

Committee: Council

Date: 22 February
2018

Title: Proposals for Members' Scheme of Allowances 2018/19

Authors: David Brunwin (Chairman), Steph Harding and Janet Pearson, assisted by Peter Snow and Rebecca Dobson

Item for decision: Yes

Summary

1. This report sets out the recommendations of the Independent Remuneration Panel for a Members' scheme of allowances for the year 2018/19.
2. In making a scheme of allowances, the Council is required to have regard to the recommendations of an independent panel but is not bound by them.

Recommendations

3. That the Council adopts the recommended scheme of allowances for the year 2018/19 as set out below, incorporating a 1% increase in all allowances:

Type of allowance	Existing £	Recommended £
Basic allowance	5,100	5,151 (1% increase to be applied)
Special Responsibility Allowances		As Special Responsibility Allowances are expressed as a multiplier of the Basic Allowance, the recommendation is that all would be adjusted to reflect the proposed 1% increase in the Basic Allowance. No changes are proposed to the multiplier rates to be applied. However, a new SRA is proposed for members of the Licensing Committee, based on a

		threshold of attendance at Licensing panel meetings (see below for further details).
Chairman	4,080 (80% of basic allowance) + civic expenses	4,121 + civic expenses
Vice-Chairman	2,040 (40%)	2,060
Leader	12,496 (245%)	12,620
Deputy Leader	6,630 (130%)	6,696
Portfolio Holders	6,120 (120%)	6,181
Chairmen of overview/ scrutiny and ordinary committees	3,570 (70%)	3,606
Planning Committee Chairman	3,825 (75%)	3,863
Planning Committee members	470 (6 days at the daily rate)	475.50
Licensing & Environmental Health Committee Chairman	3,825 (75%)	3,863
Licensing & Environmental Health Committee members	No allowance paid in 2017/18	237.75 (new allowance proposed – see report for explanation)
Standards Committee Chairman	2,040 (40%)	2,060

Main opposition group leader	3,570 (70%)	3,606
Other opposition group leader(s)	2,040 (40%)	2,060
Independent members of Standards Committee	510 (benchmarked to 10% of basic allowance)	515
Panel members of Independent Remuneration Panel	510 (benchmarked to 10% of basic allowance)	515
All other elements of the scheme to remain unchanged. Only one Special Responsibility Allowance is payable to a member at any one time and will be the higher to the two or more allowances to which the member is entitled.		

- The Panel is also recommending the adoption of a revised scheme of expenses for travel, mileage, meals and refreshments as set out in the appendix to the report (see the report for further explanation).

Financial Implications

- The recommendations have costs but these are already budgeted. The estimated cost of implementing the recommendations is £280,193.25 (increasing from £275,296 in 2017/18) and is already included within the General Fund Programme budget.
- In practice, the scheme will cost less than the headline figure because of the double payment rule, barring councillors from claiming more than one SRA.

Background Papers

- None.

Impact

-

Communication/Consultation	Two councillors as specified in the report were invited to give their views and were interviewed by the Panel.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	All wards
Workforce/Workplace	None

Situation

The Independent Remuneration Panel

- The Panel this year consists of David Brunwin (Chairman), Janet Pearson and Steph Grace-Harding. Janet Pearson was due to retire in April 2017 after three years' service and one additional year as a shadow member but agreed to continue for one further year as the recruitment of a new panel member had to be deferred owing to pressures of work in the democratic and electoral services team. We are grateful to Mrs Pearson for agreeing to continue in 2017. A new Panel member will be recruited before the next full review commences.

The General Position and Our Recommendations

- In setting the agenda for this year's review of the allowances to operate in 2018/19, the Panel took account of a number of changes to the Council's governance arrangements including the introduction of a scheme allowing for committee substitutes and the reconfiguration of the Performance and Audit Committee from a scrutiny to an ordinary committee with revised terms of reference. We noted the increase in size of the Cabinet by one member and the change back to cabinet deputies from the previous position of portfolio lead members.
- Having grappled unsuccessfully last year with the question of remunerating members of the Licensing and Environmental Health Committee attending a significant number of extraordinary meetings, we have decided this year to propose a new Special Responsibility Allowance based on an attendance threshold. This is explained more fully in the report.
- We also reviewed the expenses element of the allowances scheme and are proposing some changes to update the expenses scheme to make it more

relevant to the way the Council operates. All of these aspects are explained in more detail in the following paragraphs.

