

Stevenage Borough Council

The categories of business for which travelling and subsistence allowances may be claimed are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 – Section 8. These categories also apply to use of the car parking season ticket.

Under the provisions of Section 8 (1) (a) (b) (c) & (d) Travel and Subsistence Claims may be submitted following the attendance at any of the following

- Council
- The Executive and formally appointed Sub-Committees thereof
- All Committees, Sub-Committees and Joint bodies listed in the Constitution
- Scrutiny Topic Groups (including those held jointly with another authority)
- Outside Bodies to which appointments are made by Council

Under the provisions of Section 8 (1) (h) the following are recognised as approved duties for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees

- Modern Member Activities and formal Member training
- All Member Seminars
- Approved Conferences and Seminars
- Scrutiny site visits
- Meetings convened by the Council, Committee or Panel, or by a Chief Officer, provided that members from at least 2 political groups are invited
- Attendance by an Executive Member, or Chair or Vice-Chair of a Committee or Scrutiny Body at discussions with officers in connection with duties arising from those appointments, including briefings
- Group Meetings when discussing Council Business
- Group Leaders (including Deputy Leaders when deputising) meeting with officers for the purpose of dealing with Council business
- Attendance by an Executive Member for the purposes of undertaking the business of the Council and to represent the Council
- Attendance at formal engagements where a Member has been invited by position
- Attendance at a meeting of any body, or of any Committee or Sub-Committee thereof, where a member is appointed by the Council, or through the Regional or National political process
- Attendance at Councillors surgeries