

Part 6

MEMBERS' ALLOWANCES SCHEME

SCHEME OF MEMBERS' ALLOWANCES

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ALLOWANCES TO MEMBERS

1. Introduction

Allowances available to Elected Members fall into two categories:-

- (a) Basic Allowance and Special Responsibility Allowance (where appropriate), both of which are paid automatically by monthly instalments, directly into Members' bank accounts.
- (b) Travel and Subsistence together with Childcare & Dependent Carers' Allowances, have to be claimed on Form T190 (copies can be found in the Members' Lounge or by contacting Mouchel Revenue Services – see below). You should submit claim forms promptly at the end of each month (or within three days for inclusion with the payment of the following month's basic allowance). Claims must be made within two months of the date of the duty for which allowances are claimed.

A separate co-opted members allowance may be payable in certain circumstances to individuals co-opted onto Council Committees and Panels, etc.

You will receive a payslip detailing the amount of any Income Tax and National Insurance deductions made and the amount which has been paid into your bank account.

2. Who to Contact

- (a) The Democratic Support Manager will give Members help on any matters in connection with Members' Allowances and Members should feel free to contact that office at any time (Ext 2840). The Mouchel Revenue Services Manager (Ext. 6509) is in charge of the section of the office dealing with Members' Allowances and will be only too happy to help.
- (b) The detailed checking of claims and their preparation for payment is dealt with by the Member Services Officer (Ext. 6507).

The aforementioned Mouchel postholders are currently located in the Mouchel Regional Business Centre in Mill House, Brayford Wharf North, Lincoln.

3. Income Tax & National Insurance

- (a) Basic Allowance, Special Responsibility Allowances and Childcare & Dependent Carers' Allowance are liable for Income Tax and National Insurance.
- (b) Travel allowances for Members are not normally subject to tax and National Insurance contributions other than to the extent that

allowances include a “profit element”. Rates have now been set at a level which is approved by HM Revenue and Customs as excluding any “profit element” and so, in normal circumstances, no tax liability will arise.

- (c) Day subsistence allowances are taxable (and subject to National Insurance contributions) if paid for a period of attendance at the place where the meetings of the Authority or Committee normally take place. Subsistence allowances claimed for meetings held at the County Offices (or other place where the meetings of the Authority or Committee normally take place) must therefore be entered (Claim Form T.190) in the column headed: “Subsistence Allowance Claimed: Taxable”. Other Subsistence allowances claimed (which are not taxable) should be entered in the column headed: “Subsistence Allowance Claimed: Non-Taxable”.
- (d) Revenue Services receive a personal tax code for each Member from HM Revenue and Customs. In some cases it will be necessary for newly elected Members to complete various forms both for the County Council and the Tax Office.
- (e) Members who suffer tax deductions on their allowances may be eligible to claim tax relief in respect of expenses incurred. A series of “Agreed Expenses Allowances” are negotiated with HM Revenue and Customs each year.

Details, once agreed, will be provided by Revenue Services.

Other expenses may attract tax relief but no Standard Rate has been agreed with the Inspector who should be consulted in this respect.

Members wishing to claim tax relief should consult HM Revenue and Customs, Lincoln at Cromwell House, City Office Park, Crusader Road, Tritton Road, Lincoln, LN6 7YT, Ref No. 373/L1.

Political expenses do not attract tax relief.

- (f) National Insurance deductions will arise when the payment in any month exceeds the thresholds set by the relevant Government Department.
- (g) Certain married women and widows may have already elected to pay the reduced rate of contribution. Any female Member who has so elected and holds a reduced rate certificate should forward it to the Revenue Services immediately. Members who have reached State Pension age (currently 65 for men, 60 for women) should be eligible for the status of non-liability, thereby being exempt from deductions. As a result of the 1995 Pensions Act, from 6 April 2010 the age at which

women reach State Pensionable age and exemption from deductions will gradually rise to become the same as for men (65). It will affect women born between 6 April 1950 and 5 April 1955. Exemption certificates are obtainable from the local office of the Benefits Agency appropriate to the Member's home address and should be forwarded to Revenue Services immediately.