13. Our report includes recommendations to: 1) increase the basic allowance and all SRA by 1%; 2) introduce a new SRA for payment to Licensing and EH Committee members; and 3) adopt a revised scheme of expenses for travel, meals and refreshments.

Basic Allowance

14. The basis of the allowances scheme is the basic allowance as this is meant to reflect as accurately as possible the duties and responsibilities of a member of the Council. It also acts as the base for the calculation of all special responsibility allowances as these are expressed as multipliers of the basic allowance. We consider that the assumptions made about the time commitment required to carry out the duties of a district councillor have not changed and so propose that the allowance of 10 hours per week, or 520 hours per annum, should remain the basis for the calculation. This translates as 65, eight hour days. The hourly rate is then offset by a public sector discount of 35%.
15. Last year we disengaged the basic allowance from the ASHE index as the two measurements had fallen so far out of step with one another. We have not found a more relevant index for use as a yardstick against which to measure the validity of the basic allowance and so will continue to review it on a year to year basis. However, we will continue to explore a means of restoring indexing at some future point.
16. We have decided not to recommend linking the allowance to future local government pay awards as we wish to maintain some flexibility in determining the appropriate level of basic allowance, but we will continue to look at the merits of recommending a linkage.
17. We propose to continue proposing regular modest increases in the level of the basic allowance as this is seen as preferable to proposing larger increases less often. We do consider it important to ensure the basic allowance remains a valid indicator of the time commitment needed to carry out the duties of a district councillor. The basis for payment of the basic allowance is that some element of the work of members continues to be voluntary but that financial loss is not suffered by elected members. The consequence of this approach is to avoid a disincentive for anyone wishing to come forward to serve their local community.
18. Taking account of all these factors, the Panel is again recommending an increase of 1% in the basic allowance to reflect the local government pay award implemented in April 2017. Similar modest increases have been recommended for the last two years and this is in accordance with the approach outlined in the previous paragraph. If approved, the impact on the Council's budget will be to increase the cost of paying basic allowances by £1,989 and this will impact as well on the cost of all of the special responsibility allowances because of the multiplier effect.

19. Some consideration was given last year to the possibility of linking the allowances scheme to attendance at member training and briefing events. We considered the view of the Leader of the Council that there is a strong case for a programme of member training and development as highlighted in the recent LGA Peer Review. Whilst this is seen as a desirable outcome, we are unable to consider this matter further before the Council has set out its expectations in terms of a structured approach to member training and development. Once a programme is in place and the commitment expected of members is set out clearly, the Panel will feel better able to consider a sensible response.

Introduction of Substitutes

20. We noted the introduction in 2017/18 of a scheme of substitutes for the Council's committees. This allows each party group to nominate up to two substitutes per committee. Any of those substitutes can then be nominated by a committee member unable to attend a particular meeting. Once nominated, the substitute assumes full rights of attendance and voting at that meeting and cannot be replaced.

21. Councillor Gerard asked us to consider extending the SRA paid to members of the Planning Committee to substitutes nominated for that committee. We invited Councillor Gerard to speak to us to explain more fully his reasons for making this request and we met with him on 13 November.

22. Councillor Gerard set out his case for extending the SRA to substitute members on the basis that nomination as a substitute Planning Committee member meant that he had been required to undertake training and the role involved him in a great deal of preparation in reading the extensive reports on planning cases to be considered. If called upon to act as a substitute the time commitment involved often took up the entire day as morning site visits were usually scheduled. He took the role seriously and had been nominated on three occasions out of seven meetings since being nominated. He said, in his view, it was more about recognition of the requirements of the role than about the remuneration.

23. We did consider very carefully the role of substitute members, especially on the Council's two regulatory committees, and looked at the pattern of substitute attendances at meetings since their introduction. We took Councillor Gerard's views into account but considered it too early in the lifetime of the substitute system to reach any firm conclusions about payment to those members concerned. Whilst taking fully on board the very clear and convincing views he expressed about the time commitment and responsibility involved in taking on this role for the Planning Committee in particular, we would prefer to let the system bed in for a full year before reaching any firm conclusions.

24. Accordingly we will return to consideration of this matter as part of our next annual review. In the meantime, we are grateful to Councillor Gerard for taking the time to explain his views to us in such a clear manner.

