

## APPENDIX C

### List of Approved Duties for Travel and Subsistence Allowance:

The following are the categories of duties which qualify for payment of travel and subsistence allowance, where such expenditure has been incurred:

- (A) Meetings of the Council, the Cabinet, their Committees, Sub-Committees, Panels and Staff Consultative Committees of which the Councillor is a member or at which a Councillor who is not a member of that body attends to address the meeting with the prior permission (where such permission is required under Standing Orders) of the Chairman.
- (B) Attendance as the Council's representative at a meeting of any joint authority or Committee of local authorities or of any Committee or Sub-Committee of the body of which the Council is a constituent member.
- (C) Attendance as the Council's representative at meetings of any association of authorities or Committee or Sub-Committee of the association of which the Council is a member.
- (D) Attendance at duties which qualify for attendance allowance as single member duties as specified in the Regulations, currently:
  - Meetings to determine the attendance of individual pupils at special schools.
  - Rota and other visits to inspect establishments on behalf of the Social Services Committee.
- (E) Attendance at any other meeting convened by the Council, the Cabinet, a Committee or Sub-Committee to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (F) Attendance at any meeting, which is an induction training session, seminar, presentation, or briefing arranged by Chief Officers of the City Council for all Members of a Committee, Sub-Committee or Panel to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (G) Attendance as the Council's representative in connection with the discharge of the Council's functions at meetings of outside bodies (excluding local authority maintained schools), their Committees and Sub-Committees. The Director of Legal and Administrative Services maintains a list of such representatives and has delegated powers to add and remove bodies to this category to reflect formal appointments made by the City Council.
- (H) Attendance at visits and inspection of sites and premises arranged by officers or approved by Cabinet/Committee (eg. opening of new facilities).

- (I) Attendance approved by the appropriate Committee or by the Director of Legal and Administrative Services, in accordance with his delegation at conferences convened by other authorities and organisations to discuss matters relevant to the discharge of the Council's functions.
- (J) Attendance by the Leader of the Council, Cabinet Members, Deputy Cabinet Members, Leader of the Opposition, and Chief Whips on matters concerning the discharge of the Council's functions.
- (K) Attendance by Chairmen and Vice-Chairmen of Committees and Sub-Committees concerning the discharge of functions relevant to the work of their Committees or Sub-Committees, including Chairman's Call-over meetings.
- (L) Attendance before Parliamentary Committees, official bodies and inquiries to give evidence or make representations on the council's behalf.
- (M) Attendance as the Council's appointee or nominee at any meeting. (This excludes party group meetings but includes single member duties where one member has been appointed, appearing as a Council witness at a Planning Inquiry or court proceedings or member-level working groups appointed by a Committee and representation on any outside body which is not eligible for attendance allowance).