

SCHEDULE 2

**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 of Community Forums covering the Member's particular electoral division.

- (j) Attendance by invitation at a Parish Council or Parish Meeting to participate in the discussion of a County Council function (this provision to apply to travel allowance but not subsistence).
- (k) Meetings between group whips or their nominees to make recommendations on appointments.
- (l) 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.
- (m) Learning and development events organised by or on behalf of the Chief Executive.
- (n) 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.
- (o) General information visits or tours having been previously approved by or on behalf of the relevant body.
- (p) 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 outside bodies to which the County Council makes appointments or nominations 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.

Where travel arrangements are made by the County Council on a member's behalf and the member is able to claim travel/subsistence from the body concerned, the member shall ensure that the County Council is reimbursed in full. Wherever possible the member should arrange for the County Council to be reimbursed directly by that body.

USE OF OFFICIAL CAR

The County Council has the ability to provide an official car and driver to certain members on occasions, particularly the Chairman and Vice Chairman. This is on a strictly regulated basis and on the following conditions:-

- (a) The duties must relate to the discharge of the County Council's functions or as an appointed representative of the County Council. Under no circumstances can they be used for private or party political purposes;**
- (b) The activities of the Chairman will take precedence over any others;**
- (c) All such transport will be managed by the Civic Affairs Team within the Chief Executive's Department.**

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 or Chief Executive on the Committee's behalf (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

Air fare may be paid if the rate compares reasonably with the cost of alternative means of travel having regard to the likely savings in time, subject to the agreement of the Chief Executive.

Applications must be raised with the Chief Executive as soon as possible

prior to the date the duty is to be performed.

(ii) **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.

(iii) **Rail**

The rate of travel by rail shall be by reference to the second class fare. Tickets may be obtained from the Members Secretariat.

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

(vi) **Other Expenses**

Actual expenditure incurred on buses, tolls, ferries or parking fees.

Definition of Exceptional Circumstances

The Constitution Committee, or the Chief Executive on the Committee's behalf, 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 making of any payments retrospectively will not normally be considered.

Subsistence

The amount of subsistence claimed relates to the period of time a member is engaged on an approved duty.

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

[end of Members' Allowances Scheme]