- (h) For National Insurance purposes it is necessary for a record to be held of each Member's date of birth and National Insurance number. Please supply them to Revenue Services on request.
- (i) The state pensions of Members who are retired may be affected by the payment of allowances, as a result of the earnings rule. Members who are state pensioners are advised to obtain information on their personal position at their local Benefits Agency office.

4. Register of Allowances Paid to Members

This statutory register is maintained by Mouchel Revenue Services and is open to inspection by members of the public (including the press and other media).

Regulations require annual publication, at the financial year end, of certain allowances paid to each Member.

MEMBERS' ALLOWANCES AND TRAVEL AND SUBSISTENCE SCHEME

1. General

- 1.1 The Members' Allowance Scheme for Lincolnshire County Council has been prepared in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ('the 2003 Regulations') and other appropriate legislation.
- 1.2 This scheme is effective from 1 April 2010 (Although the County Council voted not to implement it due to the economic climate at that time). It is applicable to all Elected Members of the County Council. Specific provisions relate to co-opted members and these are dealt with later in this document (see 8 below).
- 1.3 Within the scheme 'year' refers to the financial year ending on the 31st March and 'day' and 'daily' refers to a 24 hour period beginning at 3am.
- 1.4 An Elected Member who is a member of two separate authorities may not receive an allowance from each authority in respect of the same duties.

2. Allowances For Elected Members

There are three types of allowance which are outlined below. Note that the power to pay attendance allowance was abolished from 28th July 2001.

- 2.1 **Basic Allowance:** Payable to all Elected Members. The amount for each year is shown in Schedule 1 to this scheme.
- 2.2 **Special Responsibility Allowance:** For each year, a Special Responsibility Allowance shall be paid to those Members who hold the posts shown in Schedule 1. The amount for each post is also shown in Schedule 1.

In the event of one Member holding more than one specified post, only one Special Responsibility Allowance, whichever is the greater or greatest, shall be paid.

- 2.3 Basic and Special Responsibility Allowances are paid in respect of each year or part year - for example, in the event of a Member giving up a Special Responsibility Allowance mid-year. Part-year allowances are paid on a pro-rata daily basis for the period of a year to which they apply.
- 2.4 **Childcare and Dependant Carers' Allowance:** The actual costs incurred by Elected Members on the care of children or dependant relatives whilst undertaking particular duties may be reclaimed by Members. The duties which qualify for the allowance and the conditions surrounding entitlement are documented in Schedule 2.

3. Renunciation

- 3.1 A Councillor may, by notice in writing given to the Executive Director Performance and Governance, elect to forego any part of his/her entitlement to an allowance under this scheme.

4. Travel and Subsistence

- 4.1 All duties for which travel and subsistence expenses can be claimed are outlined in Schedule 4 and the payment rates and procedures are reproduced in Schedule 3.

5. Pensions For Councillors

- 5.1 The County Council has decided that it will afford pensionable status to any allowances payable to any Member of the Council.

6. Suspension of Payments To Members

- a. The County Council has resolved to exercise the power available to it under the 2003 Regulations to withdraw all allowances (including travel & subsistence) from any Elected Member who has been partly or wholly suspended because of a breach of the Code of Conduct. Suspensions are those which flow from the application of the relevant legislation (ie. Part III of the Local Government Act 2000). In cases where allowances have already been paid which were attributable to a period of suspension, these will be recovered from the Member in question. Where legally permissible, in the event of an Elected Member being retrospectively reinstated, then any allowances foregone will also be reinstated.
- b. In the event that any Elected or Co-opted Member of the Council or its Committees, Sub Committees, Working Groups and Task and Finish Groups is in custody pursuant to a custodial sentence, their entitlement to allowances will cease from the point of conviction. Allowances will only recommence at a point when they are no longer in custody and are able to perform the full range of duties. No retrospective payment of allowances forgone will be made in any circumstances.

