

Clerk & Chief Executive  
of each District Council

**Local Government Division**

Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

Telephone: (028) 9054 1009  
Facsimile: (028) 9054 0025  
Email: [Marie.Finnegan@doeni.gov.uk](mailto:Marie.Finnegan@doeni.gov.uk)

Circular No. LG 15/03

Your reference:  
Our reference: LGD 1/32/03  
24 April 2003

Dear Chief Executive

**COUNCILLORS' ALLOWANCES 2002/2003**

I enclose a questionnaire seeking details of councillors' personal allowances and travel and subsistence allowances for the 2002/2003 financial year.

As the Department is carrying out a further review of councillors' personal allowances, up-to-date expenditure figures are required in order to produce some realistic costings. For the purpose of this exercise and to ensure consistency, you are asked to provide figures throughout the questionnaire, which represent **payments actually made during the period 1 April 2002 to 31 March 2003.**

I should appreciate if you would arrange for the questionnaire to be completed and returned to this Division by **Friday, 23 May 2003, at the latest.**

Yours sincerely



**M F T FINNEGAN (MISS)**

Enc.

cc: **Finance Officers of district councils.**  
**Mr John Buchanan, Chief Local Government Auditor.**

**COUNCILLORS' ALLOWANCES 2002/2003**

**COUNCIL:** \_\_\_\_\_

**A. PERSONAL ALLOWANCES**

**1. Basic Allowance**

- a. Was basic allowance paid at maximum rate? \_\_\_\_\_  
*(If not, indicate level of allowance paid).* £ \_\_\_\_\_
- b. How many councillors received basic allowance? \* \_\_\_\_\_
- c. Total basic allowance paid. £ \_\_\_\_\_

**2. Attendance Allowance**

- a. Was attendance allowance paid at maximum rate? \_\_\_\_\_  
*(If not, indicate level of allowance paid).* £ \_\_\_\_\_
- b. How many councillors claimed attendance allowance? \* \_\_\_\_\_
- c. Total attendance allowance paid. £ \_\_\_\_\_

**3. Special Responsibility Allowance**

- a. Rate(s) of special responsibility allowance paid to each councillor. £ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_  
£ \_\_\_\_\_
- b. How many councillors received special responsibility allowance? \* \_\_\_\_\_
- c. Total amount of special responsibility allowance paid. £ \_\_\_\_\_

**4. Total Personal Allowances (Sections 1-3) £ \_\_\_\_\_**

\* An explanation is required, should this figure exceed the total number of elected representatives for your district council

**5. Motor Mileage Allowance**

a. How many councillors claimed motor mileage allowance? \*

\_\_\_\_\_

b. Total motor mileage allowance paid. £ \_\_\_\_\_

**6. Travel Allowance (*other than motor mileage allowance*)**

a. How many councillors claimed travel allowance? \*

\_\_\_\_\_

b. Total travel allowance paid. £ \_\_\_\_\_

**7. Day Subsistence**

a. How many councillors claimed day subsistence allowance? \*

\_\_\_\_\_

b. Total day subsistence allowance paid. £ \_\_\_\_\_

**8. Night Subsistence**

a. How many councillors claimed night subsistence allowance? \*

\_\_\_\_\_

b. Total night subsistence allowance paid. £ \_\_\_\_\_

**9. Total Travel and Subsistence Allowances  
(Sections 5-8)**

£ \_\_\_\_\_

**10. Mayor's/Chairman's Allowance**

a. Total mayor's/chairman's allowance paid. £ \_\_\_\_\_

b. Total deputy mayor's/vice chairman's allowance paid. £ \_\_\_\_\_

**11. Conferences and Courses**

a. How many councillors claimed expenses? \* \_\_\_\_\_

b. What was the total cost (including registration fees, hotel accounts, travel expenses, subsistence costs etc., but excluding attendance allowance). £ \_\_\_\_\_

**12. Official/Courtesy Visits**

a. How many councillors incurred expenditure? \* \_\_\_\_\_

b. What was the total cost (including registration fees, hotel accounts, travel expenses, subsistence costs etc., but excluding attendance allowance) £ \_\_\_\_\_

\* See note above



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Yours sincerely

A handwritten signature in cursive script, appearing to read 'M. F. T. Finnegan'.

**M F T FINNEGAN (MISS)**

**Enc.**

**cc: Finance Officers of district councils.  
Mr John Buchanan, Chief Local Government Auditor.**

COUNCILLORS' ALLOWANCES 2002/2003

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b. Total travel allowance paid.

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a. How many councillors claimed day subsistence allowance? \*

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**8. Night Subsistence**

a. How many councillors claimed night subsistence allowance? \*

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