

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Executive

Council : 20 December 2006

Subject: Approved Duties for Purposes of Travel and Subsistence Allowances

1. Purpose of Report

- 1.1** To advise Members in regard to the current list of approved duties.

2. Background

- 2.1** The current list of approved duties, for purposes of travel and subsistence allowances, was originally agreed by Council on 26 April 1995 and subsequently updated by Council on 27 February 2002.

3. Main Issues

- 3.1** The current list does not include provision for Members' attendance at a Court, Tribunal or Public Enquiry at which the Council is represented.
- 3.2** A copy of the new list incorporating this change is appended to this report.

4. Personnel Issues

- 4.1** There are no personnel issues.

5. Financial Implications

- 5.1** There are no financial implications.

6. Conclusions

- 6.1** The list of approved duties for the purpose of travel and subsistence allowances requires to be updated to include attendance at a Court, Tribunal or Public Enquiry.

7. Recommendations

- 7.1 It is recommended that Members agree to include ‘attendance at a Court, Tribunal or Public Enquiry at which the Council is represented’ within the list of approved duties for purposes of travel and subsistence allowances and that this change be backdated to 29 November 2006.**

David McMillan
Chief Executive
Date: 6 December 2006

Wards Affected: All

Appendix: List of approved duties for the purposes of payment of travelling and subsistence allowances

Background Papers: Report to Council, 27 February 2002

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**LIST OF APPROVED DUTIES FOR THE PURPOSES OF PAYMENT OF
TRAVELLING AND SUBSISTENCE ALLOWANCES**

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 a Court, Tribunal or Public Enquiry at which the Council is represented.
4. Attendance at meetings of Community Councils, School Boards and Tenants' Organisations.
5. Attendance at surgeries.
6. Attendance by Councillors at functions where it has been agreed by the appropriate Committee and minuted accordingly.
7. Attendance at conferences approved by the Council.
8. 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.
9. Attendance at meetings of the Convention of Local Authorities (COSLA), and its Committees or Sub Committees and on external bodies appointed by the Convention itself.
10. Attendance at meetings with officers of the Council by Conveners or Vice-Conveners and invited Councillors to discuss matters relating to their respective Committees.
11. Attendance by Members for the purposes of opening tenders.
12. Attendance by Members of the Council for the purposes of signing deeds or other legal documents.
13. Duties performed by the Provost of the Council and/or his or her nominees where such duties are of a civic nature.