

**COUNCIL**

**C(07)09  
02.04.09  
PUBLIC**

**Meetings, committee membership and fees & allowances**

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For decision

**Issue:**

Council needs to publish its meeting dates and those of its statutory committees, the structure of the committees, and confirm the fees & allowances for committee members.

Council will receive an oral report on proposed dates and also on membership of its statutory committees.

**Recommendation(s):**

Council is asked to agree/confirm the following:

- i. The schedule of Council meeting dates
- ii. Membership of its statutory committees.
- iii. The schedule of committee meeting dates
- iv. Committee membership fees and allowances

**Annexes:**

The following annexes are attached to this paper:

Annex 1: Committee membership fees and allowances

**Further information:**

If you would like further information about this paper please contact:

Dian Taylor  
020 7307 3458  
dtaylor@optical.org

## Scale of Committee Members', Advisers' and Visitors' Fees and Expenses

<b>Committee Members, Advisors and Visitors' fees</b>	<b>£</b>
1. For a meeting lasting a day or part of a day (provided that not more than one fee is payable in respect of any one day)	270.00
2. For each day or part of a day spent on a Visit or other business	270.00
<b>Travelling and Subsistence Expenses</b>	
1. For travelling in attending meetings of the Council or its Committees or otherwise on the business of the Council:-	
[a] Payments actually made for the conveyance covering travel by rail (economy class where possible), sea or air, including supplements and necessary use of taxis;	
[b] For travel by private car, 40p per mile for the first 10,000 miles; and actual garage and parking fees.	
2. When a Committee Member, Adviser or Visitor is absent from home or business in attending meetings of the Council or its Committees or otherwise on the business of the Council, expenditure on subsistence will be reimbursed against receipts issued up to the following limits:	
[a] for lunch, up to £20 per day, unless lunch is provided	20.00
[b] for dinner, up to £35 per day	35.00
[c] for each night's absence in respect of bed and breakfast, up to £140 per night	140.00
3. When a Committee Member, Adviser or Visitor is claiming for attending a commitment to another organisation, then the additional travelling, etc. is properly charged to the GOC and the form annotated to indicate the circumstances	

### Notes:

1. Expenditure receipts are required for all subsistence claims and taxis; ticket counterfoils and boarding passes for airline tickets, and ideally receipts for all other incidental expenses should be attached to expense claims incurred whilst on GOC business
2. Claims for subsistence (where meals are not supplied by the GOC) may not exceed the daily limits shown.
3. Where a Member, Adviser or Visitor is claiming travelling expenses from another organisation in respect of any day for which travelling expenses is now claimed, the claim against the GOC should relate only to any additional costs necessarily incurred and the form annotated accordingly.