

Appendix 1

Current List of Approved Duties

- 1** Attendance at duly constituted meetings of the Council, Committees or Sub-Committees. This should include attendance at a particular meeting on the invitation of a Committee of which the Councillor is not a Member for a specific item of business.
- 2** Attendance at meetings of other bodies as appointees of the Council.
- 3** Attendance at meetings of Community Councils, School Boards and Tenants' Organisations.
- 4** Attendance at surgeries
- 5** Attendance by Councillors at functions where it has been agreed by the appropriate Committee and minuted accordingly.
- 6** Attendance at conferences approved by the Council.
- 7** Attendance at meetings of Political Groups which have a Councillor or Councillors on the Council, where such meetings are held to enable preliminary discussion to take place on matters related to the functions of the Council.
- 8** Attendance at meetings of the Convention of Scottish Local Authorities (CoSLA) and its Committees or Sub-Committees and on external bodies appointed by CoSLA itself.
- 9** Attendance at meetings with Officers of the Council by Conveners or Vice-Conveners and invited Councillors to discuss matters relating to their respective Committees.
- 10** Attendance by Members for the purposes of opening tenders.
- 11** Attendance by Members of the Council for the purposes of signing deeds or other legal documents.
- 12** Duties performed by the Convener of the Council and/or his or her nominees where such duties are of a civic nature.
- 13** Attendance at Working Groups constituted by the Council.