



Department for

Communities

www.communities-ni.gov.uk

Finance Officer of each District Council

Local Government and Housing

Regulation Division

Finance Branch

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Circular No. LG 13/2020

Our ref: C01-19-1926

12 May 2020

Dear Finance Officer

RECORD OF COUNCILLORS' AND COMMITTEE MEMBERS' ALLOWANCES FUNDED BY COUNCIL 2019/2020

The attached annual return template 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 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019, during the 2019/2020 financial year. (Please note that the 2019 Regulations came into operation on 1 October 2019 and revoked the 2012 Regulations from that date but the 2012 Regulations continue to have effect in relation to claims made for allowances or other payments in respect of duties performed before these Regulations came into operation).

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 financial 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.

As you will be aware legislatively councils only have to publish details of payments made directly to councillors and committee members. If your council does not wish to publish costs incurred by councils on behalf of councillors and committee members, these figures should be left out and a note made on the top of the table that these costs are not included. However, for transparency and comparison purposes the Department would encourage councils to also include the costs incurred by councils on councillors and committee members' behalf.

The completed template should be published on your Council website as soon as reasonably practical and only the link to the published version should be

returned to this Division. Guidance to enable completion of the return is provided in tab 1 of the template. Please note that only allowances funded under Part 3 of the Act should be included.

The link to your Council's Scheme of Councillor Allowances for 2020/21 should also be forwarded to this Division as soon as reasonably practical.

If you have any queries on the content of this return please contact Lynne McCann via email lynne.mccann@communities-ni.gov.uk.

Yours faithfully

JEFF GLASS
Local Government & Housing Regulation Division

CC. Chief Executive of each District Council
Other Interested Parties