

**ANNEX TO
INDEPENDENT REMUNERATION PANEL REPORT
DECEMBER 2014**

MEMBERS' ALLOWANCES SCHEME

SCHEDULE 2

**Travelling and Subsistence Allowance
Dependants' Carers' Allowance
Approved Duties**

Duties specified by Regulation 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003

- (a) Attendance at a meeting of the Council or of any committee or sub-committee of the authority.
- (b) Attendance at a meeting of any other body to which the Council make appointments or nominations, or of any committee or sub-committee of such a body.
- (c) Attendance at any other meeting the holding of which is authorised by the Council or a committee or sub-committee of the Council, or by a joint committee of the Council and one or more other authorities or a sub-committee of such a joint committee, provided that:
 - (i) so long as the Council is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - (ii) if the Council is not so divided, it is a meeting to which at least two members of the authority have been invited.
- (d) Attendance at a meeting of any association of authorities of which the Council is a member;
- (e) Attendance at a meeting of the Cabinet or any of its committees.
- (f) The performance of any duty in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
- (g) The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.

- (h) The performance of any duty in connection with arrangements made by the Council for the attendance of pupils at school approved for the purposes of section 342 (special schools) of the Education Act 1996.
- (i) The carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council, or of any of its committees or sub-committees.

Meetings authorised generally as provided by (c) above

- (j) One pre-meeting with officers if such is held in relation to a meeting of a committee, sub-committee or working party by the Chairman, the Deputy Chairman and Opposition Group Spokesperson for the committee, sub-committee or working party (or their nominated substitutes).
- (k) One pre-meeting with officers if such is held in relation to a meeting of the Council by the Chairman and Vice-Chairman of the Council, each Group Leader (or his/her nominated substitute) and (in the case of the three largest political groups) his/her nominated Deputy.

Duties approved generally as provided by (i) above

- (l) The performance of any duty for the purpose of, or in connection with, the discharge of the functions of the Cabinet.
- (m) Attendance at any meeting of the Cabinet by a member who is not a member of the Cabinet.
- (n) The performance of any duty reasonably required in the capacity of a member of the Shadow Cabinet, including attendance at briefings with officers when acting in that capacity;
- (o) ***Attendance by the leader of a political group at formal meetings of the Council, Cabinet or Committees for the purpose of keeping themselves informed of business;***
- (p) The performance of duties such as interviewing candidates for appointment.
- (q) Attendance at public meetings.
- (r) The performance of duties (including visits) in connection with the work of a committee, sub-committee or working party by its Chairman, Deputy Chairman and other Opposition Group Spokesperson (or their nominated substitutes), or any two of them, with an appropriate officer.
- (s) Visits by individual councillors to County Council establishments where such visits are undertaken as part of an organised system of such visits on the instructions rather than merely by the invitation of the Council, a committee or sub-committee or the Cabinet.

- (t) The performance by the Chairman and/or the Vice-Chairman of the Council of such duties in relation to the Council as would entitle the Chairman and Deputy Chairman of a Council committee or sub-committee to travelling and subsistence allowances if performed in relation to the work of that committee or sub-committee.
- (u) Attendance by a member in the capacity of county councillor at parish and town council meetings within the relevant member's division.
- (v) Activities undertaken by the Member Champions in accordance with the duties described in the role profiles.
- (w) Meetings with officers undertaken by members in pursuance of bona fide constituency business where it is directly related to the discharge of Council functions and cannot expediently be dealt with by other means.
- (x) Attendance at duly authorised conferences, seminars and training events.
- (y) Attendance at other meetings/interviews which members are specifically invited or requested to attend by officers in connection with Council business.