

Appendix 3 – Approved Duties

PART SIX – GOVERNANCE - PART A – FINANCIAL AFFAIRS

COUNCILLORS' ALLOWANCES SCHEME

SCHEDULE 2 – APPROVED DUTIES (TRAVELLING AND SUBSISTENCE ALLOWANCES)

FOR COUNCILLORS

1. Approved duties for the payment of travelling and/or subsistence allowances (the latter in exceptional circumstances only such as overnight stays) will include:
 - a. any attendance as a member or “observer” at meetings of the Council or its subordinate bodies (eg a committee, sub-committee, working party, panel, project steering group);
 - b. pre-agenda meetings of committees and sub-committees of the County Council or of any joint committee of local authorities covering the attendance of its Chair and Vice-Chair (and Opposition Spokesperson if appropriate, by invitation);
 - c. any attendance as a member of a joint committee of two or more local authorities or any sub-committee of that joint committee at a meeting of the joint committee or other body connected with the functions of that joint committee to which a Member is appointed by that joint committee;
 - d. any attendance at conferences, seminars and similar events within the UK mainland, provided that either there is no fee payable or attendance is approved in advance by the relevant committee under the TRAVEL AND ACCOMMODATION POLICY;
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- l. Visits and duties outside the County area but within Great Britain for a period not exceeding 72 hours in connection with the discharge of any of the Council's functions made by committee Chairmen/Vice Chairmen Spokespersons of the main Minority Group/Group officers;