



LISBURN CITY COUNCIL

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 1 APRIL 2014 – 31 MARCH 2015

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 January 2012.

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 March 2012; 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, for the year ending on 31 March 2015, an annual basic allowance of £9,889 shall be paid to each councillor serving on Lisburn City Council only. An annual basic allowance of £5,764 shall be paid by Lisburn City Council to Members serving on both Lisburn City Council and the Shadow Council
- 2.2 Not more than one basic allowance is payable to any councillor.
- 2.3 The payment of basic allowance will be reduced to half of one third for any councillor who is also an MLA, MP, member of the House of Lords, or MEP.

3. Special Responsibility Allowance

- 3.1 For the year ending on 31 March 2015, 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 Not more than one special responsibility allowance is payable to any councillor.

3.4 The payment of special responsibility allowance will be reduced to half of one third for any councillor who is also an MLA, MP, member of the House of Lords, or MEP.

4. Dependants' Carers' Allowance

4.1 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.

4.2 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.

4.3 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.

4.4 For the year ending on 31 March 2015, 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 £169.00, and the monthly maximum for specialised care shall be £338.00.

5. Travel and Subsistence Allowances

- 5.1 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.
- 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 of the Environment.

TYPE OF VEHICLE	RATE
A pedal cycle	20.0p per mile
A solo motor cycle of cylinder capacity not exceeding 149cc	11.4 p 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*

* National Joint Council for Local Government Services – Casual users rates after 8,500 miles.

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

5.5 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 overnight stay only , away from the normal place of residence	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

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 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.

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 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.

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.

7.2 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

8. Publication

8.1 As soon as possible after the end of the year to which the scheme applies (bearing in mind that the legislation gives councillors 3 months in which to submit claims), the Council will arrange for the allowances paid to each councillor to be published on its website.

8.2 The minimum information which will be published is as follows:

- the name of the councillor;
- all positions held (eg chairperson or member of (name) committee) by the councillor concerned;
- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;
- other travel expenses;
- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

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.

Special/Significant Responsibility	Special Responsibility Allowance Rate (£)
Mayor	26,023.60
Deputy Mayor	8,328
Chairman, Strategic Policy Committee	8,328
Vice-Chairman, Strategic Policy Committee	2,082
Chairman, Corporate Services Committee	8,328
Vice-Chairman, Corporate Services Committee	2,082
Chairman, Environmental Services Committee	8,328
Vice-Chairman, Environmental Services Committee	2,082
Chairman, Leisure Services Committee	8,328
Vice-Chairman, Leisure Services Committee	2,082
Chairman, Planning Committee	8,328
Vice-Chairman, Planning Committee	2,082
Chairman, Economic Development Committee	8,328
Vice-Chairman, Economic Development Committee	2,082

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 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 excluded from 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 the Council are:

1. Attendance at conferences, events, seminars and courses where the attendance has been approved by the Council or one of its Committees.
2. Attendance at approved Council civic events.
3. Attendance at meetings with senior council officers (Unit Head and above) for the purpose of progressing Council/Committee business.
4. Attendance at meetings of outside bodies, where the councillor has been nominated to attend by the Council or one of its Committees (and that body does not pay such allowances).
5. Attendance at site visits and visits to other organisations (other than a site visit made by a councillor in connection with an application for planning permission which is specifically excluded), when these have been approved by the Council or a Committee.
6. Attendance at an event (including photocalls) for which the councillor has received an official invite from the Council, Mayor, Chief Executive, Director or Assistant Director.
7. Any other duty approved by the Council or one of its Committees.