Licensing and Environmental Health Committee

25. The Panel again considered a proposal for the remuneration of Licensing and Environmental Health Committee members to take account of the extra time commitment and responsibility involved in attending extraordinary meetings when the Committee is required to meet as a panel in a regulatory capacity. The nature of the work of licensing panels concerns the determination of premises licences, and private hire/hackney carriage drivers' licences. It is a significant responsibility for those members involved in determining licences as it concerns the safety of the public.
26. Licensing panels usually consist of either three or four members selected from the full committee membership. Last year we reached the conclusion that it was not possible to introduce a new allowance given the present structure of the committee and the wide disparity in attendance at those meetings by committee members.
27. The scale of the problem identified by the Panel last year had not diminished in any way and it was apparent that difficulties were often experienced by the democratic team in identifying members to make up licensing panels. It was also apparent that the workload of the committee was not being shared equally by all committee members. The bulk of the work involved was borne by four or five members and some committee members were not participating at all.
28. We decided to invite Councillor Chambers to speak to us about the way the L&EH Committee functions and he agreed to come to our meeting on 27 November. The evidence given by Councillor Chambers was very clear and confirmed many of the thoughts we had formed already. He said that the attendance of members at daytime meetings was restricted because a number of committee members had jobs or were otherwise unavailable during the day. Although he said the committee worked well, he considered there was a case to pay a SRA based on attendance at either a certain number or a proportion of meetings. We are grateful to Councillor Chambers for taking the time to speak to us about the committee he chairs.
29. We considered data about the number and composition of extraordinary licensing meetings. Over the period between 2014 and 2017, there had been an average of 12/13 extraordinary licensing meetings each year. It is likely this number of meetings will continue to be required. We consider it wrong in principle that the bulk of the work of attending licensing panel meetings continues to fall on a minority of committee members. We further consider that membership should be dependent on the availability of all members to attend daytime panel meetings.
30. One advantage of increasing the scope of panel attendance would be to widen the experience and knowledge gained by members in determining licensing applications while at the same time reducing the burden on a small number of committed members.
31. The Panel therefore explored whether a small SRA similar to that paid to members of the Planning Committee could be paid to members of the Licensing Committee. The Planning Committee SRA is paid to all members of that committee. It reflects also the requirement for committee members to

attend site meetings on a regular basis, often preceding meetings of the committee.

32. On balance, we favour the introduction of a modest SRA to reflect the commitment and the responsibility involved, and the need to be available for unscheduled meetings, often at short notice. The Panel however felt it would not be equitable to pay all members of the licensing committee an SRA.
33. The method we consider will work best is to introduce a qualifying threshold for attendance at panel meetings, to be set at a suggested 50% attendance of a minimum number of ten panel meetings. The proposed terms for the payment of a SRA are set out in appendix A.
34. In calculating the allowance we took into account that Planning Committee members are eligible for a payment of (in 2017/18) equivalent to six days at the daily rate found by dividing the basic allowance by 65 (days). There are 13 PC meetings annually, so the formula for payment is roughly one full day's allowance for every two committee meetings.
35. On the basis that payment is intended to be made for 50% attendance of at least ten meetings (excluding scheduled meetings), the proposal is that the SRA payment is equivalent to three days (calculated as described above) at the daily rate. We are recommending to you accordingly.

Executive Member Functions

36. We looked at the workload and responsibility levels of executive members and decided these had not altered significantly in the last year. Since last year's report was considered, there is now one additional member of the Cabinet. As stated earlier, the previous position of portfolio lead members has been replaced by the reintroduction of deputies. Some deputies operate over the whole of the relevant portfolio area while others have deputy responsibility for a specific service area only.
37. As was the case with the portfolio lead members, deputies have no direct executive responsibility and cannot substitute if the cabinet member is absent. We do not consider there is any justification for a SRA payment to be awarded to deputies.
38. The Cabinet continues to operate as a collective body with a total lack of delegation to individual members. Therefore, only the Leader is presently able to make individual executive decisions and this happens comparatively rarely. Given that collective rather than individual decision making continues to form the basis for Cabinet operations we consider the present levels of remuneration do not need to be reviewed.

Travel, Mileage, Meals and Refreshments

39. We reviewed members' expenses for travel and subsistence and have proposed some changes to update the scheme to make it more relevant to the way the Council operates. The proposed scheme (see schedule 2 set out in appendix B) now includes proposed limits to the amounts that can be claimed for meals and refreshments and makes clear that claims for hospitality for guests are not permitted.

