



CONSTITUTION

PART G1

SCHEME OF COUNCILLORS' APPROVED DUTIES

Document Information			
Document Name/Description		Scheme of Councillor' Approved Duties o:\asoffice\adminiser\remits & regs\constitution docs\current\constitution\part g1 - remuneration and approved duties - v2.6 in progress.docX	
Version Number e.g. V1.1		2.6	
Author		Anne Cogle, Team Leader - Administration	
Lead Officer/Manager		Jan Riise, Executive Manager – Governance and Law	
Final Approval Date		05/04/2024	
Approved by – <i>Council/Committee/Group/Manager</i>		Chief Legal Officer	
Review Frequency	<ul style="list-style-type: none"> Annually with Code of Corporate Governance The Council's Chief Legal Officer/Monitoring Officer has delegated authority to agree updates to any of the constitutional documents where these are required to give effect to legislative requirements, Council decisions or changes in operational procedures, and to note that any such changes will be notified in the document version control and, where considered necessary, by a briefing note to Councillors and/or officers. 		
Date of next planned review start		March 2025	
Summary of changes to document			
Date	Version updated	New version number	Brief description of changes
12/05/2011	0.1	1.0	First adopted
22/03/2017	1.0	2.0	No changes - submitted for endorsement to conclude 2012-2017 term of office.
19/05/2017	2.0	2.1	Under delegated authority - updated sections 3.1 and 3.2 with reference to new 2017 amendment regulations and rates of remuneration as approved by SIC 18 May 2017.
31/05/2019	2.1	2.2	Under delegated authority - updated sections 3.1 and 3.2 with reference to the The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2019
01/09/2021	2.2	2.3	Under delegated authority - updated sections 3.1 and 3.2 with reference to the The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2021
01/04/2022	2.3	2.4	Under delegated authority - updated sections 3.1 and 3.2 with reference to the The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2022
22/03/2023	2.4	2.5	Under delegated authority - updated sections 3.1 and 3.2 with reference to the The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2023
03/04/2024	2.5	2.6	Under delegated authority - updated sections 3.1 and 3.2 with reference to the The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2024

- 1.1 The Ethical Standards in Public Life etc. (Scotland) Act 2000 introduced a Code of Conduct, which came into effect on 1 May 2003.
- 1.2 Section 3.6 of the Code states ***“You must comply with the rules for the payment to Councillors of remuneration, allowances and expenses.”***
- 1.3 A Councillor may forego any remuneration or allowances to which they may be entitled.

2.0 List of Approved Duties

Meeting/Event		Prior Authorisation Required	Approved Duty
ALL COUNCILLORS			
Council and Internal Bodies/Events etc			
1	Council Meetings etc	No	Attendance at any meeting of the Council, or a body which is part of the political management framework.
2	Site Visits and Community Engagement	No	Visits to sites of planning applications or other site visits, or a meeting arranged for the purposes of community engagement or any similar event, called or authorised by the Council or any body which is part of the political management framework, or where the invitation to attend is issued by or on behalf of the Council.
3	Advisory or Working Group	No	Attendance at a meeting of an Advisory or Working Group where the Councillor has been appointed by the Council or a body which is part of the political management framework, or on an occasional basis where the Councillor has been invited to attend by the Group.
4	Meetings with Officers	No	Attendance at a meeting called by an officer, for the purposes of consultation or otherwise in connection with the discharge of the Council's functions.
External Bodies etc			
5	Licensing Board	No	Attendance at Licensing Board Meetings by Councillors appointed to the Shetland Islands Area Licensing Board.

Meeting/Event		Prior Authorisation Required	Approved Duty
6	Joint Boards etc	No	Attendance by a Councillor (or or in their absence their appointed substitute) who is appointed to represent the Council at meetings called by a Joint Board, or by any Joint Committee to which any of the functions of the Council have been delegated, and attendance by a Councillor at other meetings where the Joint Board or Joint Committee authorises or appoints that Councillor to participate at that other meeting, but only where such bodies are not themselves bodies which reimburse travel and subsistence costs.
7	CoSLA	No	Attendance by any Councillor who is appointed to represent the Council at meetings called by COSLA; and attendance by a Councillor at other meetings where COSLA authorises or appoints that Councillor to participate at that other meeting, and which is not specifically covered by other sources of funding.
8	Community Councils	No	Attendance at a Community Council meeting relevant to their ward, unless the Member is an Elected Member of the Community Council.
9	Parent Councils	No	Attendance at any Parent Council meeting relevant to their ward except where the Councillor is an elected or co-opted member of the Parent Council.
10	Other External Organisations	No	Attendance at a meeting of an external organisation to which a Councillor has been appointed by the Council or a body which is part of the political management framework, or a meeting associated with that body where the organisation has authorised the Councillor's attendance, and which is not specifically covered by other sources of funding.
11	Courts, Tribunals etc	No	Attendance at any proceedings before any court, tribunal, or parliamentary committee or other committee of inquiry where the Councillor has been appointed, or called, to give evidence on behalf of the Council , or in the case of a Planning Public Local Inquiry where the subject matter is of direct relevance to the Councillor's ward.

