

Schedule 1: Eligibility for Travel and Subsistence

1. INTERNAL MEETINGS

Travel Allowances are payable in the following cases:-

Subsistence allowances are NOT payable for this category.

- (a) A Councillor attending Council, or a Councillor attending as a member of Cabinet, or Member or deputy of a Committee, Sub-Committee, Informal Working Group etc. which is convened by the Chief Executive, Strategic Director: Resources or the Monitoring Officer.
- (b) A Chairperson and/or Vice-Chairperson and a spokesperson for each of the other political Groups attending a Group Representatives Briefing for Cabinet, a Committee or Sub-Committee with officers (not including Pre-Agenda Meetings attended by Chairpersons).
- (c) Where a Chairperson (or in their absence Vice-Chairperson), Portfolio Holder or Cabinet Member has been invited to meet with a Member of the Executive Leader's Board (ELB) or Corporate Head of Service.
- (d) A Councillor attending a tour of the District or a Councillor appointed to attend a site visit accompanied by officers, in both cases which Cabinet, a Committee or Sub-Committee has resolved should be made, or which has been arranged by the Chief Executive, Strategic Director: Resources or the Monitoring Officer.
- (e) A Councillor appointed by Cabinet or a Committee or given prior approval by the Monitoring Officer to attend an official meeting with other local authorities.
- (f) A Councillor attending a meeting where a minimum of two political groups are invited to attend, called by the Corporate Head of Service, subject to the prior approval of the Monitoring Officer.
- (g) A Councillor attending a meeting of Cabinet or a Committee they do not serve on and to which ALL Members of the Council have been invited to attend.
- (h) Any Member attending a formal meeting, where they have been permitted to speak by the Chairperson under Council Procedure Rule 35(4).
- (i) A member of the Shadow Cabinet (Principal Opposition Group) and other Group Leaders (of a Group of at least two Members) when they are attending Cabinet meetings and when attending internal meetings when invited by a member of ELB or a Corporate Head of Service.

- (j) Member Training - subject to the event being arranged by a Corporate Head of Service as a training seminar with a formal invitation sent or prior approval given by the Monitoring Officer.

2. EXTERNAL MEETINGS

PLEASE NOTE THAT FOR CATEGORIES A AND B BELOW, IF ANY PAYMENT HAS BEEN RECEIVED FROM THE HOST ORGANISATION FOR TRAVEL OR SUBSISTENCE, THEN NO PAYMENT CAN LAWFULLY BE MADE UNDER THIS SCHEME FOR THE CATEGORY FOR WHICH THE HOST ORGANISATION HAS MADE A PAYMENT.

WHERE PAYMENT IS PERMITTED UNDER THE FOLLOWING CATEGORIES, ALL MEMBERS APPOINTED BY COUNCIL, CABINET, A COMMITTEE, SUB-COMMITTEE OR WORKING GROUP TO ATTEND A DUTY ARE ELIGIBLE TO CLAIM, EXCEPT WHERE A LIMITATION ON THE NUMBERS RECEIVING PAYMENT HAS BEEN AGREED, WHICH IS REFERRED TO BY EACH ITEM.

Category "A" - Travel Payable (plus Subsistence when meeting takes place outside the Winchester District)

Ad-Hoc Appointments

Hospital of St Cross & Almshouses of Noble Poverty
River Hamble Harbour Management Sub-Committee
St John's Winchester Charity

Annual Appointments

The Carroll Centre
Centre for Public Scrutiny (CfPS) Scrutiny Champions Network
Citizens Advice Winchester District
Hampshire Alliance for Rural Affordable Housing (HARAH)
Hampshire Homechoice Board
Hampshire & IOW Association of Local Authorities (HIOWA)
Hampshire Police & Crime Panel
Hampshire Rural Forum
HCC Annual Meeting with Parish & District Councils (Transport)
Intergr8 Community CIC
Live Theatre Winchester Trust Limited (LTWTL)
Local Government Association
Police and Crime Panel
Portsmouth City Council – Health Overview & Scrutiny Panel
Portsmouth Water Customer Forum
Project Integra Management Board
PUSH Joint Committee
PUSH Overview & Scrutiny Committee
Southampton International Airport Consultative Committee
South Downs National Park Authority
South East Employers

South East Employers – Councillors Local Democracy & Accountability Network
South East England Councils (SEECA)
Southampton University Court
Stanmore Combined
Streetreach (formerly Winchester Detached Youth Work Project)
Trinity Winchester
Tourism South East
Winchester Action on Climate Change (WinACC)
Winchester Churches Nightshelter
Winchester City Centre Management Ltd
Winchester District CAB Trustee Board
Winchester District Board of the Council for the Protection of Rural England
Winchester Housing Trust
Winchester Road Safety Council
Winchester Sports Stadium Management Committee
Winchester Welfare Charities

Category "B" - Can be Approved on an Ad-Hoc Basis Either Travel and Subsistence, or Travel only.

Where a Member wishes to attend an ad-hoc meeting or an official event on behalf of the Council which is not listed in Category A in the Scheme, then authorisation, either for travel and subsistence, or travel/mileage only, may be obtained prior to the event through the Democratic Services Manager, in exercise of delegated authority taking account of the eligible list of approved duties in regulation 8(1) of the 2003 Regulations (SI No 1021). Subsistence allowances are only payable for attending approved duties outside the Winchester District.

A request can only be approved under this provision for the same meeting on up to two separate occasions. Otherwise the matter will be referred to Cabinet for recommendation to Council as to whether it is suitable for inclusion on the Category A list.

Category "C" - No Travel or Subsistence is Payable

Remuneration is only payable for the specific duties listed in the Categories A or B of the Scheme, and not for any other activity, even though it may be linked to Council business. The following list of duties not eligible for payment is not an exhaustive list, but includes duties where a policy decision has been taken not to include them on the Category A list.

No allowance is payable in respect of duties in connection with any of the following:

- Universities, Colleges and Schools
- Residents' interest and action groups
- Parish Council meetings