40. Otherwise the scheme simply updates the previous provisions of the expenses and subsistence scheme.
41. The list of approved duties for claiming travel and other expenses is set out in schedule 3. The schedule incorporates some changes to reflect the introduction of substitutes and the reintroduction of executive deputies.
42. Our report is presented for members' consideration.

Risk Analysis

43.

Risk	Likelihood	Impact	Mitigating actions
That member allowances do not continue to be set at a realistic level reflecting duties undertaken, which may deter future prospective councillors	2 – allowances paid to elected members do not reflect the time commitment and level of responsibility demanded	3 – the Council may be less well governed if allowances are not set at a realistic level	Adoption of suitable levels of allowances taking account of relevant commitment and responsibility of members

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

Proposed Scheme for the Payment of a Special Responsibility Allowance to Members of the Licensing and Environmental Health Committee

The Independent Remuneration Panel proposes the introduction of a new Special Responsibility Allowance (SRA) payable to members of the Licensing and Environmental Health Committee (L&EHC) in recognition of attendance at meetings of the Committee when acting as a panel in a regulatory capacity. It also recognises the requirement for members of the Committee to undertake specialist training before they are able to participate in regulatory panel meetings. The new SRA is proposed on the grounds of the exceptional frequency of meetings and to acknowledge that panel meetings often last for exceptionally long periods. It is intended to operate in a similar way to the SRA applicable to membership of the Planning Committee (PC).

There is one significant difference with the way the L&EHC operates as opposed to the PC in that L&EHC meetings, when operating as a panel, require attendance from only three or, more often, four members of the Committee. Another difference is that all PC meetings are scheduled (every 4 weeks, so generally 13 take place each year) and all members are required to attend. The PC scheme takes account of the requirement for site visits to take place usually on the morning of committee meetings and so requiring an all-day commitment from members.

Evidence from the last three full years, and from 2017/18 to date, indicates that the L&EHC meets as a panel for an average of 13 occasions per year.

On the basis of the special circumstances applicable to members of the L&EHC, the following scheme is proposed:

- In a municipal year when at least ten meetings of the L&EHC take place in a purely regulatory capacity, a payment as calculated in 2 below will be made as a Special Responsibility Allowance to committee members attending at least 50% of those meetings.
- The SRA payable in the circumstances set out in 1 above will be the equivalent of three days at the daily rate (calculated by dividing the basic allowance by 65, eight hour days, which is the basis upon which the basic allowance is set).
- The allowance will not be made to the Chairman of the L&EHC as a separate SRA is paid to the Chairman, and is subject to the rule that only one SRA is payable to a member at any one time (the higher of the two or more to which a member is entitled).

Footnote: If the SRA proposed above was operating in 2017/18, it would be set at £235.50 (£78.5 x 3)

APPENDIX B

PART 6 - MEMBERS' ALLOWANCE SCHEME 2018/19

1. Background

Councillors are entitled to receive a range of allowances for their Council duties. The allowances to be paid are reviewed annually after taking account of recommendations made by an Independent Remuneration Panel appointed by the Council.

The Council has approved payment of the allowances set out in Schedule 1 below. For further details please refer to the Council's website under www.uttlesford.gov.uk.

1.1 Basic Allowance

This is the same amount for all members. It takes account of activities such as attending Council and committee meetings of which the councillor is a member, all work undertaken as a ward member including dealing with constituents and attending parish council meetings, representing the Council on outside bodies to which the member has been appointed, relevant political activity and other incidental costs incurred such as printing, postage, stationery and telephone calls.

The basic allowance reflects the average time commitment of councillors as assessed by the Independent Remuneration Panel. The basic allowance paid assumes a time commitment of 10 hours per week for 52 weeks each year, amounting to 520 hours per annum. The 520 hours allowed is broken down into 65, eight hour days per year. The hourly rate is then offset by a public sector discount of 35%, deducted from the resultant sum.

The basic allowance is not presently tied to any specific index as the Local Government Association no longer publishes a recommended daily rate.

1.2 Special Responsibility Allowance

This may be paid to certain councillors, in addition to the basic allowance, who have special responsibility in relation to the Council. Only one SRA is payable to a member at any one time, and will be the higher of the two or more allowances to which a member is entitled.

