

PART 6

MEMBERS'

REMUNERATION SCHEME

LICHFIELD DISTRICT COUNCIL

THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) (AMENDMENT)
REGULATIONS 2003

MEMBERS' ALLOWANCES SCHEME

1. The following allowances are payable to members of Lichfield District Council ("the Council") (and if applicable any non-Member), from 13th May 2025 to 31st March 2026, and each year thereafter unless amended or revoked, namely,

- an annual basic allowance of £5,067 payable monthly to all members of the Council;
- an annual special responsibility allowance payable monthly to those members (and if applicable any non-member) who hold the following office under the Council at the rates indicated against each office and additional to the basic allowance:

Leader of the Council	£15,201.00
Deputy Leader of the Council	£9,121.00
Cabinet Members	£8,361.00
Leader of the Principal Opposition Group	£4,560.00
Deputy Leader of the Principal Opposition Group	£921.00
Shadow Cabinet Members	£684.00
Leader of Minority Opposition Group (5+ members)	£760.00

Chairs and Vice-Chairs:

Chair of the Council	£3,800.00
Vice Chair of the Council	£760.00
Chair of the Overview and Scrutiny Committee	£5,067.00
Vice Chair of the Overview and Scrutiny Committee	£1,013.00
Chair of the Planning Committee	£7,089.00
Vice Chair of the Planning Committee	£1,772.00
Chair of the Audit Committee	£3,040.00
Vice Chair of the Audit Committee	£608.00
Chair of the Member Standards Committee	£1,520.00
Vice Chair of the Member Standards Committee	£304.00
Chair of the Regulatory and Licensing Committee	£3,800.00
Vice Chair of the Regulatory and Licensing Committee	£760.00
Chair of the Employment Committee	£1,520.00

- Only one special responsibility allowance will be paid to a member in addition to the basic allowance.
 - travel allowances in accordance with the Council's scheme for the time being relating to the same (including, for the avoidance of doubt, parking charges), for officers with the Council Offices, Lichfield, being regarded as the normal place of work for the purposes of that scheme and payable in respect of all duties falling within the categories specified in regulation 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003.
 - Where a Member is claiming travel allowances for attending approved duties outside the district, the following terms and conditions are applicable:
 - When travelling by public transport then such claims should not exceed the amount of the ordinary fare or available cheap fare
 - When travelling by motor vehicle the full HMRC mileage rates are applicable
 - Where a Member claims the mileage allowance by travel in a hybrid/electric vehicle that the HMRC rates are also applicable.
 - an amalgamated annual civic duties expenses allowance to the Chair and ViceChair of the Council of up to £4,500, indexed on the same basis as applied to the Basic Allowance and SRAs.
 - Lichfield District Council Members Allowances are indexed until the end of the 2028/29 municipal year as follows:
 - Basic Allowance, SRAs, Co-optees', Civic and out of District 24 hour Subsistence Allowances: Indexed to the annual percentage salary increase for local government staff set at SCP 43 to be applied for the same year that applies to staff.
 - Travel Allowance – Mileage Rates: Indexed to HMRC approved mileage rates for motor, hybrid and electric vehicles, motor cycles and bicycles.
 - Dependants' Carers' Allowance – Maximum Rates:
 - Childcare element: indexed to the 'national living wage' hourly rate.
 - Elderly or Other Dependant Relatives element: indexed to hourly rate charged by Staffordshire County Council Social Services Department Adult Social Care for home help
2. Where a term of office of any person covered by this scheme begins or ends otherwise than at the beginning or end of a year, the entitlement shall be to payment of such part of the allowance as bears to the whole the same proportion as the number of days during which the term of office as member subsists bears to the number of days in that year.
3. Where payment of any allowance has already been made in respect of any period during which any person covered by this scheme is concerned is:

3.1 ceases to be a member of the Council; or

3.2 is in any other way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

4. The meetings that count against a member's attendance record are those which are used by the Council in its publication of Members' attendance summary on its website plus all scheduled Planning and Safeguarding Member training sessions for each municipal year.

If a member has a valid reason for missing a meeting, such as illness, paternity/maternity leave or other calamitous life events, then an exemption should be provided for, by the determination of the Monitoring Officer.

5. Councillors shall be reimbursed, up to a specified maximum limit, for costs actually incurred in providing care for any of the following who are at the time part of the claimant's household living with him/her and who would normally be looked after by him/her, whilst the claimant is undertaking an approved duty in accordance with the Council's scheme:

Childcare: capped at the national living wage

Other care: capped at the hourly wage charged by Staffordshire County Council Social Services for a Carer.

In addition to living as part of the claimant's household the dependent must be unable to be left unsupervised by the carer. The carer must not be someone who also ordinarily lives with the claimant as part of the household.

The claimant must produce a receipt for payments he/she has made to the carer, and must sign a certificate which, amongst other things, will state that the costs were properly and necessarily incurred in the course of, or to permit him/her to undertake his/her duties as a Councillor.

6. Where a member of the Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.
7. Any person covered by this scheme may, by notice in writing given to the Chief Executive, elect to forego the entitlement or any part of the entitlement to allowances.
8. Any person covered by this scheme shall supply on a monthly basis, any claim for travelling and/or subsistence allowances to which they have become entitled during

the previous month and details of any other expenses incurred in the performance of their duties as a councillor and for which they have not been reimbursed.

9. Claims for travelling and subsistence allowances must be made within two months of the end of the month in which they arose failing which the Chief Finance Officer shall refuse to pay them.
10. As soon as reasonably practicable the Monitoring Officer shall ensure that the provisions relating to the publicity required for this scheme and for the report of the Independent Remuneration Panel are met.

Pension entitlement – Local Government Pension Scheme

Staffordshire Local Government Pension Scheme (LGPS)

11. In accordance with the Local Government Pension Scheme Regulations 2013 (as amended by the Local Government Pension Scheme (Elected Member Pensions) Regulations 2026), an elected member of the Council may elect to become a member of the Local Government Pension Scheme in respect of their elected office.
12. Membership of the Local Government Pension Scheme shall be on an opt-in basis only. An elected member who wishes to join the Scheme must give written notice in the form required by the administering authority.
13. For the purposes of the Local Government Pension Scheme, pensionable pay shall comprise:
 - (a) the Basic Allowance payable to the elected member; and
 - (b) any Special Responsibility Allowance payable to the elected member.
14. Travel, subsistence and other expenses paid under this Scheme shall not be pensionable.
15. The Council shall be responsible for the employer's pension contributions payable in respect of any elected member who opts to join the Local Government Pension Scheme.
16. An elected member's membership of the Local Government Pension Scheme shall cease on the date they cease to hold elected office, subject to the provisions of the Local Government Pension Scheme Regulations.
17. Nothing in this Scheme shall require an elected member to join the Local Government Pension Scheme or prejudice an elected member's right to opt out in accordance with the Regulations.

18. Pension rights accrued as an elected member are accrued separately from any pension rights the individual may have as an employee under the Local Government Pension Scheme.