That where payment of any allowance has already been made in respect of any period during which the member concerned ceases to be a member of the County Council; or is in any other way not entitled to receive the allowance in respect of that period, the County Council may require that such part of the allowance as relates to any such period be repaid to the County Council.

7. Annual Increases (Indexing) and Backdating Of Allowances

- 7.1 The County Council has resolved, with effect from 1st April 2010, to exercise the power available to it to increase allowances annually in line with the

movement in an appropriate index. The index to be applied is the Consumer Price Index (CPI) for the previous 12 months and this will be applied to the basic, special responsibility, co-opted members, dependent carers and subsistence allowances.

- 7.2 The County Council has resolved to adopt the backdating provisions in the 2003 Regulations whereby should any change be made to its scheme of allowances which is capable of being implemented retrospectively this will be done. The date of payment of the revised allowance(s) will be the later of the beginning of the relevant financial year in question or the date the change of circumstance occurred.

8. Co-opted Members Allowance

- 8.1 The County Council has resolved to exercise the power available to it under the 2003 Regulations to pay a co-optee's allowance in respect of the attendance of individuals co-opted onto committees, sub-committees, working groups and task and finish groups of the Council. The allowance will cover attendance at such meetings and any other activity arising directly from that role (eg. seminars, conferences, training courses, etc.).
- 8.2 The Council Committees that are currently relevant in the context of this allowance are as follows:
- i. Overview and Scrutiny Management Committee and related Scrutiny Committees, Scrutiny sub-committees and Task and Finish Groups
 - ii. Standards
 - iii. Pensions
 - iv. Health Scrutiny Committee for Lincolnshire
 - v. Audit
 - vi. Select Committees
 - vii. Joint Scrutiny
- 8.3 Entitlement to this allowance will be restricted to co-optees who are not remunerated by way of an allowance, salary, etc from another body as a direct result of their membership of the Committee in question. Hence, a District Councillor representing that body would not qualify for this allowance. This follows from the 2003 Regulations which prevent an Elected Member receiving allowances from more than one local authority for the same duties.

- 8.4 The allowance has been set as an annual sum of 5% of the basic allowance payable to Elected Members of the Council. It shall be paid monthly and in the case of part year service, pro-rata to the service undertaken.
- 8.5 Where a co-optee is elected as either the Chairman or Vice-Chairman of the Council Committee, sub-committee, working group or task and finish group they shall receive the Special Responsibility Allowance (but not the basic allowance) that would have been paid to an Elected County Councillor discharging that role. In such circumstances the co-optee will not also receive the standard co-optees allowance mentioned at 8.4 above.
- 8.6 The provisions dealt with above at 3 (Renunciation), 4 (Travel & Subsistence), 6 (Suspension of Payments) and 7 (Annual Increases and Backdating) also apply to the co-optees allowance.

SCHEDULE 1 - ALLOWANCES

Basic Allowance

The Basic Allowance is £10,000 per Member per year with effect from 1st April 2010.

Co-opted Members Allowance

The co-opted Members Allowance is £400 pa with effect from 1st April 2010.

Special Responsibility Allowance

The table below shows the posts for which a Special Responsibility Allowance is paid together with the amount of payment per year with effect from 1st April 2010 or appointment date if later.

