

### 4.5 Approved Duties

- a) Attendance at a meeting of the authority or of any committee of the authority or of any body to which the authority makes appointments or nominations or of any committee of such a body;
- b) Attendance at a meeting of any association of authorities of which the authority is a member.
- c) Attendance at any other meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities
- d) A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive where the authority is operating executive arrangements within the meaning of Part II of the 2000 Act.
- e) A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises
- f) Attendance at any training or developmental event approved by the Executive Board

(All applications for attendance at Conferences / Seminars / Training Courses will be considered by the Executive Board following presentation of a report prepared by the Chief Executive which will include:

- a) conference / seminar / training course details
- b) the comments of the relevant Director as to the necessity to attend.
- c) the total costs associated with attendance i.e. conference / seminar / training fees, transport, subsistence and accommodation.

Should the majority of Executive Board Members be in favour of the application then the Leader has delegated authority to approve the application for attendance.)

- g) Any other duty approved by the authority, or any other duty of a class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees
- h) Attendance by a Councillor at a meeting involving the Chief Officer or his/her representative at a local government office or site within the Authority's area, called at the prior request of the Chief Officer or his/her representative, in connection with the functions of the Council.
- i) Site Meetings convened by the Chief Executive as a consequence of a decision by the Council, the Executive Board or a Committee of the Council.
- j) Meetings of Joint Liaison Committees
- k) Where a Councillor is formally authorised in accordance with the authority's decision making procedures for the purpose of and in connection with the discharge of the functions of the Council, to attend a conference, take part in a visit, join a deputation or attend a course not on the approved list as the official representative of the Council, then that decision in sending the Councillor shall automatically designate the duty undertaken as an "approved duty"
- l) Attendance at meetings of the Shadow Executive Board\* convened by the Chief Executive

- m) Attendance by a Councillor at Meetings of outside bodies to which the Councillor has been formally appointed or nominated by the Council.
- n) Inclusion on the list of approved duties does not necessarily preclude payment for attendance by other bodies (***other than for the Leader, Deputy Leader or an Executive Board Member who is in receipt of a Senior Salary***), and nominated Councillors eligible under schemes operated by such bodies may claim in accordance with any such schemes.  
***(claims for travelling and subsistence allowances should not be made to outside bodies and the Council for the same duties.)***

#### **4.6 Executive Board Members Approved Duties**

The following duties are also “approved duties” for the Leader and Executive Board Members:

Attendance at Meetings of the Council, the Executive Board, Committees and Advisory Panels  
Attendance at Meetings of Executive Board Members convened for the purpose of taking executive decisions and formally convened by the Chief Executive  
Activities in connection with the exercise of duties as an Executive Board Member  
Attendance by members of the Executive Board at any local, regional or national event where the Leader has, prior to the event, informed the Chief Executive that he/she has nominated them to attend in his/her place as a representative of the Council

#### **4.7 Official openings, public launch events of the Council's new buildings/services/facilities within the County**

Attendance at public launch events/official openings of new Council buildings/services/facilities will not be an approved duty unless a formal invitation is received from the Chief Executive to attend.

The attendance of the Leader and relevant Executive Board Members at such events would form part of their duties as a member of the council's executive.  
The attendance of the Chair and Vice Chair of Council at such events would form part of their civic duties.