

# RECORD OF COUNCILLORS' AND COMMITTEE MEMBERS' ALLOWANCES FUNDED BY COUNCIL 2016/2017

## Guidance Notes

### Background

This annual return seeks details of allowances funded by the council under Part 3 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012, during the 2016/2017 financial year. Only allowances funded under Part 3 of the Act should be included in this return. Circular LG 23/2016 provides detailed guidance issued by the Department on councillors allowances and is available at the following link:-

<https://www.communities-ni.gov.uk/publications/circular-lg-232016-consolidated-guidance-councillors-allowances-december-2016>

### General

Councils are statutorily obligated, in accordance with the above Regulations, to publish a Scheme of Allowances for the payment of allowances to councillors and committee members. At the end of each year councils are also obligated to publish details of the amounts of allowances paid to each councillor and committee member. This return provides a standard format for those details to be recorded thus allowing comparisons of councillor allowances within a council and also between councils. Currently legislation does not obligate the publishing of allowances paid by councils on behalf of councillors or committee members '*incurred allowances*' (e.g. where a council pays a hotel bill on behalf of a councillor). However the Department believes all details are relevant and therefore, prior to there being a statutory obligation to publish this information, requests this information to be provided to the Department.

Table 1 records all individual councillor and committee member allowances. As councils are not obliged to publish '*incurred allowances*' there are two versions of Table 1, (A and B). Table 1A records all individual councillor and committee member allowances **including** '*incurred allowances*'. Table 1B records all individual councillor and committee members allowances **except for** '*incurred allowances*'. Where councils decide not to publish '*incurred allowances*' Table 1B will also need to be completed and then published in place of Table 1A.

Table 2 records all council collective councillor support services costs such as IT costs. As for Table 1A councils are currently not obligated to publish this data, however councils are encouraged for transparency to publish Tables 1A and Table 2. **Please note that regardless of the council's publishing decision Tables 1A and 2 should be completed and returned to the Department.**

Guidance on completion of the tables is provided below. If you have difficulty in completing the tables or need clarification on any item, please use the contact details below. All completed tables should be provided electronically to the email address below. **Please also provide the council web links to the Scheme of Allowances and any published tables in your covering email.**

### Table 1 - Individual Councillors' Allowances

**Table 1A should reflect all allowances including '*incurred*' travel and subsistence (T&S). If Table 1A is not being published Table 1B, which does not include '*incurred*' T&S allowances, also needs to be completed.**

1. All figures in these tables should reflect members' entitlement for the financial year 2016/2017 regardless of when the payments were actually made e.g. if a payment was made in April 2017 for 2016/2017 entitlement, that figure should be included but payments made in April 2016 for a 2015/2016 entitlement should not be included.
2. The name of each member receiving an allowance should be stated and all figures should be rounded to the nearest whole pound.
3. In this guidance note the term Chairperson means Chairperson/Vice Chairperson and Mayor/Deputy Mayor.

### **Basic and Special Responsibility Allowances**

4. Figures for Basic and Special Responsibility Allowances (SRA) should be gross i.e. before tax and exclude any on-costs such as employer's contributions.
5. A council may not pay more than one SRA to a councillor as stated in regulation 5 of the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. As previously advised any Chairperson Allowance arrangement should be considered totally separate from SRA arrangements.

### **Chairperson Allowances**

6. Allowances for the period of time served by all Chairpersons during the 2016/2017 financial year should be included.
7. Only personal allowances payable to each Chairperson should be recorded. Expenses such as hosting a dinner or Chairperson contributions should not be included as these are council expenses.

8. T&S for Chairpersons should be treated in the same manner as all other councillor travel and subsistence allowances and should be included as applicable under 'Mileage Allowance', 'Public Transport and Other Travel and Incidentals and ' or 'Subsistence'.

#### **Public Transport and Other Travel Incidentals**

9. All travel costs, excluding mileage allowance, should be recorded under the heading Public transport and Other Travel Incidentals. This should include flights and items such as toll payments or car parking as well as travel related to councillors attendance at conferences and courses.

### **Table 2 - Councillors' Support Services**

#### **Communications and Support**

10. This should include telephone equipment, IT equipment and Broadband, etc as provided by the council.

#### **Courses/ Conferences/Visits**

11. Courses/Conferences/Visits should only include costs for registration fees and other non T&S costs. All accommodation, subsistence and travel costs should be recorded under appropriate columns in Tables 1A and, where applicable, 1B.

#### **Other Costs**

12. Costs above £1,000 per support service incurred by the council to support councillors in carrying out council duties not covered in other categories in Table 2 should be specified and detailed under Other Costs. This information is collated at council level and there is no requirement for the costs to be attributed to individual councillors.

#### **Contact:**

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**COUNCIL NAME: Derry City and Strabane District Council**

**Record of Councillors' and Committee Members' Allowances funded by Council relating to the period 2016/2017**

The following records allowances for 2016/17, paid under Part 3 of the Local Government Finance Act (NI) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. Allowances paid directly to councillors by other bodies, such as by Policing & Community Support Services, which are not made under this legislation are not included, even where councillors are representing the Council.

