

# PART 6 - MEMBERS ALLOWANCES SCHEME 2024

## Introduction

1. Members' and co-optees' allowances are governed by legislation -*The Local Authorities (Members' Allowances) (England) Regulations 2003*. This can be accessed on the City Council's web site.
2. Local authorities can only adopt Allowance Schemes after considering recommendations made by an independent panel. This current scheme will take effect from 6 May 2024, after consideration of the report of the Independent Remuneration Panel on 12 December 2023. A copy of the Panel's report (and the decision taken by the Full Council) can be accessed on the [Council's website](#).
3. The previous Scheme was adopted by the Full Council in November 2020.
4. The Allowances Scheme covers:
  - basic allowance (paid to all Councillors);
  - special responsibility allowances (paid to some Councillors);
  - travel allowances and travel policy;
  - dependant carers allowances;
  - pensions (for Councillors);
  - co-optees allowances.
5. The principles (as appropriate) of the officers [Expenses, Benefits and Travel Policy](#) apply to councillors and co-optees.
6. In accordance with the regulations, at the end of a financial year, details of all allowances paid and claimed (travel and dependant carers) by Councillors and co-optees, for the preceding year, will be published on the [Council's website](#).

## Basic Allowance

7. The Basic Allowance is the allowance that every Councillor in Bristol is entitled to. It is intended to realistically remunerate Councillors for time spent on Council business including attending meetings/briefings and conducting ward work i.e. all duties the public would expect a Councillor to carry out. The Basic Allowance also covers incidental costs (such as the use of their homes) and all subsistence when travelling within the UK.

## Co-Optees' and Independent Member's Allowance

8. An allowance is payable to persons appointed to serve as co-optees, including statutory appointments and Independent Members of the Audit Committee (one of whom also chairs the Values and Ethics Sub Committee). The allowance recognises the time devoted by such persons, for example, in preparing for and attending/chairing meetings they are appointed to.

## **Special Responsibility Allowances**

9. These are discretionary payments intended to recognise the responsibility, accountability, time and effort required from those Members of the Council who perform duties significantly over and above what might reasonably be expected of them through the Basic Allowance.

## **Payment of Allowances**

10. All allowances will be paid automatically on the last working day of each month, apart from payments for attendance at Appeal Committees, Licensing Sub Committee hearings and Public Safety and Protection Sub Committee hearings which will be paid as set out in the schedule at Appendix A.
11. Allowances are treated as income and therefore subject to any tax, National Insurance deductions and/or benefits relative to earnings. Detailed information regarding taxation etc. can be found in the officers [Expenses, Benefits and Travel Policy](#).
12. A Councillor or co-optee may, by notice in writing to the Monitoring Officer, forego any part of his/her entitlement to an allowance.
13. Co-optees will be paid (pro-rata) following the return of the correct paperwork. Details of payments to Councillors (including those with a Special Responsibility Allowance) can be found in the schedule at Appendix B.
14. Claims for expenses (over and above the basic and special responsibility allowance) must be made by completing submitting the expense claim electronically via the Council's Itrent payroll system and uploading supporting documents, receipts or invoices.

## **Travelling Allowances and Travel Policy**

15. Travelling allowances are payable for approved duties only (see Appendix D) both within the city and outside of Bristol. A car parking permit for College Street carpark will be issued or alternatively Members can be issued with an annual bus pass on request. All other travel arrangements are subject to the [Expenses, Benefits and Travel Policy](#), where appropriate.

## **Reasonable Adjustments - Use of Taxis within Bristol**

16. Councillors / co-optees are entitled to use taxis for the purposes of carrying out their approved duties where this has been agreed as a reasonable adjustment under the Equality Act 2010. Requests for approval should be made to the Head of Democratic Engagement.

## **International travel policy**

17. The International Travel Policy for Members can be found at Appendix E.

## **Subsistence (Food and Drink)**

18. In line with Bristol City Council's policy for officers, no subsistence expenses will be paid for trips within the UK.