1.3 Travel, Mileage, Meals and Refreshments

A councillor may claim the cost of getting to and from any activity defined as an approved duty in Schedule 3, as well as any relevant subsistence for being away from home or work for a certain period of time in connection with that duty. Appropriate receipts must be provided for the purchase of fuel before a claim

can be approved. Refer to Schedule 2 for details of the travel and subsistence scheme in operation.

1.4 Carers' Allowance

Carers' allowance is payable where expenditure is exclusively incurred in arranging for care of children or dependent relatives. Appropriate receipts must be provided before a claim can be approved.

2. Remuneration Panel

Since April 2002 the Council has been required to establish and maintain an Independent Remuneration Panel to make annual recommendations as to the level of the Basic Allowance and the type and level of Special Responsibility Allowances. The role of the Panel includes making recommendations on travelling and subsistence claims including for meals and refreshments.

Before voting on the level of allowance, the Council must consider the recommendations of the Panel.

3. Submission of claims

Members are asked to claim on a monthly basis and to submit claims to the Democratic and Electoral Services Manager for approval using iTrent which is the Council's HR and payroll system. All claims must be submitted in accordance with the deadline set out in paragraph 7 of Schedule 2.

4. Option to forgo

A councillor may elect to forgo any part of his or her entitlement to an allowance under the scheme by giving notice in writing to the Chief Executive.

5. Part year entitlement

If the term of office or duties undertaken by a councillor begins or ends part way through a municipal year, or if amendment of the scheme during a municipal year changes the amount to which a councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis.

6. Absence of Committee Chairman

In the case of the extended absence of a committee chairman from Council duties (3 months or more) then the relevant vice-chairman shall be remunerated on a pro rata basis as if acting as the chairman until such time as the chairman returns to his/her duties.

7. Interpretation of rules

The Chief Executive in consultation with the appropriate portfolio holder is authorised to deal with any matters arising out of the interpretation of these rules.

SCHEDULE 1

LEVEL OF ALLOWANCES 2017/18

1. Basic Allowance

The basic allowance is set at £5,100 per annum and is payable to all Members regardless of whether they also receive a Special Responsibility Allowance. All Special Responsibility Allowances paid by the Council are set out in the following table:

Chairman of the Council	£4,080 + civic expenses
Vice Chairman of the Council	£2,040
Leader of the Council	£12,496
Deputy Leader of the Council	£6,630
Portfolio Holders	£6,120
Overview/Scrutiny and Ordinary Committee Chairmen	£3,570
Chairman of Licensing and Environmental Health Committee	£3,825
Chairman of Planning Committee	£3,825
Members of Planning Committee	£470
Chairman of Standards Committee	£2,040
Main opposition group leader	£3,570
Other opposition group leader	£2,040
Independent representatives on the Standards Committee	£510
Panel members of Independent Remuneration Panel	£510

Explanatory notes about how the Special Responsibility Allowances are calculated:

Chairman of the Council - 80% of the basic allowance

Vice-Chairman of the Council - 40% of the basic allowance

Leader of the Council - 245% of the basic allowance

Deputy Leader of the Council - 130% of the basic allowance

Members of the Executive - 120% of the basic allowance

Chairmen of overview, scrutiny and ordinary committees - 70% of the basic allowance

Chairman of Licensing and Environmental Health Committee - 75% of the basic allowance

Chairman of Planning Committee – 75% of basic allowance

Members of the Planning Committee – 6, 8-hour days at the daily rate (calculated by dividing the basic allowance by 65, 8 hour days, equivalent to 520 hours per annum)

Chairman of the Standards Committee - 40% of the basic allowance

Leader of the largest opposition group - 70% of the basic allowance

Leader of all other opposition groups - 40% of the basic allowance

Independent members of the Standards Committee – benchmarked to 10% of the basic allowance

Members of the Independent Remuneration Panel – benchmarked to 10% of the basic allowance (although this allowance is not reviewed by the Panel and is agreed independently by the Council)

SCHEDULE 2

TRAVEL, MILEAGE, MEALS AND REFRESHMENTS

The following policy and rates for reimbursement will apply from April 2018 in dealing with all claims submitted by members in accordance with the definition of approved duties in Schedule 3

1. Mileage Rates

The applicable rates will be set at HM Revenues and Customs approved rates. The rates listed in the table below are applicable from 6 April 2011 onwards and will be updated as soon as HMRC rates alter.

