

## APPENDIX B – MEMBERS TIMESHEET (PROPOSED CHANGES)

MEMBER'S NAME:	
MONTH/YEAR:	
NUMBER OF SURGERIES HELD:	
NUMBER OF CASES/ENQUIRIES RAISED:	
DAYS HOLIDAY/ANNUAL LEAVE:	
DAYS SICK LEAVE:	
COUNCIL MEETINGS ATTENDED	TIME SPENT
EXTERNAL BODIES MEETINGS	TIME SPENT
OTHER	TIME SPENT
<i>(Please enter total time spent on any of the following – you do not need to enter the number of meetings)</i>	
Chair's Pre Agenda Meetings	
Citizenship Ceremony	
Civic Receptions	
Community Events	
Conferences	
Corporate Parenting Steering Group	
Political Group Meetings	
Mayor's Advisory Board Meetings	
Mayoral Engagements	
Meeting with Council Officer/s	
Meeting with Councillor/s	
Meeting with other organisations	
Members Training Sessions/Seminar	
GLA Member/MP/MEP/Minster -Meetings	
Paperwork, Reading & Telephone Calls	
School Governors' Meeting	
Site Visits	
Tenants/Residents Meeting	
Time Spent on Casework	
Time Spent at Surgery	

**PLEASE RETURN COMPLETED TIMESHEET TO MEMBERS' SUPPORT**