## **Out of pocket expenses**

19. In line with Bristol City Council's policy for officers, claims for the cost of reasonable out of pocket expenses can be made when travelling outside of Bristol on Council business and subject to the Monitoring Officer's approval. Examples of expenses that will be reimbursed include public transport, parking fees (but not fines) and taxi fares. For travel within the United Kingdom, Councillors may not claim for food and drink.

## **Optician expenses for use of display screen equipment**

20. Councillors are required to use display screen equipment as an integral part of their roles. In line with Bristol City Council's policy for officers, where Councillors undergo an examination by an optician, the Council will reimburse up to £30 towards the cost of the examination. In addition, where an optician certifies that a new or altered prescription for spectacles is required solely for VDU usage, the Council will bear (or contribute towards) the costs of frames, lenses and any special prisms or tinting, subject to a maximum of £50, insofar as the cost relates only to the requirements for VDU usage.
21. Where it is certified that existing bifocal lenses are unsuitable for VDU usage, the Council will pay the initial cost of replacement lenses on the same basis as above. Any payment by the Council towards the cost of spectacles will be limited to the above amounts. Reimbursement towards the cost of eye tests and glasses are subject to tax and NIC, which will be deducted through payroll.

## **Dependant Carers' Allowance**

22. Any Councillor or co-optee who is responsible for the care of any dependant person<sup>1</sup> is eligible to be paid an additional allowance per dependant, per hour in respect of the performance of any approved duty (see Appendix D). The Dependant Carer's Allowance is also payable for travel time, not exceeding 1 hour before and 1 hour after, the performance of the approved duty. The payment is not payable to a member of the claimant's household and payment of this allowance will be subject to provision of receipts to evidence payments made. The maximum rates of such allowances are paid as per the Living Wage Foundation on submitted receipts; and are subject to the Member observing the protocol on the claims procedure and eligibility criteria as set out in Appendix C.

## **Pensions**

23. Councillors must make their own pension provision.

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<sup>1</sup> A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.

## **Income Tax**

24. Income Tax is payable on all allowances (basic, special responsibility, co-optees, attendance and carers).
25. Councillors are reminded to keep their own records (including supporting documents) of expenses claims and reimbursements for income tax purposes.
26. Councillors are advised to seek their own independent tax and financial advice as necessary.

## **National Insurance**

27. National Insurance contributions are payable on all allowances (basic, special responsibility, co-optees, attendance and carers). As with employees, a 12% Contribution is paid on all earnings over £792 per month and 2% for earnings over £4167 per month. Employees over State Pension Age do not pay National Insurance.
28. There is an annual maximum for contribution liability for people with more than one job and, in some instances, Members in this position may be entitled to a refund of contributions; alternatively they may apply to defer payment of contributions in their capacity as a Councillor. See guidance notes for the [Deferment of National Insurance payments](#).

## **Benefits**

29. The contributions paid by Members count towards the full range of contributory benefits.

## **ICT Equipment and Telephony**

30. Members will be provided with necessary ICT equipment and telephony to enable them to fulfil their duties.
31. International calls on Council business can only be made by exception.

## **Future Changes**

The basic councillors' allowance, special responsibility and co-optees allowances will be automatically increased in line with any national pay award to local government officers on 1 April where applicable.

## **APPENDICES**

- Appendix A: Special Responsibility Allowances
- Appendix B: Political Group Leaders and Whips Allowances
- Appendix C: Dependant Carers Allowances Scheme
- Appendix D: Approved Duties
- Appendix E: International Travel Policy and Procedures for Members

## Appendix A: Schedule of Special Responsibility Allowances (SRA) 2024 – 2025

All Councillors are entitled to the basic allowance of **£17,098**

SRAs are paid over and above the basic allowance. Only one SRA can be claimed at a time.

The co-optees' allowance is **£695 per annum** paid pro-rata from the date of their appointment, except for the Independent Members of the Audit Committee who receive **£1,779 per annum** plus travel expenses and the Chair of the Value and Ethics Sub Committee who receives **£1,186 per annum**.