POST	AMOUNT £
Leader of the Council	25,000
Deputy Leader of the Council	17,500
Leader of the Opposition	9,000
Group Leaders	16,250 (divided on pro rata basis)
Member of the Shadow Executive	1,000
Chairman of the County Council	12,000
Vice-Chairman of the County Council	4,000
Members of the Executive	15,000
Executive Support Councillor	7,000
Chief Whip	9,000
Overview and Scrutiny Committees	
Chairman of the Overview and Scrutiny Management Committee	12,000
Vice-Chairman of the Overview and Scrutiny Management Committee	4,000
Chairmen of the Scrutiny Committees	9,000
Vice-Chairmen of the Scrutiny Committees	3,000
Chairman of the Health Scrutiny Committee for Lincolnshire	10,500
Vice-Chairman of the Health Scrutiny	3,500

Committee for Lincolnshire	
Regulatory and Other Committees	
Chairman of the Appointments Committee	4,500
Vice-Chairman of the Appointments Committee	1,500
Chairman of the Chief Officer Salary Review Committee	2,500
Vice-Chairman of the Chief Officer Salary Review Committee	750
Chairman of the Audit Committee	9,000
Vice-Chairman of the Audit Committee	3,000
Chairman of the Pensions Committee	6,000
Vice-Chairman of the Pensions Committee	2,000
Chairman of the Planning & Regulation Committee	9,000
Vice-Chairman of the Planning & Regulation Committee	3,000
Chairman of the Definitive Map & Statement of Public Rights of Way Sub Committee	4,500
Vice-Chairman of the Definitive Map & Statement of Public Rights of Way Sub Committee	1,500
Chairman of the Standards Committee	4,500
Vice-Chairman of the Standards Committee	1,500
Select Committees	
Chairman of Select Committees	1,250 (lump sum)
Special Interests	
Spokesperson for Special Interests	1,250
Task and Finish Group Members	250 (one off payment)

SCHEDULE 2 - DUTIES ELIGIBLE FOR CHILDCARE AND DEPENDANT CARERS' ALLOWANCE

A meeting of the Executive.

A meeting of a Committee of the Executive.

A meeting of the Authority.

A meeting of a Committee, Sub Committee, Working Group or Task and Finish Group of the Authority.

A meeting of any other body to which the Authority makes appointments or nominations, or

A meeting which has both been authorised by the Authority, a Committee, Sub Committee, Working Group or Task and Finish Group of the Authority or a Joint Committee of the Authority and one or more other authorities, or a Sub Committee of a Joint Committee and to which representatives of more than one political party have been invited (if the Authority is divided into several political groups) or to which two or more councillors have been invited (if the Authority is not divided into political groups).

A meeting of a local authority association of which the Authority is a member.

Duties undertaken on behalf of the Authority in pursuance of any Standing Order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.

Duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.

Duties undertaken on behalf of the Authority in connection with arrangements made by the Authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.

CONDITIONS

Elected Members are limited to claiming the lower of the cost actually incurred or £5.78 per hour per dependant. Care must be provided by an appropriately qualified and experienced arms length provider (ie. not family or friends) and vouched by receipted invoices. The Executive Director Performance and Governance will have discretion to waive the £5.64 maximum in cases of particular special needs.

SCHEDULE 3 - TRAVELLING AND SUBSISTENCE & OTHER ALLOWANCES – LOCAL SCHEME

TRAVEL ALLOWANCES

Public Transport

1. The rate for travel by public transport shall be determined by reference to standard/standard plus class fares, provided that in no case the rate exceeds that which is actually paid by the Member. First Class travel should only be undertaken where the particular circumstances of the journey require this higher cost option. In the case of rail travel, Elected Members who are eligible to purchase a rail card which can then be applied to obtain discounted rail fares are encouraged to do so. The cost of rail cards will only be met by the Council where the card has been used in relation to a journey on official County Council business. In cases where rail cards are in use Elected Members may purchase their own rail tickets, reclaiming the cost from the Authority using form T190. Alternatively tickets can be ordered on behalf of Members with rail cards but Members must inform the officer ordering their ticket that they have a valid rail card. Members will be required to present their rail card along with their tickets when the latter are inspected during the journey. Members should note that rail card discount is not available on such items as car parking and Underground tickets.
2. The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:-
 - (a) on Pullman car or similar supplements, reservation of seats and deposit or portage of luggage, and
 - (b) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one third of any subsistence allowance payable to him/her for that night.

