

**TRAVEL AND SUBSISTENCE – APPROVED DUTIES AND OTHER CONDITIONS**

The duties listed below qualify for travel and subsistence allowances.

**(A) GENERAL COUNTY COUNCIL DUTIES**

- (a) Attendance at meetings of the County Council and relevant bodies appointed by or on behalf of the Council.
- (b) Working Parties or Panels of members properly convened by the Chief Executive in consequence of a decision of the relevant body of the Council.
- (c) Formal briefing meetings or conferences of members convened by the Chief Executive or conferences of members properly convened in relation to the proceedings of meetings or functions of a relevant body of the Council in accordance with arrangements approved by that body. (Separate provisions exist for conferences organised by other bodies.)
- (d) Meetings for the appointments of Chief Officers.
- (e) Inspections and tours of County Council and other establishments and venues, approved in advance by or on behalf of the relevant body of the Council.
- (f) Official deputations to or meetings with government departments, statutory authorities or other local authorities.
- (g) Joint meetings with other local authorities or consortia of authorities.
- (h) Attendance by Members appointed for that purpose, at a meeting properly convened on behalf of a public authority or government department to discuss issues relating to the work of the County Council.
- (i) Meetings between group whips or their nominees to make recommendations on appointments.
- (j) Attendance by members at meetings of County Council bodies, or site visits when requested specifically by the body concerned or in response to a notice sent under the sensitive issues procedure for the purpose of speaking on the item concerned.
- (k) Political Process days in connection with the Management Foundation Programme.
- (l) Official and courtesy visits when:
  - (i) approved by or on behalf of the relevant body; or
  - (ii) made by the Chairman of the County Council (or the Vice-Chairman when deputising for him) in his capacity as Chairman of the County Council for purposes directly connected with the functions of the Council.

- (m) General information visits or tours having been previously approved by or on behalf of the relevant body.
- (n) The following, as tasks approved by the County Council for the purpose of, or in connection with, the discharge of the functions of the County Council, or any of its relevant bodies.
  - (i) Attendance by members at County Hall or other establishments within the County on such occasions as they consider necessary in connection with the discharge of the Council's functions up to a limit of 15 occasions in each Council year. These are known as "duty days". (Please note this provision is an authorisation to carry out an approved duty of member's own choice on 15 occasions of whatever duration and not 15 duty days which could be interpreted for instance as 30 half days.)
  - (ii) Attendance by each Group Leader and any member of the Cabinet of the Council or Cabinet Support Member at County Hall or other County Council establishments for any purpose which he/she considers to be necessary in connection with the discharge of the County Council's functions.
  - (iii) Attendance by individual members before the Ombudsman when requested by him.
  - (iv) Full meetings of Political Groups held at County Hall and specifically related to the business of the County Council on not more than 15 occasions in the period commencing with the day of the Annual Meeting of the Council in any year and terminating on the day preceding the Annual Meeting in the following year.

## **(B) CONFERENCES**

Overnight accommodation and conference fees are normally booked by or on behalf of the Chief Executive and paid for by the Authority direct.

Travel and subsistence allowances are payable for conferences organised by other bodies. Attendance must be approved beforehand by or on behalf of the relevant body and the rates for conference travelling and subsistence are the same as for other duties.

## **(C) OTHER BODIES**

Attendances by individual members at meetings of the following bodies qualify for travel and subsistence allowances. The approval relates to meetings of the bodies concerned, its standing committees and subcommittees but not to other activities of the body except in the case of the Local Government Association where the approval extends to all its activities including service on other bodies on the appointment or nomination of the Association. This approval is subject to the proviso that if the meeting or other activity takes place outside the United Kingdom, the prior approval by or on behalf of the Constitution Committee will be necessary (see note at the end of this paper).