<b>SRA £</b> (in addition to the basic allowance)	<b>SRA RECIPIENT</b>	<b>No of SRAs</b>
34196	Leader of the Council	1
17098	Deputy Leader	1
25648	Policy Committee Chairs	7
8550	Policy Committee Vice Chairs	8
25648	Lord Mayor	1
22227	Political Group Leaders (Dependent on Group size - see Appendix B)	5
11113	Political Group Whips (Dependent on Group size - see Appendix B)	5
8550	Deputy Lord Mayor	1
	Chairs of Regulatory Committees: Development Control A Development Control B	2
	Audit Committee Chair	1
	Human Resources Committee Chair	1
	Health Sub Committee Chair	1
12824	Finance Sub Committee Chair	1
	<b>Total SRAs payable</b>	<b>35</b>

**Additional Payments:**

- (i) Chairs of Policy Task Groups - £2000 upon submission of the Group's report of recommendations to the parent committee
- (ii) Licensing - £75 per session on completion of a minimum of 2 sessions
- (iii) Public Safety and Protection - £75 per session on completion of a minimum of 2 sessions
- (iv) Appeals - £75 per session on completion of a minimum of 2 sessions

**Note:**

The number of some posts may vary according to the outcome of the election and political make-up of the Council.

## Appendix B : Political Group Leaders and Whips Allowances

### Political Group Leader

The special responsibility allowances for Political Group Leaders are determined in accordance with the table below, effective from 6 May 2024.

Group Leader	Governance Element (30% BA)	74%+ (52+ members) (100% BA)	73% - 51% (51-36 members) (75% BA)	50%-31% (35-22 members) (50% BA)	30%-15% (21-11 members) (25% BA)	14% - 4% (10-3 members) (12.5% BA)	Less than 4% (2 members) (0% BA)	Total	
Leader of Group	5,129	£17,098						£22,227	
			£12,824					£17,953	
				£8,549					£13,678
					£4,275				£9,404
						£2,137			£7,266
								£0	£5,129

### Political Group Whip

The special responsibility allowances for Political Group Whips are determined in accordance with the table below, effective from 6 May 2024.

Group Whip	Governance Element (15% BA)	74% + (52+ members) (50% Group Leader)	73%-51% (51-36 members) (50% Group Leader)	50%-31% (35-22 members) (50% Group Leader)	30%-15% (21-11 members) (50% Group Leader)	14%-4% (10-3 members) (50% Group Leader)	Less than 4% (2 members)	Total	
Group Whip	£2,565	£8,549						£11,114	
			£6,412					£8,977	
				£4,275					£6,840
					£2,137				£4,702
						£1,069			£3,634
								£0	£2,565

## Appendix C : Dependant Carers' Allowance Scheme

A claim can be made:

- (a) When a carer has been engaged to enable a Councillor to carry out an approved duty;
  - (i) where charges are levied on an hourly basis, Members may claim actual and necessary costs incurred for the period of the approved duty (including time travelling, time taken by a Member to 'drop-off' or 'pick-up' a dependant, or by a carer engaged by a member to look after a dependant in the member's home – this would normally not exceed 1 hour before and 1 hour after) for each dependant;

or

- (ii) where charges are levied by a provider for a fixed period or session, Members may claim the cost of any such fixed period/session or periods/sessions incurred for the period of the approved duty (including time travelling time taken by a Member to 'drop-off' or 'pick-up' a dependant) for each dependant;
- (b) A carer will be any responsible adult who does not normally live with the member as part of his/her family;
- (c) An allowance will be payable if the dependant being cared for:
  - (i) is a child under the age of 14; or
  - (ii) is an elderly person; or
  - (iii) has a recognised physical or mental disability who normally lives with the Member as part of that Member's family and should not be left unsupervised.



