



Department for

Communities

An Roinn

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Department for

Commonities

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Finance Officer of each District Council

Local Government and Housing
Regulation Division
Finance Branch
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Our ref: CO1-24-525

16 April 2025

Dear Finance Officer

RECORD OF COUNCILLORS' AND COMMITTEE MEMBERS' ALLOWANCES FUNDED BY COUNCIL 2024/25

1. 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) 2019, during the 2024/25 financial year.
2. 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 between councils.
3. 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.

4. **The completed template should be published on your Council website by Friday 25 July 2025 and only the link to the published version should be returned to this Division.** However, if your Council is not publishing the Support Costs table this should be returned in pdf format 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 mentioned above should be included.
5. **The link to your Council's Scheme of Councillor Allowances for 2025/26 should also be forwarded to this Division by Friday 25 July 2025.**
6. If you have any queries on the content of this return please contact Ruth Dickson via email (ruth.dickson@communities-ni.gov.uk) or Kevin McGinn via email (kevin.mcginin@communities-ni.gov.uk).

Yours faithfully

JEFF GLASS & MARTINA CAMPBELL
Local Government & Housing Regulation

cc. Chief Executive of each District Council
Other Interested Parties