

Approved Duties 2018/19

The following are deemed to be qualifying approved duties for the purposes of payment of travel and/or subsistence allowances -

- (i) Attendance at meetings of the Council, Cabinet, Committees, Sub-Committees, Panels, Boards and Working Parties formally constituted by the Council, whether as a member of that body or as an observer.
- (ii) Attendance at meetings of the Local Government Association at National, Regional or County level, but not when held immediately before or after the Annual Conference;
- (iii) Attendance at Provincial Council meetings;
- (iv) Attendance at meetings of Outside Bodies to which a Member has been appointed to serve as the Council's representative (except where such allowances are payable by the Outside Body);
- (v) Attendance at a seminar or Away Day for Members;
- (vi) Attendance at approved Conferences;
- (vii) Attendance of Chairmen and Vice-Chairmen of Council, Cabinet and Committees, together with the relevant Ward Councillor(s), at any formal meeting organised by the District Council for the purpose of parish liaison/engagement (N.B. this does not include attendance at Parish/Town Council Meetings, Parish Meetings or Parish Gatherings);
- (viii) Attendance at Interview Panels and formal meetings to shortlist candidates for interviews;
- (ix) The giving of official evidence on behalf of the Council at judicial proceedings and planning inquiries;
- (x) Attendance of Chairman and Vice-Chairman of Planning (Regulatory) Committee and appropriate Ward Councillor(s) at Local Planning Inquiries and Informal Hearings, either as formal witnesses or observers;
- (xi) A visit to a Government Department (previously authorised by the Council, Cabinet or a Committee);
- (xii) Attendance at meetings of Leaders/Chairmen of District Councils in the County (including as a substitute member);
- (xiii) Deputising for the Chairman of the Council by any Councillor in the absence of both the Chairman and Vice-Chairman of the Council;
- (xiv) Attendance at the Council Offices by Chairmen and Vice-Chairmen (Council, Cabinet and Committees) for discussion with Chief Officers or their nominated representatives on the agenda for a meeting;
- (xv) Attendance at the Council Offices by Cabinet Members, in their capacity as Portfolio Holders, for decision-making purposes and/or discussions with Chief Officers or their nominated representatives;
- (xvi) Attendance by Members of an Overview and Scrutiny Committee at decision-making meetings, in order to perform their overview and scrutiny role.

(END)