## **APPENDIX D: Approved Duties**

Claims can be made for these allowances in respect of the following (extract from the Local Authorities (Members' Allowances) (England) Regulations 2003):

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that:
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two groups have been invited;or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) the performance of any duty in connections with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and
- (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

## APPENDIX E: International Travel Policy and Procedures for Members

### 1. INTRODUCTION

1.1 Bristol City Council Members and Officers may travel internationally as part of civic visits, projects, conferences or business meetings that support delivery of our International Strategy and priorities in the Corporate Strategy, in terms of attracting funding and investment, joint research and best practice exchange. This document provides guidance to Members undertaking international travel on Bristol City Council business. It is complementary to a similar policy for Officers. It aims to ensure that:

- Any travel is in line with the [Corporate Strategy](#) and [International Strategy](#) including recognising the Council's leadership role in Bristol's ambition to be carbon neutral by 2030, therefore consideration in the first instance should be given to:
  - whether travel is needed in this instance, or whether alternative options such as video conferencing can achieve the same outcomes
  - Where travel is needed, whether low carbon options such as rail travel can be used. See section 4.3. on travel.
- There is consistent and focused international engagement across Bristol City Council and with our city partners
- Best value for money is obtained and that the benefits are maximised through following clear processes for approval and sharing outcomes after the visit has been undertaken
- Limited resources, (including time as well as money) are managed effectively
- We are open and transparent about our travel
- We improve corporate knowledge about our international connections.
- Clear guidance is offered to Officers and Members pre, during and post international travel.

1.2 This guidance complements Bristol City Council's Expenses and Benefits Policy and (UK) Travel Policy and guidance as set out in the expenses claim form on iTrent system.

1.3 **COVID19:** In the context of the recent global pandemic, some countries may still have restrictions on travel. Therefore please consider whether your travel is necessary, check current [FCDO advice](#) for travel to that country, ensure that you have completed the risk assessment form as part of any travel approval and spoken to the insurance team as your trip may not be covered. See more at 4.1 and 4.10.

**QUERIES:** please contact the International Service.

## **2. INTERNATIONAL TRAVEL APPROVAL**

An International Travel Approval Form must be completed prior to travelling. This sets out the reason for the visit and the value to the City aligned with priorities in the Corporate Strategy and the International Strategy.

The international team should be consulted to provide feedback on existing relationships, issues to flag and their comments included on the form. The form will also need to state the details and costs of travel and accommodation and any key additional costs such as visas.

The Monitoring Officer and/or Legal Team will provide advice to Members in relation to the principles set out in the travel policy and must approve travel.

**All** work/Council related international travel needs to be assessed even if part of or the entire trip is being externally funded and/or managed. Where relevant, a cost centre should be identified in the Travel Approval Form (generally that of the relevant council service).

### **2.1 Officer approval**

A complementary policy exists for Officers where the appropriate Line Manager/Head of Service and Executive Director need to give approval for travel and the international team consulted for advice on existing relationships and links.

## **3. PUBLIC REPORTING AND FREEDOM OF INFORMATION REQUESTS AND OTHER FOLLOW UP**

**3.1** The International team oversee international and related national travel information for BCC for monitoring and FOI purposes. After all relevant approvals a copy of the completed international travel data form with final costs and arrangements set out must be sent to the International Affairs team where it can be filed for monitoring purposes and Freedom of Information (FOI) requests. Members are advised to retain a copy of this form for their records. These procedures apply to all work/Council related international travel even those incurring no cost to Bristol City Council (e.g. EU projects or cost covered by an external partner).

### **3.2 Public reporting and FOIs**

The Council will review and publish a quarterly table with core international travel information (as set out on the data form) . It will include the names of Members and Officers third tier and above (TP1/Service Manager level). It will include the positions of all Officers.

Under the Freedom of Information Act 2000, the Council is required to deal with requests for information on a case by case basis. In some cases FOI requests may ask for names to be disclosed and, as this constitutes personal data, this would need

to be considered in accordance with ICO guidance (including taking account of any safety/security issues).

**3.3 Outcomes:** On return, the Member travelling is asked to complete a Travel Outcomes Form (see international travel policy and tools on intranet). This should be shared with the International Service to support further cooperation where appropriate. The Member travelling should also report back to relevant teams and Members within BCC where appropriate. Information on outcomes and follow-up will be recorded and used for FOIs.

## **4. PRACTICAL ARRANGEMENTS**

### **4.1 Risk Assessment**

An individual travel risk assessment must also be completed and submitted with the approval form.

