

Approved Duties for the Purposes of Travelling and Subsistence Allowances

Travel and Subsistence is payable in respect of:

Notes:

A meeting of:

- the Council
- the Executive Committee for duly appointed members
- a Committee, Sub-Committee, Panel or Working Party for duly appointed and substitute members
- any other body to which the Council makes appointments or nominations or a meeting of a Committee or Sub Committee of such a body – **provided that** where travel and subsistence may be claimed from such a body, members must claim from that source

Refer to the list of Outside Bodies. Members should check with the organisation if they pay expenses.

Any other meeting, the holding of which is authorised by:

- the Council
- a Committee, Sub-Committee, Panel or Working Party of the Council
- the Executive Committee
- a joint Committee of the authority and one or more authorities or a committee of such a joint Committee, **provided that** it is a meeting to which members of at least two political groups (as appropriate) have been invited

Attendance at Parish / Town Council meetings, of which the Councillor is not a member, (where councillors attend Parish/Town Council meetings as both District Councillor and County Councillor they shall only claim expenses from one authority).

A meeting of any association of authorities of which the Council is a member

e.g. LGA; IDeA

Approved Conferences, Seminars and Training courses

Approved by Council, Executive Committee or an authorised officer

A meeting at the Council's offices, involving the Council's officers and connected with the authority's functions that has been convened by the Chief Executive or a Head of Service

Attendance at briefing meetings involving Chairmen

Meetings of political groups

This must be a properly constituted meeting of a declared political group to which all members of the Group have been invited. Group Leaders are requested to record details of the date, time and duration of the meeting and those in attendance.

Ward surgeries/constituents meeting

This relates to a general meeting to which any constituent can attend. The date, time and duration should be stated on the claim form. It does NOT include meeting with or visits to individual constituents.

Ward meeting with officers of the Council

Informal site meetings arranged by officers to look at a particular matter.

Opening of Tenders

Any one-off event designated as an Approved Duty by the Council, Executive or Overview and Scrutiny Committee