

**Report 01.149**

2 March 2001

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Report to the Policy and Finance Committee  
from Stuart Macaskill, Chairman

## **Meeting Allowance**

### **1. Purpose**

To propose a minor change to the Policy on payment of meeting allowances.

### **2. Background and Comment**

As separately advised, there is the need to clarify aspects of our policy concerning approval of payment of meeting allowances for attendance at meetings with territorial authorities and other organisations.

Normally Council representation at formal meetings with other organisations should be considered by a Standing Committee, or by Council, as provided for in 1.1 (1), (2) & (3) of our policy on payment of meeting allowances (copy attached as **Attachment 1**). However, there will be circumstances for which a formal resolution is not practicable or the appropriate procedures have not been followed, (e.g. when the need for such a meeting have been discussed and the WRC have agreed to participate but no formal representation has been resolved.)

In such cases, the final clauses in Part 1.1 of our present policy has been utilised. This states:

*Where time does not permit a prior resolution, attendance may be approved by the Chairperson of the Council, or by the Chairperson of the relevant Committee where it concerns another member of that Committee.*

I am proposing a clarification of the policy in circumstances when a Chairman is entitled to exercise discretion. The proposed change would make it clear that a Chairman can approve attendance of others in **writing** where there is **no prior** resolution.

The proposed amendments to the Policy are attached as **Attachment 2**.

**3. Recommendation**

*That the meeting allowance policy be amended as set out in Attachment 2.*

STUART MACASKILL  
Chairman

**Attachment 1: Current Policy on Payment of Meeting Allowances**

**Attachment 2: Proposed Amendments to the Policy**