The risk level should be based on Foreign and Commonwealth Office travel advice <https://www.gov.uk/international-travel-advice> as well as the traveller's personal circumstances.

### **4.2 Visas**

It is the traveller's responsibility to ensure that they have the right visa and documentation to travel on Bristol City Council business. It is important to check the latest requirements and processes on the FCDO travel advice page (as above) as these frequently change. Advice can also be provided by the International team or through visa service organisations, such as:

- [CIBT](#)
- [Trailfinders](#)

The costs of a visa should be included in your International Travel Approval Form.

### **4.3 Travel**

Challenging goals have been set for both the council and the city to be carbon neutral by 2030<sup>12</sup>. Bristol City Council is already recognised as an environmental leader. To show leadership in this context means achieving our goals in an integrated way so that delivering one piece of work enhances and does not undermine our climate goals. We can do this by using alternatives to travel and making good choices about how we travel.

Alternatives to travel should be considered first. Greater availability and widespread use of high-quality live streaming and video and teleconferencing options have made avoiding travel much more viable. These solutions avoid the financial, carbon, and time costs of travel and accommodation.

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<sup>2</sup> This includes work through the [Climate Emergency Action Plan](#) and [One City Climate Strategy](#) which is currently ongoing

Where travel is necessary, travel by rail or coach is recommended wherever it is possible. Air travel is associated with substantial carbon emissions and should be avoided where the journey time by rail is:

- Less than six hours or
- Less than the total door-to-door journey time of flying (journeys to central Europe can be quicker by train, where airports can be significant distances from the starting point and destination).

If air travel is needed, economy flights must be used unless paragraph 4.5 applies. An additional day/travel time may be required to ensure there is adequate rest before business meetings.

If Members personally wish to upgrade they can do this at their own personal cost through contacting the relevant airline after the initial booking and paying for the upgrade with their own bank details.

If the use of public transport or Council credit cards results in the receipt of promotional offers, e.g. Air Miles, these are the property of the Council and must not be used for private purposes.

#### **4.4 Accommodation**

Hotel accommodation must reflect value for money taking into consideration the city you are staying in, health and safety and consideration of other reasons for your choice of hotel (such as it being the specified hotel for a conference).

#### **4.5 External funding**

External funding should be sought in the first instance, if possible. If travel and hotel accommodation is externally funded then the conditions of the funding need to be adhered to or permission sought from the funder to cover any exceptional circumstances including business class travel.

#### **4.6 Booking travel**

If approval for travel has been given you can either speak to a relevant officer within your group office or Leader's office and book using the corporate travel platform, (for UK and international travel booking) a corporate credit card, or book it yourself and claim it back as an expense using the electronic claim form on ITrent.

Do ensure that when booking your travel:

- You have checked for any latest travel guidance or restrictions on the [UK Government foreign travel advice website](#)
- Best value for money is obtained (taking into account personal safety too)
- You book in your name as listed on your passport

## **4.7 Expenses, Benefits and International Currency**

When travelling, Members are entitled to claim expenses and benefits as described in the Expenses and Benefits Policy and (UK) Travel Policy.

Specific EU-funded projects may set maximum thresholds for claims and/or other advice on expenses – contact the project manager for advice.

If claiming back expenditure in Euros, advice on the exchange rate used should be sought from the Cash Office and detailed in the claim. Alternatively, international currency can be obtained from the Cash Office. This needs to be arranged at least a week in advance. It is not possible to take out cash on a Bristol City Council corporate credit card.

Bristol City Council corporate credit cards do not need to be activated to be used overseas.

Lost or stolen corporate credit cards should be reported as soon as possible for the Council's own records and so a replacement can be ordered.

## **4.8 Disclosable Pecuniary Interests, Gifts and Hospitality and Declarations**

Members must consider the Members' Code of Conduct when travelling and decide whether any travel that is being externally funded would need 1) A pecuniary interest to be registered, or 2) if any gift/hospitality should be declared and added to their 'Register of Members' Interests and Gifts and Hospitality' form/register. Generally it would be anticipated that external funding for a trip should be disclosed. Members should take legal advice if they are not sure and they must also remember to register any interests on their return from travel. Failure to register a disclosable pecuniary interest is a criminal offence.

