

NOTE

APPROVED DUTIES - ELIGIBILITY FOR TRAVEL AND SUBSISTENCE ALLOWANCES

*All Members of the County Council are entitled to receive payment of travelling and subsistence allowances in respect of expenditure on travelling and subsistence necessarily incurred by them for the purpose of enabling them to perform an **Approved Duty**.*

Certain duties, such as attendance at meetings of the County Council or any of its Committees, are specifically approved by Regulations made under the Local Government Act 1972. At its meeting on 19 July 2000 the County Council gave the Chief Executive authority to designate approved duties for these purposes.

*Attendance at any of the following meetings is now specified as an **Approved Duty** for the purpose of the payment of travelling and subsistence allowances by the County Council:*

- (a) All meetings of the County Council, the Executive, and any Committees of the Council or of the Executive, and any Sub-Committees, Panels or Working Parties they may establish.*
- (b) Visits by Executive Members, Chairmen and Vice-Chairmen of Overview and Scrutiny Committees on County Council business associated with those roles.*
- (c) All meetings of the Best Value Review Teams, and of Business Units' Special Interest Groups of Members.*
- (d) Attendance of Members at training courses and seminars approved by the Chief Executive.*
- (e) Any meeting of the LGA and/or CCN where the Member is attending as an authorised representative of NYCC.*
- (f) Attendance as an authorised representative of the County Council at meetings of specified outside bodies listed in Sections 1 and 2 of Schedule 5 of Part 3 to the Constitution.*
- (g) Attendance at Parish Council Meetings in connection with the work of the County Council.*

The allowances are set by the County Council each year.

Payments of travel and subsistence allowances will be made on the last working day of each month in respect of claims received up to the day 14 days before that date.

It should be noted that:

- (i) Travel/subsistence allowances are not payable to Members of the County Council for the following purposes:*
 - Acting as Governors of primary or secondary schools*
 - Constituency business*
 - Social functions*
- (ii) The Police, Fire and National Park Authorities make their own arrangements in relation to the payment of travel and subsistence allowances. Members appointed to these bodies should therefore make all claims relating to the meetings thereof directly to those bodies.*