

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 1st April 2019 to 31st March 2020, and each year thereafter unless amended or revoked, namely,

- an annual basic allowance of £4,214 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	£12,641
Deputy Leader	£7,585
Cabinet Members	£6,952
Leader of the Principal Minority Group	£2,885
Deputy Leader of the Principal Minority Group	£721
Chairman of the Planning Committee	£6,320
Vice Chairman of the Planning Committee	£1,589
Chairman of the Overview and Scrutiny Committees	£2,529
Vice Chairman of the Overview and Scrutiny Committees	£632
Chairman of the Audit and Member Standards Committee	£1,589
Vice Chairman of the Audit and Members Standards Committee	£632
Chairman of the Regulatory and Licensing Committee	£2,529
Vice Chairman of the Regulatory and Licensing Committee	£632
Chairman of the Employment Committee	£1,589
Vice Chairman of the Employment Committee	£632
Chairman of the Council	£2,885
Vice Chairman of the Council	£721
Chairman of the Parish Forum	£52 per meeting

on the basis that only one special responsibility allowance will be paid to a member in addition to the basic allowance;

- travel and subsistence 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.

- an annual civic duties expenses allowance to the Chairman of the Council of up to £3,000; and
 - an annual civic duties expenses allowance to the Vice-Chairman of the Council of up to £1,500.
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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.