Private Cars

3. The rate for travel by a Member's own private motor car, or one belonging to a member of the Member's family, or otherwise provided for the Member's use, shall be 50p per mile. Members should note that the statutory rate specified by HM Revenues and Customs is 45p per mile for the first 10,000 miles and 25p per mile thereafter. The rate is fixed irrespective of the cubic capacity of the vehicle. Members will be required to pay tax and National Insurance on anything over and above the statutory rate. Members can opt to claim the statutory rate of 45p per mile to avoid any tax implications.
4. The rate specified in paragraph 3 may be increased:-

- (a) in respect of carriage of each passenger, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactment:-

by 5.0p per mile, provided that a Member shall record on his form of claim particulars of all official passengers, whether the payment is claimed for them or not.

- (b) by the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight parking.

Motor Cycles

5. The rate for travel by a Member's own solo motor cycle, or one provided for his/her use, shall be 30p per mile irrespective of mileage covered or vehicle capacity. Members should note that the statutory rate for motorcycles is 24p per mile. Anything paid over and above that figure will have tax and National Insurance implications. Members can opt to claim the statutory rate of 24p per mile to avoid any tax implications.

Taxi-Cab

6. In case of urgency, or where no public transport is reasonably available:-
- (a) the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

Hire Car

7. The rate for travel by a hired motor vehicle other than a taxi cab shall be the rate which would have been applicable had the vehicle belonged to the Member who hired it, provided that where the Council so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

SUBSISTENCE ALLOWANCES

8. The rate of subsistence allowance shall be:-
- (a) In the case of an absence, not involving an absence overnight, from the usual place of residence of more than four hours, including the following times (for each meal claimed):-
- | | | |
|-------|---------------------------------|--------|
| (i) | Before 11am - Breakfast | £5.85 |
| (ii) | Noon to 2pm - Lunch | £8.30 |
| (iii) | Ending after 7pm - Evening Meal | £11.05 |

On County Council meeting days Elected Members will be provided with a meal in the County Restaurant and will consequently not be entitled to claim a lunch allowance if the set meal is taken. It is permissible to claim the normal allowance if an alternative meal is taken.

- (b) In the case of an absence overnight from the usual place of residence (eg. to attend a conference, seminar, etc) the Democratic Service's Section of the Chief Executive's Office should be requested to book and pay for appropriate accommodation. This will allow VAT to be reclaimed on the expenditure and allow relevant discount prices to be accessed. Reasonable expenses on meals taken at the hotel in question will also be paid for directly by the Council. In such cases there will be no entitlement to claim subsistence allowances for the meal in question. In terms of the aforementioned 'reasonableness' test a figure of £107.75 (excl. VAT) (£134.80 (excl. VAT) in London) per night is suggested as a guideline. Expenditure in excess of this figure to be approved by the Executive Director Performance and Governance, preferably in advance.

Any rate determined under this sub-paragraph shall be deemed to cover a continuous period of absence of 24 hours.

9. The rates specified above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an Authority or body during the period to which the allowance relates.
10. When main meals (ie full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT), may be reimbursed in full. However, in such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.
11. Subsistence rates will be increased annually in line with the increase approved for the basic allowance payable to all Elected Members.

OTHER EXPENSES

IT Related

12. All Elected Members have the option of being provided with home based IT hardware/software by the Council. The Council will meet all costs associated with the provision of this kit and operating costs, such as broadband/telephone charges, while used on Council business. In most cases telecoms related costs are paid directly by the Council but in other cases the relevant charges fall on the private

telecoms bill of the Member concerned. In these latter cases the Member may reclaim appropriate costs from the Council via the normal expenses claim route.

