

## Members' Allowances Scheme - Schedule 2

### Travel and Subsistence Allowance - Approved Duties

1. Subject to the provisions set out in the attached Schedule 1, travel and subsistence allowances shall be paid to those Councillors attending meetings ***outside of the Borough*** in respect of the following duties:
  - (a) Attendance at meetings with one or more other authorities.
  - (b) Attendance at a Member training or development event, providing it is open to Councillors of at least two political groups to attend.
  - (c) Attendance at conferences and meetings to which Section 175 of the Local Government Act 1972 applies, where such attendance has been approved in accordance with the Council's Constitution.
  - (d) Attendance as the Council's appointee / nominee at meeting of the bodies to which appointments are made by the Licensing and General Purposes Committee
  - (e) Site visits outside of the Borough requested by the Development Management Committee.
  - (f) Meetings of working groups held outside of the Borough, established by the Cabinet, a committee or sub-committee on which the Councillor sits or is entitled to attend under the Council's Standing Orders including formal or informal meetings authorised by any of the above
    - for the purpose of inspecting sites or visiting sites or establishments
    - for the purposes of presentations or submissions being made about its functions and/or workand providing that Councillors of at least two political groups have been invited to attend such meetings and officer satisfaction has been given.
  - (g) With the agreement of the Cabinet, committees or sub-committees or the prior agreement of the appropriate chairman, attendance by a Councillor at a meeting of a committee/sub-committee held outside of the Borough on which he/she does not sit, where;
    - (i) he/she attends as a representative of another committee/sub-committee/working party etc., or where
    - (ii) business affecting that Councillors' ward is to be discussed.

(h) Full Council, Cabinet, committees and sub-committees in the event that they take place outside of the Borough

2. Subject to the provisions set out in the attached Schedule 1, travel and subsistence allowances shall be paid to those Councillors attending meetings between representatives of the Council and of other local authorities, government departments or distinguished visitors.

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