



THE NORTHERN IRELAND LOCAL GOVERNMENT
ASSOCIATION

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Memo

FROM: Alison Allen
TO: Council Chief Executives
Cc: HR & Finance Directors

DATE: 22/09/26

Dear Chief Executive,

Reimbursement of Expenditure

I felt it was appropriate to send you clarification regarding the provisions contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') in Part 2, paragraph 13 which requires that:

'Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements'

Following the replacement of the Purple Book by the Green Book in 1997, the NJC ceased issuing guidance on recommended maximum reimbursement rates. The Employers Side of the NIJC subsequently issued guidance to Northern Ireland councils in 2006 and with the assistance of ALFGO, reviewed those recommendations in 2010. That review concluded that there was insufficient evidence to justify an increase in the rates at that time.

As so much time has passed since these were last reviewed, I think it is appropriate to inform councils that these rates may no longer be relied upon and as the NIJC has since been wound up, no mechanism now exists for the review or revision of these amounts. Councils should therefore note that, NILGA in the absence of an NIJC, cannot say if these rates remain at an appropriate level.

The original recommendation did, however, provide that councils could increase the amounts annually by applying an appropriate rate of inflation. Councils may have already adopted this approach when determining their local reimbursement arrangements.

Kind regards,



Alison Allen
Chief Executive and National Pay Local Co-ordinator