SCHEDULE 4 - MEMBERS' DUTIES WHICH ATTRACT TRAVEL AND SUBSISTENCE EXPENSES:-

This Schedule sets out a range of circumstances which are approved for the purposes of claiming travel and subsistence allowances at rates set out in Schedule 3. The Executive Director Performance and Governance shall be empowered to approve additions to this Schedule. Such approvals can be of a permanent or temporary nature and will cover both the meeting, function, etc concerned and the identity of potential attendees. The Democratic Support Manager and Mouchel Revenue Services to be notified of any such additions.

General Approvals For Basic Elected Member Duties

1. The following will be approved duties for the purpose of the payment of travel and subsistence allowances:-
 - (a) Attendance by any Member of the County Council at a meeting of the Authority, its Executive, any Committee, Sub-Committee, Working Group or Task and Finish Group of the Authority. Attendance of the appointed Member or nominated substitute at any other body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body. In the specific case of Members appointed to serve on school governing bodies by the County Council, then travel expenses only (ie. not subsistence) may be claimed for attendance at such meetings. Any Member appointed to an outside body as a representative of the County Council who subsequently is appointed Chairman or Vice Chairman of that body, may claim travel expenses only (but not subsistence) in respect of duties undertaken in their capacity of Chairman/Vice Chairman of that outside body.
 - (b) Attendance at any other meeting, the holding of which is authorised by the Authority, its Executive, a Committee or Sub-Committee of the Authority, any Working Group of the Authority, Task and Finish Group of the Authority or a joint committee of the Authority and one or more other authorities, or a Sub-Committee of such a joint committee provided that:
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.

Any joint meetings of the Leaders (or nominated Deputy) of the political groups represented on the Council shall be covered by this provision.

- (c) Attendance at a meeting of a Committee, Sub-Committee, Working Group or other group formally established with political balance under the auspices of any association of authorities, of which the Authority is a member. In respect of meetings of the Local Government Association (LGA), travel and subsistence will be paid in respect of attendance at any LGA Executive, Task Group, Liaison Meeting or Forum.
 - (d) Duties undertaken on behalf of the Authority:-
 - (i) in pursuance of any standing order requiring a Member or Members to be present whilst tender documents are opened.
 - (ii) in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises; or
 - (iii) in connection with arrangements made by the Authority for the attendance of pupils at a school approved for the purpose of section 342 (Special Schools) of the Education Act 1996.
2. Members attending Parish Council or Residents Association meetings within Lincolnshire solely in their capacity as a County Councillor are entitled to claim travel (but not subsistence) expenses. A similar entitlement to claim travel expenses only applies to attendance at District Council Area Committees where invitations are extended to County Council Members by the relevant District Council and also to meetings with officers, convened by County Council officers, to discuss issues of specific relevance to the electoral division that the member in question represents. All reasonable steps should be taken to minimise the need to travel by dealing with such matters by telephone/video conferencing, telephone or e-mail or by combining meetings at the same location.
 3. Executive Support Councillors, Members of the Shadow Executive and Group Spokespersons while undertaking duties specifically associated with those roles.

Specific Approvals for Named Post Holders

4. Meetings with, or organised by, the body/persons named below are authorised for the purposes of paying travel and subsistence allowances for all members of the Executive, Executive Support Councillors, all Chairmen and Vice Chairmen of Committees, Sub Committees, Working Groups and Task and Finish Groups of the Authority unless covered by the 'Exclusions/Additions' notes below.