The duties are:-

Acresford Quarry Liaison Committee

Admissions Forum

Area Museums Service for the East Midlands

Ashby Canal Trust

Ashby Town Centre Enhancement Project – Joint Members’ Steering Group

Ashby Woulds Forum

Bardon Hill Quarry Liaison Committee

Bradgate Park & Swithland Woods Committee of Management

Bradgate Quarries Liaison Committee

Breedon and Cloud Hill Quarry Liaison Committee

British Gypsum (Barrow Project) Liaison Committee

Carlton Hayes Hospital Charity

Charnwood Quarries Liaison Committee

Children and Young People’s Strategic Partnership

Cliffe Hill Quarry Liaison Committee

Coalfield Communities Campaign

Combined Fire Authority

Cossington Sand and Gravel Liaison Committee

Cotesbach/Shalwell Liaison Committee

Council of Museums Association

Croft Quarry Liaison Committee

Desford Brickworks Liaison Committee

Donington Island Liaison Committee

Early Years’ Development and Childcare Partnership

East Midlands Regional Local Government Association

East Midlands Local Government Association (Executive Committee)

East Midlands Regional Assembly

East Midlands Regional Consortium for Asylum Seeker Support

East Midlands Regional Local Government Association Employment Forum

East Midlands Regional Assembly Planning Board

East Midlands Rural Affairs Forum

Education Forum

ENABLE and its Consultative Committee

Enderby Warren Landfill Site Liaison Committee

Environment Agency – Severn Trent Regional Flood Defence Committee

ESPO Management Committee

ESPO Bonus Scheme Subcommittee

Further Education College – Leicester College

Further Education College – Brooksby Melton College

Further Education College – North Warwickshire and Hinckley College

Further Education College – Stephenson College, Coalville

Groby Quarry Liaison Committee

Heart of England Tourist Board – Regional Tourism Council

Heart of the National Forest Foundation Board

Hemington and Lockington Quarry Liaison Committee

Hicks Lodge Moira Liaison Committee

Highway Forums

Hinckley Town Centre Joint Members Steering Group

Huncote Quarry Liaison Committee

Ibstock and Ellistown Brickworks Liaison Committee

John Longwill Agricultural Scheme

Leicester and Leicestershire Connexions Partnership Board

Leicester, Leicestershire and Rutland Council for Voluntary Youth Services

Leicester Regeneration Agency

Leicester University Court

Leicestershire Community Health Council

LeicesterShire Development Agency

LeicesterShire Economic Partnership

Leicestershire Forum for Independent Museums

Leicestershire Local Access Forum

Leicestershire Local Strategic Partnership

Leicestershire Partnership for Safer Communities

Leicestershire Police Authority Appointments Joint Committee

LeicesterShire Promotions

Leicestershire Rural Partnership

Leicestershire and Rutland Rural Community Council Board of Trustees

Leicestershire Schools (Funding) Forum

Leicestershire and South Derbyshire Coalfields Regeneration Partnership

Leicestershire Sport and Physical Recreation Advisory Council

Leicestershire Sport and Physical Recreation Advisory Council – Executive Committee

Leicestershire, Leicester and Rutland Sports Forum

Local Authorities National Forest Advisory Group

Local Government Association County Council Network – Executive

Local Government Association County Council Network

Local Government Association General Assembly

Local Government Association Rural Commission

Local Government Association Urban Commission

Local Strategic Partnerships

Loughborough Partnership  
Loughborough University Court  
Lount Landfill Liaison Committee  
Motor Industry Research Association (MIRA) Liaison Committee  
Mountsorrel Quarry Liaison Committee  
Narborough Landfill Liaison Committee  
National Forest Forum  
National Gas Museums Trust  
New Albion Revised Liaison Committee  
Old Dalby Railway Test Track Community Liaison Group  
Redbank, Measham Liaison Committee  
S.A.C.R.E.  
School Organisation Committee  
Slip Inn Quarry, Ashby Parva Liaison Committee  
Stepping Stones Countryside Management Project Members Steering Group  
Thringstone House Community Centre  
Towpath Liaison Committee  
University of Nottingham Court  
Wanlip/Birstall and Meadow Lane Syston Liaison Committee  
Watermead Country Park Joint Consultative Committee  
Whitwick Quarry Liaison Committee  
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## **TRAVEL AND SUBSISTENCE RATES**

In all cases expenditure must have been actually and necessarily incurred.

