

By: Alex King, Deputy Leader  
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To: Selection and Member Services Committee – 10 October 2008

Subject: Definition of Approved Duties

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Summary: To recommend a revised definition of “approved duties” for the purposes of Members’ travel claims.

Classification: Unrestricted

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### **Background**

1. The current Members’ Allowances Scheme (page 133 of the Constitution), states that travel expenses will be reimbursed for “any journey on Council duties between the premises as agreed for tax purposes (normally excluding journeys to constituents’ homes)”.

2. Following the internal audit review of Members’ expenses earlier in the year and the subsequent memorandum from the Chief Executive dated 22 August 2008, in response to questions from Members about the journeys they are allowed to claim for, it is apparent that the definition of “approved duties”, included in previous versions of the Members’ Handbook, is now out of date and needs refreshing.

### **Proposed definition**

3. It is important to clarify the duties for which Members can legitimately claim travel expenses and to develop a definition that is unambiguous, fair and reasonable. The intention is to bring Member expenses more closely in line with the Blue Book conditions for officers.

4. It is therefore proposed that the following are the ‘approved duties’ in respect of which Members may claim travelling expenses:

- (a) ***Attendance at formal KCC meetings (Council, Cabinet, Committees, etc)***
- (b) ***Group Meetings called to deal with KCC business***
- (c) ***Representing KCC at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of KCC***
- (d) ***Attendance at events organised by KCC and/or where invitations have been issued by County Officers or Members (including Chairman’s events and other corporate events, such as those organised following the recent Corporate Assessment)***

- (e) ***Attendance at meetings/events where the Member is an official KCC representative (as determined by the Selection and Member Services Committee) or requested by the Leader or the relevant Cabinet Member***

5. In accordance with the Constitution, the Selection & Member Services Committee may request the Member Remuneration Panel to review and make recommendations to the Council on the Members' scheme of allowances and expenses.

**Recommendation:**

6. That this Committee requests the Member Remuneration Panel to review the proposed revised definition of "approved duties", outlined in paragraph 4 above, before referring it to full Council for approval.

Peter Sass

September 2008

**Background Papers:**

Internal Audit Report – Subsistence and Claims Review – 17 June 2008

Chief Executive's memorandum to all Members dated 22 August 2008