Category	Rate per mile
Cars and vans (applicable to all engine sizes)	45p (up to 10,000 miles p/a) Subsequent miles per annum (above 10,000 miles) @ 25p per mile
For each passenger making same business trip in the same vehicle	5p
Motorcycles	24p
Pedal cycles	20p
Carers' Allowance	Actual cost up to a maximum of £15 per hour

2. Public Transport

Reimbursement of public transport fares (second class) supported by appropriate receipts.

3. Car Parking

Reasonable car parking charges will be reimbursed upon the provision of relevant receipts.

4. Meals and Refreshments

Reimbursement will be made of actual expenditure supported by receipts covering breakfast, lunch, tea and evening meal, where appropriate, when on Council business in accordance with the definition of approved duty. The expense limits set out below will apply to claims for the reimbursement of meals and refreshments taken by the member claiming the expense. Expenses incurred on guests will not qualify for reimbursement.

The following rates will apply for all meals and refreshments taken in conjunction with approved duties:

Allowance	Rate
Breakfast	£7.21
Lunch	£9.95
Tea	£3.94
Evening meal	£12.33

5. Overnight Stays

Where overnight accommodation is required in carrying out approved duty, reimbursement will be made of the actual costs of overnight stay accommodation, where the cost of accommodation is not included in the fee paid to the provider of the approved duty, (as in the case of a conference or seminar attendance), and in accordance with the maximum amount specified for evening meals in paragraph 4 above, supported by receipts.

A sum of £21 may be claimed for each completed 24 hours where an overnight stay is required to cover out of pocket expenses.

6 Carers' Allowance

Carers' allowance is intended to cover the cost of payments for the care of children or of the care of sick or dependent relatives ordinarily resident at a member's home. The principle of providing the allowance is to allow members who are carers to undertake their duties in a proper manner and to allow others presently deterred from Council membership by virtue of family responsibilities from offering themselves for election.

7 Guidance for claiming travel expenses:

Expenses claimed must be miles actually travelled or public transport costs actually incurred, as the case may be, for the purpose of performing approved duties as defined in schedule 3.

Members will be expected to carry out their journeys in the most effective and economic way.

The base for starting and finishing all journeys will normally be regarded as the member's home address. If expenses are claimed using any other starting or finishing point, a full explanation will be required as to why the claim does not relate to the member's home address. Such claims will not normally be allowed save in exceptional cases.

Members' claims must be submitted in accordance with the instructions issued to members for dealing with claims, together with VAT and all other relevant receipts.

All claims submitted may be subject to internal audit inspection.

All claims must be submitted within one month of the end of the month within which the expense has been incurred. Claims submitted late will not be paid.

SCHEDULE 3

APPROVED DUTIES

Mileage, travel and associated expenses are payable for undertaking approved duties as follows and must be specified on the claim form.

1. Attendance at meetings of the Council, Cabinet, Committees, Joint Committees, Sub-Committees, Task Groups and Working Groups of which the councillor concerned is a member, or is a substitute nominated for that meeting, or has been invited to attend by the Leader or by the Chairman.
2. Attendance by the Leader, Deputy Leader, portfolio holders and deputies with the consent of the Leader, at any meetings or other events necessary for the performance of their duties.
3. Attendance at site inspections and similar ad hoc visits and meetings authorised by the Council and any of its committees, or by the Leader or the Cabinet.
4. Attendance by chairmen and vice-chairmen, or by any member of the Cabinet, at briefings, or by other members by specific invitation.
5. Attendance by the Chairman or Vice Chairman of the council at civic events to which they are invited.
6. Attendance at internal member workshops arranged by officers and to which members have been invited.

7. Meetings of an external organisation, or its associated committees where the member is appointed as a representative of the Council. (Where an outside body has its own allowance or expenses scheme, a member may not submit a claim for the same item to both the Council and the outside body).
8. Conferences, training courses, seminars or workshops, where the member has either been appointed to attend, or nominated, or authorised to attend in writing by the Leader, by a committee chairman, or by the appropriate group leader, subject to the nomination being referred to the Leader for approval if the cost of attendance exceeds £100.
9. Formal meetings with other local authorities and attendance as a district councillor at relevant parish council meetings (for example for parishes included within the member's own ward).
10. Meetings with Council Officers on official business.
11. Attendance at opening ceremonies in respect of Council provided facilities.