No.	Initials	Surname	Dates of Office (to be completed if not councillor for full year - e.g. 01/06/2016 to 30/09/2016)	Basic Allowance	Special Responsibility Allowance	Chairperson/ Mayor Allowance	Vice Chairperson/ Deputy Mayor Allowance	Total Personal Allowances	Mileage Allowance	Records travel & subsistence expenditure paid to councillor and incurred by council on behalf of councillor		Total Travel and Subsistence	Dependants' Carers Allowance
										Public Transport and Other Travel Incidentals	Subsistence (including accommodation)		
				£	£	£	£	£	£	£	£	£	£
1	T	Hasson		14,342	2,566			16,908	456			456	
2	GH	Hastings		14,342				14,342	2,852			2,852	
3	J	Boyle		14,342	7,228			21,570				0	
4	M	Cooper		14,342				14,342				0	
5	A	Dobbins		14,342	2,566			16,908				0	
6	EP	McGinley		14,342	6,662			21,005				0	
7	S	Carr		14,342				14,342				0	
8	P	Fleming		14,342	2,566			16,908				0	
9	MS	Hamilton		14,342				14,342	1,021			1,021	2,178
10	M	Reilly		14,342	2,566			16,908	696	128	250	1,074	1,220
11	M	Devenney		14,342				14,342	216			216	
12	D	Thompson		14,342	8,130			22,473	1,076			1,076	
13	K	Campbell		14,342	574			14,916				0	
14	P	Loque		14,342	574			14,916		261		261	
15	E	McCallion		13,224		5,521		18,745	172			172	1,508
16	C	Kelly		14,342	6,662			21,005	294			294	1,174
17	S	Cusack		14,342	8,130			22,473	226			226	
18	B	Tierney		14,342	1,491			15,833	406			406	
19	AD	Bresland		14,342	569			14,911	1,702	20		1,723	
20	K	Carlin		14,342	1,491			15,833	689			689	
21	R	Hamilton		14,342				14,342	900			900	
22	D	Hussey		14,342				14,342	4,457			4,457	
23	D	Kelly		14,342				14,342				0	209
24	P	Kelly		14,342				14,342	3,186	12		3,198	
25	T	Kerrigan		14,342			1,380	15,722	5,846	12		5,858	
26	K	McGuire		14,342	1,491			15,833	4,177			4,177	
27	P	McHugh		14,342	3,131			17,473	4,812		26	4,838	
28	R	McHugh		14,342	6,662			21,005	1,598			1,598	
29	B	McMahon		14,342				14,342	627			627	
30	G	Donnelly		14,342	574			14,916				0	
31	S	Duffy		14,342	1,491			15,833				0	
32	P	Gallagher		14,342	574			14,916	975			975	
33	C	Jackson		14,342				14,342				0	
34	H	McClintock		14,342		24,676		39,018	85	164	35	284	
35	J	McKeever		14,342			6,169	20,511		35		35	
36	D	O'Reilly		14,342	2,566			16,908				0	
37	D	Ramsey		14,342	2,566			16,908	238			238	
38	G	Warke		14,342				14,342	317			317	
39	W	Robinson		14,342				14,342				0	
40	T	Gardiner		14,342				14,342				0	
41								0				0	
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<b>Total</b>				<b>572,563</b>	<b>70,829</b>	<b>30,197</b>	<b>7,549</b>	<b>681,137</b>	<b>37,024</b>	<b>632</b>	<b>311</b>	<b>37,966</b>	<b>6,289</b>

COUNCIL NAME:

**Record of Councillors' and Committee Members' Allowances funded by Council relating to the period 2016/2017**

The following records allowances for 2016/17, paid to the councillor under Section 31 of the Local Government Finance Act (NI) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. Allowances paid directly to councillors by other bodies, such as by Policing & Community Support Services, which are not made under this legislation are not included, even where councillors are representing the Council.

No.	Initials	Surname	Dates of Office (to be completed if not councillor for full year - e.g. 01/06/2016 to 30/09/2016)	Basic Allowance	Special Responsibility Allowance	Chairperson/ Mayor Allowance	Vice Chairperson/ Deputy Mayor Allowance	Total Personal Allowances	Mileage Allowance	Records travel & subsistence expenditure paid to councillor. Does not include expenditure incurred by council on behalf of councillor.		Total Travel and Subsistence	Dependants' Carers Allowance
										Public Transport and Other Travel Incidentals	Subsistence (including accommodation)		
				£	£	£	£	£	£	£	£	£	£
1								0				0	
2								0				0	
3								0				0	
4								0				0	
5								0				0	
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Table 2

<b>COUNCIL NAME</b>
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**Record of Councillors' Support Services funded by Council relating to the period 2016/2017**

<b>Support Service</b>	<b>Amount</b> £	<b>Details</b>
Communications and Support	4,643	Telephone costs Computer Maintenance & Consumables
General Secretarial Services		
Courses/ Conferences/ Visits (Such as registration / joining fees)	7,358	Training Courses Seminars Conferences
Other Costs not covered above (>£1,000 - such as providing business cards, council headed paper, etc)		
<b>Total</b>	<b>12,001</b>	