### **Travel**

Travelling expenses are limited to the actual journey from home or a members' regular place of work except in exceptional circumstances approved by the

Constitution Committee (for definition of exceptional circumstances see note below). Long journeys such as travelling back from holiday to attend a meeting do not qualify other than the amount equivalent to the local journey. If a member's home is outside the County the distance and time used for any claim is from the point where the journey to County Hall crosses the County boundary. If a member's usual business address is outside the County the full journey may be claimed on the basis that a person's work venue is not always within an individual's control.

**(i) Air**

The existing arrangements are that air fare may be paid if the rate does not exceed the cost of travel by an appropriate alternative means of transport, normally second class rail fare for out of County journeys, and an allowance equivalent to the amount of any saving on subsistence consequent on travel by air. In addition the approval of the Constitution Committee can be sought when the use of air travel results in a substantial saving on time.

Applications must be raised with the Chief Executive as soon as possible prior to the date the duty is to be performed.

**(ii) Car Hire**

The rate or repayment for a hired car shall not exceed the rate which would have been applicable for a member's own car

**(iii) Mileage Rates**

Where a member uses his own private car or one belonging to a member of his family or otherwise provided for his use the rate claimed shall be laid down in the Council's Scheme of Allowances.

Where a member uses a lease car the rate claimed shall not exceed the relevant rates specified for the Council's officers.

**(iv) Rail**

Travel warrants for use on British Rail for official journeys may be obtained from the Members Secretariat.

**(v) Taxis**

The rate for travel by taxi cab shall not exceed,

(a) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity.

(b) In any other case, the amount of the fare for travel by appropriate public transport.

**(vi) Other Expenses**

Actual expenditure incurred on tolls, ferries or parking fees

## **Definition of Exceptional Circumstances**

The Constitution Committee will normally only be prepared to consider granting exceptions to the general policy of the County Council in relation to the payment of travelling allowances for long journeys where the following circumstances apply:-

### **Nature of Duty**

1. Attendance at a meeting to consider a “sensitive” issue which will have a substantial impact on the member’s particular electoral division whether or not the member serves on the body concerned; or
2. Attendance at a meeting of the County Council where non attendance, taken together with that of other members, might upset the elected party balance to such an extent that the decision is likely to be affected; or
3. In other cases where it would not be appropriate or reasonable to expect a substitute to act on the member’s behalf; and

### **Exceptional Circumstances**

4. Illness or bereavement in respect of a close family member; or
5. Unplanned and/or unavoidable absence due to unusual work commitments.

### **General**

Applications must be raised with the Chief Executive as soon as possible prior to the date on which the duty is to be performed.

The Constitution Committee will not normally consider the making of any payments retrospectively.

### **Subsistence**

The amount of subsistence claimed relates to the period of time a member is engaged on an approved duty together with an exception for main meals taken on trains.

When main meals, that is a full breakfast, lunch or dinner, are taken on trains during an approved duty which would attract the payment of day subsistence the reasonable cost of the meals, including VAT, may be reimbursed in full.

Rates and qualification periods are specified in the Council’s Scheme of Allowances.

### **Note on Activities outside the U.K.**

It is a requirement that the questions set out below be addressed in relation to all requests to be put to the Constitution Committee involving member attendance at activities outside the U.K.



(A) Relevance

How relevant is the subject matter to the functions/responsibilities/interests of the County Council.

To what, if any, extent is the attendance and knowledge gained likely to assist the County Council or a committee in making a particular decision or to what extent would it be a helpful fact finding exercise in respect of a matter coming before the Council or a committee in the near future?

How relevant is the attendance likely to be in the longer term.

(B) Costs

What are the costs involved?

(Recognising that attendance abroad may be no more costly than a similar event in the U.K.)

Where will the money come from?

(C) Sensitivity/Public Perception

Would a member of the public knowing the facts think that attendance of a member(s) at the activity would be reasonable?