

# HIGHLAND AND ISLANDS FIRE BOARD

22 APRIL 2008

Agenda Item	
Report No	

## MEMBERS' ALLOWANCES - APPROVED DUTIES

### Report by the Assistant Clerk

#### Summary

This Report invites the Board to approve a Scheme of Approved Duties tailored to the circumstances of Board membership.

#### Background

1. The payment of Members Allowances is the subject of legislation contained in Sections 46 – 50 of the Local Government (Scotland) Act 1973, as amended, and Section 18 of the Local Government and Housing Act 1989, as amended. Rates of Payment are managed by the Scottish Ministers (formerly the Secretary of State for Scotland) by way of regulations reviewed from time to time. The Local Authorities etc. (Allowances) (Scotland) Regulations 1995, as amended, and the Local Government (Allowances and Expenses)(Scotland) Regulations 2007 are the principal regulations.
2. Certain allowances relate to “approved duties” only. The term “approved duty” is defined in Section 49(2) of the Local Government (Scotland) Act 1973 as:
  - Attendance at a meeting of the authority
  - Attendance at a committee or sub-committee of the authority, either as a member of the committee or sub-committee or at their invitation or by their express authorisation
  - The doing of any other thing approved by the authority for the purpose of, or in connection with, the discharge of the authority’s functions, including attendance at eligible conferences and meetings, as described in Section 47, and participation in official and courtesy visits as described in Section 48
  - Attendance at any other body as the authority’s representative where the authority has a statutory duty or power to appoint such a representative, but only if that body has been “prescribed” by the Secretary of State [*Scottish Ministers*].

#### Board Scheme of Approved Duties

3. While each of the Board’s Constituent Authorities has in place a Scheme of Approved Duties, it is recommended that, for clarity and the guidance of Members, the Board adopt its own Scheme as set out in the Appendix to this report.

**Recommendation**

The Board is asked to approve the draft Scheme of Approved Duties appended to this report.

Signature

Designation Assistant Clerk

Date 4 April 2008

Author Mrs R Moir

**THE HIGHLAND AND ISLANDS FIRE BOARD****MEMBERS' APPROVED DUTIES****1 MEETINGS**

- 1.1 Attendance at a meeting of the Board where the Member is a Substantive Member, or a Substitute Member officially substituting for a Substantive Member.
- 1.2 Attendance at a meeting of a sub-committee or working group of the Board by a Member of that sub-committee or working group, or by a Substitute Member (or another Substantive Member) officially substituting for that Member. Attendance by any other Substantive or Substitute Member should be by invitation of the Convener or chair of the sub-committee or working group.
- 1.3 Attendance at meetings or other visits requested by the Board.
- 1.4 Attendance at meetings or working groups of COSLA and other official bodies to which a Member has been appointed to serve by the Board or by COSLA, except where expenses are payable by the other body.
- 1.5 Attendance at meetings with the Scottish Government, Scottish Parliament or other government representatives and with bodies recognised by the Board in connection with the carrying out of its functions. Authorisation for such attendance would normally be required from the Board.
- 1.6 Attendance at public and other meetings where the Member officially represents the Board on its instructions, either in a specific case or as part of an established procedure, and which he/she does not attend simply as a member of the public.
- 1.7 Attendance at meetings with members of the Highlands and Islands Fire and Rescue Service (HIFRS) senior management, at their invitation.

**2. OFFICIAL VISITS**

- 2.1 Where the Board receives an official invitation to a public event, attendance at which will benefit or give value to the Board, then the Convener or Vice-Convener or his/her nominated substitute, or the Board's appointed Champion where appropriate, may represent the Board.
- 2.2 Attendance at functions involving the provision of civic hospitality where a Member receives a formal invitation from the Board to attend.

**Attendance at social or entertainment events, notwithstanding receipt of an invitation, will not be eligible for reimbursement of travel and subsistence expenses.**

**3 BOARD BUSINESS**

- 3.1 Attendance by the Convener, Vice-Convener or an appointed Champion at Council or HIFRS establishments where the visit is relevant to the Member's Board duties.

**4 COURSES, CONFERENCES AND SEMINARS**

- 4.1 Attendance at courses, conferences and seminars which have been approved in advance by the Board, or, where not possible, by agreement with the Clerk in consultation with the Convener.