The general principles on gifts and hospitality are also set out in the Expenses and benefits policy.

## **4.9 Health/vaccinations**

Please remember to take account of any vaccinations/medications you may require prior to travelling. The following NHS site has more information on what may be required: [NHS Travel vaccination advice](#)

In addition if travelling in Europe free basic health assistance can be provided by producing your European Health Insurance Card (EHIC). Please note following the U.K's withdrawal from the EU, this card has now been replaced. You can continue to use your EHIC until it expires. If it has already expired or you need to apply for the first time, please follow this link: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/> where you can apply for a new UK Global Health Insurance Card or a UK European Health Insurance Card (UK EHIC), if you have rights under the Withdrawal Agreement.

## 4.10 Insurance

Members undertaking Bristol City Council business abroad can be covered by the Council's insurance policy. Individuals traveling must send a copy of the International travel approval form along with the risk assessment form to Risk and Insurance Team see 4.1 & 4.6 above.

Prior to travel individuals must contact the Risk and Insurance team at least 72 hrs prior to travel to confirm cover and receive a summary of cover for their trip.

If you have to travel at short notice contact the Risk and Insurance Team along with all documentation as above as soon as possible.

Travel insurance can also be bought for delegates who are not Bristol City Council Officers, but part of an international delegation visit (for example young people taking part in an international youth exchange organised by the Council). In such circumstances, at least two weeks' notice must be given to Insurance Services in order that the necessary arrangements can be made.

There are occasions where the Foreign and Commonwealth Office (FCDO) advice against travel to certain areas, please note the travel insurance of the council does not provide insurance cover for any areas where the FCDO are advising against travel. PLEASE NOTE: this applies in the case of travel that may still be impacted by the COVID19 pandemic. Please check FCDO advice and if travel is deemed essential, discuss with the Monitoring Officer and the insurance team. In addition, if visiting a [financially sanctioned territory](#) at least 7 days' notice is required in respect of travel on these occasions please contact the risk and insurance team for advice.

In the event of a cancellation please notify the Claims Team with a supporting cancellation document as soon as possible to enable a claim to be made on behalf of BCC.

## 4.11 ICT and Communications

The traveller must ensure that their Council mobile phone has international roaming activated before they leave the UK. Members should email the request to ICT Service at least 5 working days before travel. The email should include the traveller's name, their mobile number and the duration for which they require international roaming as well as any security passwords needed if any items are lost or stolen as follows.

All lost or stolen ICT equipment or Council mobile phones should be immediately reported to the Council ICT Service Desk and to the Police for insurance purposes (including getting a crime reference number) You should also review the ICT information Security guidance before travelling.

#### **4.12 Useful out of hours emergency contact details:**

[UK International & Commonwealth Office Consular Assistance Team](https://www.gov.uk/guidance/how-to-deal-with-a-crisis-overseas#how-we-can-help-in-a-crisis): + 44 20 7008 5000 (24 hours a day). Or also see this link: <https://www.gov.uk/guidance/how-to-deal-with-a-crisis-overseas#how-we-can-help-in-a-crisis>

#### **4.13 Next of Kin information**

The traveller must leave their next of kin and emergency contact information with their Group/Support office or aligned service team before travelling. The Office/relevant team should also have a copy of the itinerary and travel arrangements in case of emergencies.

The Office/relevant team should agree a daily check in for the traveller or if the Lone Worker Monitoring Scheme is required.

#### **4.14 Child safety**

Please note that there are guidelines in place on Child Safety, which will need to be applied before young people and children leave for an international visit. Please note also the comments on insurance, above.

#### **4.15 Etiquette**

Members representing Bristol City Council on such visits should be aware that they carry with them a responsibility for the reputation of the city. How well etiquette, customs and protocol of the relevant country are followed affects the impression that the host authority/organisation gets of Bristol and the confidence and comfort of the delegates themselves.

Advice is available on the following websites:

Country etiquette guides <https://www.gov.uk/international-travel-advice>

You can also contact the Council's international service for advice.