

RECORD OF COUNCILLORS' AND COMMITTEE MEMBERS' ALLOWANCES FUNDED BY COUNCIL 2017/2018

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 2017/2018 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, would encourage councils to publish this information.

Table 1 records all individual councillor and committee member allowances. Where councils decide not to publish '*incurred allowances*' it should state on the table that these are not included.

Table 2 records all council collective councillor support services costs such as IT costs. Councils are currently not obligated to publish this data, however councils are encouraged for transparency to publish this information.

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.

The Council web link for the published tables and the web links for the Council Scheme of Allowances for both 2017/2018 and 2018/2019 should be forwarded to Lynne McCann (email:lynne.mccann@communities-ni.gov.uk) and copied to Kevin McGinn (email: kevin.mcginn@communities-ni.gov.uk) by 30 June 2018.

Table 1 - Individual Councillors' Allowances

Table 1 should reflect all allowances. Where councils decide not to publish '*incurred allowances*' the note above the travel and subsistence allowances for councillors and the note above the travel and subsistence allowances for committee members should be amended stating that these are not included.

1. All figures in these tables should reflect members' entitlement for the financial year 2017/2018 regardless of when the payments were actually made e.g. if a payment was made in April 2018 for 2017/2018 entitlement, that figure should be included but payments made in April 2017 for a 2016/2017 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. 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 2017/2018 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 Incidentals, and '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

Support costs are for secretarial and administration costs and should not include costs for the Office of the Northern Ireland Public Service Ombudsman or membership and subscription costs.

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 Table 1.

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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Table 1

COUNCIL NAME: Derry City & Strabane District Council

Record of Councillors' and Committee Members' Allowances funded by Council relating to the period 2017/2018

The following records allowances for 2017/18, 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. 01/06/2017 to 30/09/2017)	Basic Allowance	Special Responsibility Allowance	Chairperson/ Mayor Allowance	Vice Chairperson/ Deputy Mayor Allowance	Total Personal Allowances	Mileage Allowance	Public Transport and Other Travel Incidentals	Subsistence (including accommodation)	Total Travel and Subsistence	Dependants' Carers Allowance	N.B. Records travel & subsistence expenditure paid to councillor and incurred by council on behalf of councillor	
														£	£
1	T	Hasson	01.04.17 to 22.02.18	£13,278	£562			13,840	£269			269			
2	GH	Hastings		£14,485				14,485	£2,435			2,435			
3	J	Boyle		£14,485	£1,460		£6,190	22,135			£329	329			
4	M	Cooper		£14,485				14,485				0			
5	A	Dobbins		£14,485	£7,314			21,799		£138		138			
6	EP	McGinley		£14,485	£8,212			22,697				0			
7	S	Carr		£14,485				14,485				0			
8	P	Fleming		£14,485	£7,314			21,799				0			
9	MS	Hamilton		£14,485				14,485	£1,275			1,275	£1,523		
10	M	Reilly		£14,485	£562			15,047	£897	£373	£203	1,473	£2,449		
11	M	Devenney		£14,485				14,485				0			
12	D	Thompson		£14,485	£8,212			22,697	£995			995			
13	K	Campbell		£14,485				14,485				0			
14	P	Logue		£14,485	£6,752			21,237		£244		244			
15	C	Kelly		£14,485	£4,060			18,545	£354			354	£1,490		
16	S	Cusack		£14,485	£1,460			15,945	£195			195			
17	B	Tierney		£14,485	£2,600			17,085	£182			182			
18	DA	Bresland		£14,485				14,485	£1,516			1,516			
19	K	Carlin		£14,485				14,485	£22			22			
20	R	Hamilton		£14,485				14,485	£835			835			
21	D	Hussey		£14,485	£2,600			17,085	£4,661	£599		5,260			
22	D	Kelly		£14,485	£6,752			21,237			£64	64			
23	P	Kelly		£14,485				14,485	£1,613	£28		1,641			
24	T	Kerrigan		£14,485	£2,600			17,085	£5,621			5,621			
25	K	McGuire		£14,485				14,485	£2,353			2,353			
26	P	McHugh		£14,485	£562	£24,759.61		39,807	£1,769	£837	£307	2,913			
27	R	McHugh		£14,485	£4,060			18,545	£1,444			1,444			
28	B	McMahon		£14,485				14,485	£647			647			
29	G	Donnelly		£14,485				14,485				0			
30	S	Duffy		£14,485				14,485				0			
31	P	Gallagher		£14,485				14,485	£1,112		£27	1,139			
32	C	Jackson		£14,485				14,485				0			
33	H	McClintock		£14,485		£5,353.43		19,838	£109	£75	£203	387			
34	J	McKeever		£14,485	£2,600		£1,338.30	18,423				0			
35	D	O'Reilly		£14,485	£562			15,047				0			
36	D	Ramsey		£14,485	£3,162			17,647				0			
37	G	Warke		£14,485				14,485				0			
38	W	Robinson		£14,485				14,485				0			
39	T	Gardiner		£14,485				14,485				0			
40	C	McKnight		£14,324				14,324				0			
41	C	McCauley	01.03.18 to 31.03.18	£1,207				1,207				0			
42												0			
43												0			

Table 2

COUNCIL NAME Derry City & Strabane District Council

Record of Councillors' Support Services funded by Council relating to the period 2017/2018

Support Service	Amount £	Details
Communications and Support	5,353	Telephone Lines / Broadband/IT Consumables & Equipment
General Secretarial Services	1,766	Stationary, Postage, Newspapers
Courses/ Conferences/ Visits (Such as registration / joining fees)	380	NILGA Conference Fees
Other Costs not covered above (>£1,000 - such as providing business cards, council headed paper, etc)	1,605	
Total	9,104	