid to each member.

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

≠ (The basic allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. In 2015/16 this element was £1,000 and each year this amount is uplifted in line with the increase applied to the basic allowance, therefore this element within the basic allowance is £1,040 from 1 April 2018 and £1,061 from 1 April 2019.)

3. **Mayor's, Deputy Mayor's and Special Responsibility Allowance**

3.1 For the year ending 31 March 2019, Mayor's, Deputy Mayor's and special responsibility allowances shall be paid to councillors as follows:

|                                  |         |
|----------------------------------|---------|
| Mayor                            | £12,000 |
| Deputy Mayor                     | £5,000  |
| Partnership Panel Representative | £1,000  |
| Committee Chair (x4)             | £3,000  |
| Audit Committee Chair            | £750    |
| Planning Committee member        | £1,200  |

3.2 Subject to paragraph 3.4 and paragraph 6 below, the amount of each such allowance shall be the amount specified in paragraph 3.1. Regulation 5 of the 2016

Regulations stipulates that a special responsibility allowance must not be paid to more than 50% of the councillors in the Council.

- 3.3 Not more than one special responsibility allowance is payable to any councillor, in the event of a Councillor qualifying for more than one allocation the higher amount shall be paid.

#### **4. Dependants' Carer's Allowance**

- 4.1 Councillors are entitled to claim a dependants' carer's allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty.

- 4.2 A dependant lives with a 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.

- 4.3 A dependants' carer's allowance shall be payable based upon actual receipted costs. Payments shall be at the rates given in paragraph 4.4, which are subject to the limits determined by the Department.

- 4.4 For the year ending 31 March 2019, the hourly rate of dependants' carer's allowance for standard care shall be £7.83\*, and for specialised care shall be £15.66. The monthly maximum for standard care paid to individual councillors shall be £407.16, and the monthly maximum for specialised care shall be £814.32.

\* based on national living wage for age 25+

#### **5. Travel and Subsistence Allowances**

- 5.1 A councillor or committee member is entitled to claim travel and subsistence allowances where expenditure on travelling and subsistence has been necessarily incurred in connection with an approved duty as specified in Schedule 1.

- 5.2 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.

- 5.3 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.

| Type of Vehicle                                                            | Rate                               |
|----------------------------------------------------------------------------|------------------------------------|
| A pedal cycle                                                              | 20.0p per mile                     |
| A motor cycle – all engine capacities                                      | 24.0p per mile                     |
| A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc   | 46.9p per mile<br>13.7p per mile*  |
| A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc | 52.2p per mile<br>14.4p per mile*  |
| A motor car of cylinder capacity exceeding 1,199cc                         | 65.0p per mile<br>16.4p per mile*  |
| An electric car                                                            | 45.0p per mile<br>25.0p per mile** |
| Passenger rate                                                             | 5.0p per mile                      |

\* National Joint Council for Local Government Services – casual user rates after 8,500 miles.

\*\* For mileage above 10,000 miles

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

| Period/Meal                                                                                                                                                                        | Rates (Ex VAT)     |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|
|                                                                                                                                                                                    | British Isles<br>£ | London<br>£ |
| 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 11am)                              | 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      |

Note: **All** claims must be supported by appropriate receipts relating to actual expenses incurred.

## **6. Part-Year Entitlement**

- 6.1 This scheme may be revoked and amended at any time.
- 6.2 If an amendment to this scheme is made which affects the 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, (if none) with the year,
- the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.
- 6.3 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.
- 6.4 Where a councillor has during a 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.
- 6.5 Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part 9 of the Local Government Act 2014 or regulations made under that Part or any subsequent re-enactment of it the proportion of the Basic Allowance payable will be withheld by the Council.

## **7. Claims and Payment**

- 7.1 Payments regarding basic allowance and special responsibility allowance shall be made in *instalments of one twelfth of the amount specified in this scheme on the third last banking day of each month.*
- 7.2 Claims for dependants' carer's allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

## SCHEDULE 1

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 a meeting of a joint committee;
5. attendance at a meeting of a sub-committee of a joint committee;
6. attendance at a meeting of a group committee established under the provisions of the Local Government (Employment of Group Building Control Staff) (Northern Ireland) 1994 or the Local Government (Employment of Group Environmental Health Staff) Order (Northern Ireland) 1994; or
7. 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.

A site visit is now included in the list of approved duties and a site visit is defined as a visit made by a councillor in connection with an application for planning permission:

- which has been referred to a council for consultation under Article 15(a) of the Planning (General Development) Order (Northern Ireland) 1993; or
- at the request of the applicant for that planning permission, or the agent of an applicant, or at the request of an objector to that application.

Regarding Point 7, specific duties approved by Council include:-

- Conferences, Courses and Seminars
- Civic Functions
- Official & Courtesy Visits
- Special Council Meetings
- Attendance at a meeting of a working group/sub-committee of the Council, or other meeting related to the functions of the Council.
- Meetings of all outside bodies to which councillors are appointed, and meetings at which representation is required by councillors as a result of sitting on various groups/committees. Membership of these bodies has been rolled forward until the end of the Council term. Any member not wishing to be on an outside body can be replaced by a party colleague or if the party does not wish to retain the position, an alternative can be nominated at an appropriate Committee meeting of Council.