

## SCHEDULE 2

### Approved Duties for Travel and Subsistence Allowances

#### For Councillors in receipt of a Special Responsibility Allowance:-

- all duties carried out in connection with that responsibility

#### For all Councillors:-

- (i) Attendance at meetings of the Council
- (ii) Attendance as a member or substitute member at meetings of Committees, Sub Committees, advisory panels etc.
- (iii) Attendance at a meeting authorised by the Council, a Committee or the Executive
- (iv) Attendance at a site visit authorised in respect of a forthcoming Committee meeting
- (v) Attendance as the Council's appointed representative at any meeting of an association of which the Council is a member (except where such associations pay the Councillor's expenses)
- (vi) Attendance as the Council's appointed representative at meetings of any external organisation, its Committees or Sub Committees (except where such organisations pay the Councillor's expenses)
- (vii) Carrying out a statutory inspection of premises on behalf of the Council
- (viii) Attendance at a meeting, briefing or event at the invitation of a Director
- (ix) Attendance at an approved conference
- (x) Attendance at seminars or non-approved conferences where prior approval has been obtained to attend in line with the agreed procedure.

The Council **cannot** pay any Councillor's expenses in relation to their attendance at Party Group meetings, single party briefings other than executive briefings with officers, or activities organised by a political party or party group.

The Head of Democratic and Registration Services (tel: 01344 352260) or the Principal Democratic Services Officer (Governance) (tel: 01344 353108) will advise in the event of uncertainty.