Meeting/Event		Prior Authorisation Required	Approved Duty
Community Bodies and Events			
12	Councillor Surgeries	No	Attendance at a surgery pre-advertised by the Councillor or by the Council on the Councillor's behalf organised to enable members of the public individually or in groups to meet their Councillor, or to visit any constituent in circumstances where they are unable to attend a surgery by reason of disability or infirmity.
13	Ceremonies, Commemorative and Civic Events etc	Sometimes – seek advice	Attendance at any ceremony, commemorative or similar event to which a formal invitation has been extended – <ul style="list-style-type: none"> - by the Convener or otherwise on behalf of the Council (or where the Councillor has been requested by the Convener to represent him/her); - by or on behalf of the Lord Lieutenant; or - by or on behalf of a Government Minister; or otherwise where attendance is authorised by the Chief Executive following consultation with the Convener.
Training, Seminars and Conferences etc			
14	Training seminars etc	No	Attendance at a seminar, training or similar event, called or authorised by the Council or any body which is part of the political management framework, or where the invitation to attend is issued by or on behalf of the Council.
CONVENER, LEADER AND CHAIRS In addition to the duties set out above –			
15	Meetings, conferences and other events	No	Attendance by the Convener or the Leader of the Council or the Chair of a body which is part of the political management framework at any meeting, conference, or other event which they consider to be connected with the Council or Shetland or local government business generally and where in their view it is in the interests of the Council to attend.

	Meeting/Event	Prior Authorisation Required	Approved Duty
16	Discharge of Functions	No	Attendance by the Convener or the Leader of the Council or the Chair of a body which is part of the political management framework at the Council's offices for administrative and related purposes associated with discharging the functions attached to their role.

3.0 REMUNERATION

3.1 Basic Remuneration

This is payable to all elected Members and the sum payable by each Council is set by the Scottish Ministers. From 1 April 2024 the basic remuneration payable is £21,345 per annum. In addition, the Council provides Members with laptops for use on Council approved duties. The cost of this equipment is paid directly by the Council.

The basic remuneration commences being payable to members from the first full day after the date of acceptance of office.

3.2 Senior Councillor Remuneration

With the exception of the Convener and Leader of the Council, whose remuneration is prescribed in the [Local Governance \(Scotland\) Act 2004 \(Remuneration\) Amendment Regulations 2024](#), certain Senior Councillors as set out below receive remuneration in terms of arrangements approved by the Council, subject to the provisions of the 2024 Regulations.

Leader	£ 35,580.00
Convener	£ 26,686.00
Chair Education and Families Committee	£ 24,727.00
Chair Development Committee	£ 24,727.00
Chair Environment and Transport Committee	£ 24,727.00
Chair/Vice Chair Integration Joint Board	£ 24,727.00
Chair Audit Committee	£ 23,446.30
Chair Planning Committee	£ 23,446.30
Chair Licensing Committee	£ 23,446.30
Chair Harbour Board	£ 23,446.30

Only **one** payment of any remuneration is allowed. Where a Councillor carries out more than one responsibility, the higher value will be paid.

Remuneration is payable from the first full day after appointment to the position of responsibility.

Levels of remuneration will be updated automatically in accordance with amounts prescribed in regulations made by Scottish Ministers and the amounts payable to

Senior Councillors will be updated to maintain the percentage relationship with the Leader of the Council provided the overall quantum available to the Council for this purpose is sufficient.

3.3 Civic Allowance

The Council will pay the Convener, as Civic Head, or any other person deputising for the Convener in carrying out civic duties, a civic allowance of up to £2,000 per annum to reimburse any receipted expenditure incurred by the Civic Head or deputy in carrying out civic duties. This is separate from entitlement to be reimbursed for travel and subsistence costs.

END