BODY/PERSONS	EXCLUSIONS/ADDITIONS
Members of Parliament/ Members of the European Parliament	
Trade Unions, Business, Commerce & Industry	Members of the Executive, Executive Support Councillors and the Chairman/Vice Chairman of the Overview and Scrutiny Management Committee and Chairman of the relevant scrutiny committees only.
Confederation of British Industry	As immediately above.
Lincolnshire District Councils	Additionally any Local Members invited by any Member of the Executive or Chairman of a Committee, Sub-Committee, Working Group or Task and Finish Group.
Other County, District & Unitary Authorities	
Statutory Undertakers	Relevant members of the Executive, relevant Executive Support Councillors and Chairmen of the relevant Scrutiny Committees only.
Water, Gas & Electricity Companies	As immediately above.
Public Transport Operators	As immediately above
Government Departments (including Ministers)	Additionally the Chairman & Vice Chairman of the County Council
Health Authorities	As for 'Statutory Undertakers' above.
Environment Agency	As for 'Statutory Undertakers' above.
Consultation Panels:	
Countryside	As for 'Statutory Undertakers' above.
Cultural Panel	As for 'Statutory Undertakers' above.
Churches Together in Lincolnshire	Additionally the Chairman & Vice Chairman of the County Council
National Farmers Union	
Lincolnshire Magistrates Courts Committee	
Lincolnshire Police Authority	
Lincolnshire Probation Committee	
Visits to other Local Authorities to view Best Practice	
Governor Meetings of Schools subject to Special Measures	Member appointed to the Governing Body by the Council only.
Central Lincolnshire Joint Planning Committee	Relevant members of the Executive, relevant Executive Support Councillors and Chairman of the

	relevant Overview and Scrutiny Committee.
Lincolnshire Waste Partnership	Relevant members of the Executive, relevant Executive Support Councillors and Chairmen of the relevant Overview and Scrutiny Committees only, plus any Member of the latter.
Short Term Fostering Panel	Members appointed by the Health Scrutiny Committee for Lincolnshire only.

Other Specific Approvals

The following non post holder specific approvals to claim travel & subsistence allowances also exist subject to any of the prior approval, limitations or other conditions listed below:

Parish Path Partnership Events	Members nominated by the Executive Director (Development)
Civic functions on the formal invitation of the Chairman of the County Council.	
Internal seminars or courses, the main purpose of which is to assist Members to carry out their duties more effectively.	
External conferences, seminars, etc which relate to the interest of the County or part of it (but not those convened in the course of trade or business or by a body whose objects are wholly or partly political).	Approved by the relevant Group Leader, their nominated Deputy or their nominee within the budget provision made available to each respective Group.
Organised official visits, within or outside the County.	Approval is automatic for Members of the Executive, Executive Support Councillors and for the Chairman/Vice-Chairman of any Committee, Sub-Committee, Working Group or Task and Finish Group. For any other Member to attend, the prior approval of two Members of the Executive is required or, for relevant matters, the Chairman and Vice-Chairman of the appropriate Committee, Sub Committee, Working Group or

	Task and Finish Group. In cases involving Scrutiny Committees only the approval of the relevant Chairman is required.
Official openings of new premises/facilities, "owned" by a Committee or Sub-Committee.	Limited to Members of the Executive, Executive Support Councillors, the relevant Committee, Sub-Committee, Working Group or Task and Finish Group and the Local Members.
Visits and inspections within the County (including rota visits, site inspections and annual tours) in order to discharge the functions of a Committee, Sub-Committee, Working Group or Task and Finish Group.	Approval is automatic for Members of the Executive, Executive Support Councillors and for nominated Members visiting Children's Homes and Family Centres on a quarterly basis. For any other Member to attend the prior approval of two Members of the Executive is required.
Any Member making a cheque presentation relating to a grant awarded by the Council.	
Family Placement Panels (to shadow officers or act as observers)	
Quality Protects Governance Project Group	
Frontline First Project Group	
Duties as Executive Members/Executive Support Councillors/Chairman/Vice Chairman/Chief Whip/Spokespersons in special areas of interest/approved service or issue 'Champion' in discharge of respective functions.	
Site inspections in the County by the Executive, Executive Support Councillors and Chairman/Vice Chairman necessary and relevant to the discharge of their duties	
Attendance at official Civic Functions on behalf of the Chairman of the County Council.	
Attendance at briefing/liaison meetings with Divisional Highway Managers.	Travel only may be claimed. Restricted to local Members for the Highway Division

	concerned.
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April 2011