

Part G

June 2019



ARGYLL AND BUTE COUNCIL

CONSTITUTION

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REMUNERATION AND EXPENSES

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SCHEME OF APPROVED DUTIES

The following Members of Council are authorised, arising from and to further duties of their office, to undertake the duties set out below.

1. Attendance by a Member at any meeting of the Council, a Committee or Sub-Committee and otherwise any meeting of a Short Life Working Group, or at a site visit, seminar or similar event, called or authorised by the Council or any Committee, Sub-Committee or Working Group.
2. Attendance by the Chairman and Vice-Chairman of a Committee, Sub-Committee or Short Life Working Group with the Chief Executive or a Director of Service or Head of Service or Area Manager for the purpose of consultation on matters likely to arise at a meeting of the Committee, Sub-Committee or Short Life Working Group concerned.
3. Attendance by a Member at a meeting of the group of Councillors of which she/he is a registered member.
4. Attendance by a Member who is appointed to represent the Council at meetings called by COSLA; and attendance by a Member at other meetings where COSLA authorises or appoints that Member to participate at that other meeting.
5. Attendance by a Member (or her/his substitute) who is appointed to represent the Council at meetings called by a Joint Board, or by any Joint Committee to which any of the functions of the Council have been delegated, and attendance by a Member at other meetings where the Joint Board or Joint Committee authorises or appoints that Member to participate at that other meeting.
6. Attendance by a Member at any conference or seminar or similar event where the Member is authorised to attend by the Council, or a Committee, Sub-Committee or Short Life Working Group of the Council, or under arrangements from time to time approved by the Council.
7. Attendance by any member at a meeting of an outside body to which that Member has been appointed by the Council.
8. Attendance by the Provost or Depute-Provost of the Council or the Leader or Deputy Leader of the Council or of any Policy Lead at any meeting, conference, or other event which they consider to be connected with the Council or its area, or local government business and where in their view it is in the interests of the Council to attend.
9. Attendance by any Chairman or Vice-Chairman of a Committee at a meeting, conference or other event which they consider to be connected with their particular Committee responsibilities and where in their view it is in the interests of the Council to attend.
10. Attendance by the Provost or Depute-Provost of the Council or the Provost's nominee at a civic or other event being held by the Council or another body at which they consider it is appropriate that the Council be represented or at a

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funeral or other commemorative event to represent the Council.

11. Attendance by a Member at official openings of Council premises or at functions organised or supported by the Council where the invitation is from the Council or Provost of the Council, or a Committee or the Chairman of a Committee.
12. Attendance by a Member on not more than two days per calendar month –
 - (i) at appropriate centres for holding surgeries for consultation by constituents; or
 - (ii) to visit individual constituents where there are particular reasons which should be specified on the claim form.
13. Attendance by a Member at their nearest area Council office on not more than two days per calendar month for the purpose of dealing with matters raised with them by constituents.
14. Attendance at a meeting of a Primary School Board or Community Council within the Member's Ward, or as a nominated representative of the Council at a meeting of a Secondary Parent Council.
15. Attendance at a meeting of a Community Forum established by the Council.

Qualifications

1. The rates of travel and subsistence allowance payable will be those determined from time to time by Government regulation or otherwise determined in accordance with arrangements approved by the Council from time to time.
2. Invitations from outside bodies or third parties to a Member in an individual capacity to attend any event does not constitute an approved duty, unless attendance is authorised by the Council or any Committee or Sub-Committee, but without prejudice to the provisions set out above applicable to the Provost or Depute-Provost of the Council, the Leader or Depute Leader of the Council, or a Committee Chairman or Vice-Chairman as the case may be.
3. Travel and subsistence expenses will only be payable in respect of an approved duty relating to any other body where that body does not itself pay travelling and/or subsistence allowances; if the body pays its own travelling and subsistence allowances, the Member should claim such allowances from the other body.
4. The performance of any of the foregoing approved duties is subject to the approval of the full Council in any particular case in respect of a journey outwith the European Union.

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5. Travel by rail will normally be at 2nd Class (I) except in respect of travel by sleeper, (ii) otherwise unless it is only possible to make the journey by travelling 1st Class and no reasonable alternative exists, and (iii) if the Member is accompanying a representative of another agency who is travelling 1st Class. Any journey involving air travel will normally be at economy class.
6. Claims can be made for the reimbursement of actual costs in respect of travel and subsistence up to the maximum level of day or overnight subsistence. While it is not necessary to produce receipts in respect of day subsistence, Members are required to produce receipts for overnight accommodation and should endeavour at all times to book accommodation through the Council's travel agents to secure discounted rates and to facilitate the reclaiming of VAT. Where a Member fails to book through the Council travel agents a detailed receipt must be produced to the Head of Financial Services.

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