

Compton Parish Council

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Meeting of the Personnel Committee

I hereby give you Notice that the next meeting of the Personnel Committee is to be held on

Monday 11th November 2019 at 7.30pm

In the Wilkins Centre, Village Hall, Burrell Road, Compton

and all Members of the Committee are hereby summoned to attend.

Dr. Sarah Marshman
Clerk to the Council
Dated: 5th November 2019

AGENDA

1. To consider the election of Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
2. To receive apologies for absence from members of the Personnel Committee
3. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
4. To receive: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest
5. To approve the [minutes](#) of the Personnel Committee Meeting held on 29th January 2019
6. To discuss any matters arising from the minutes of the Council Meeting on 29th January 2019
7. To review the following policies:
 - a) [Health and Safety Policy](#)
 - b) [Equality Policy](#)
 - c) [Home Working Policy](#)

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

- d) [Lone Working Policy](#)
- e) [Pension Employer Policy Statement](#)

8. Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.
9. To review employee appraisals
10. To consider employee salaries for 2020/21
11. To consider the working from home allowance for employees for 2020/21

Compton Parish Council

Minutes of the Personnel Committee Meeting

Held on Tuesday 29th January 2019 at 7:00pm in the Welstead Room, Village Hall, Compton

Committee members present: Councillors David Aldis, Mark Birtwistle and Keith Simms.

Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

- | | |
|----------------------|---|
| PERS18/19-001 | To elect a chairman for the Personnel Committee
It was resolved to elect Mark Birtwistle to Chair this meeting and that a Chair would be elected at each meeting. |
| PERS18/19-002 | To receive apologies for absence
There were none. |
| PERS18/19-003 | To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation
The Clerk declared an interest in minutes PERS18/19-010 and PERS18/19-012. |
| PERS18/19-004 | To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest
There were none. |
| PERS18/19-005 | To review the terms of reference for the Personnel Committee
The terms of reference were reviewed, and no alterations were suggested. |
| PERS18/19-006 | To consider adopting a health and safety policy
It was resolved to adopt the health and safety policy. |
| PERS18/19-007 | To consider adopting an equality policy
It was resolved to adopt the equality policy |
| PERS18/19-008 | To consider adopting a home working policy
It was resolved to adopt the home working policy |
| PERS18/19-009 | To consider adopting a lone working policy
It was resolved to adopt the lone working policy |
| PERS18/19-010 | To consider adopting a revised job description for the Clerk
Some suggested alterations were made to the draft document. It was resolved to adopt the revised job description for the Clerk. |
| PERS18/19-011 | Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960)
"that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted at Agenda Item 12, Namely 'to consider the Clerk's salary', it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw. |

It was resolved to exclude the press and public from the meeting.

PERS18/19-012

To consider the Clerk’s salary

The Clerk left the room for the discussion and resolution of PERS18/19-012.

The salary scale was considered with regard to the revised job description and an SLCC advice note on job evaluation.

It was resolved that the Clerk’s role should now fall in the LC2 scale, starting on scale point 18 based on the 2019 pay scale produced by NALC.

Meeting closed 7:30pm.

Chairman:

Date:

Compton Parish Council

Health and Safety Policy

Version number	1.0	Minute reference	PERS18/19-006
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

General Statement

1. Compton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its clerk, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and

Aims of the Health and Safety at Work Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment. (The Clerk's home office working environment is addressed in the council's Home Working Policy)
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of parish council activities.
3. Systems of operating that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for the clerk, councillors, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of the clerk, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and Responsibilities for Carrying out the Health and Safety Policy

As the Council's Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety Policy.
4. Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the Minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Act as the contact and liaison point for the Health and Safety Inspectorate.

The Clerk, Councillors, contractors and voluntary helpers will:

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety, Lone Working and Home Working Policies.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Report any accidents or hazardous incidents to the Clerk or Chairman.

Health and Safety at Parish Council Meetings and other events

1. Meetings usually take place at the Wilkins Centre or, occasionally, the Wellstead Room at the Village Hall. Prior to each meeting, when setting up the room, a safety check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked
2. Meetings at other venues will be risk assessed in advance.
3. A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in case of a fire or other emergency.
4. A risk assessment will be carried out in advance of any other event organised by the Parish Council

Parish Council Owned Street Furniture

1. The Parish Council owned street furniture is inspected monthly by a nominated Councillor to ensure that there is no damage and it is in a safe condition. If a councillor identifies any faults between meetings, they should be reported to the Clerk.
2. Details of how members of the public should report faults / damage to this street furniture are displayed on the notice board and website.
3. The Council will take urgent action to address any safety issues relating to the street furniture they own.

Travelling on Parish Council Business

1. If travelling alone take the precautions pertaining to travel in the Lone Working Policy
2. If Driving:
 - The Health and Safety guidance on driving at work can be accessed at:
 - <http://www.hse.gov.uk/pubns/indg382.pdf>
 - <http://www.hse.gov.uk/roadsafety/practical.htm>
 - Ensure that you are sufficiently fit and healthy to drive
 - Ensure that your vehicle is maintained in a safe condition and fit for the road
 - Take sufficient account of adverse weather conditions
 - Avoid parking in poorly lit and isolated areas
 - Ensure your motor insurance policy covers the activity you are undertaking

Engaging Contractors

1. The council will only engage contractors who are able to demonstrate due regard to health and safety matters.
2. The Council will ensure that where contractors or sub-contractors are engaged they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the health and safety legislation.

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3. Consider requesting contractors to supply a written method statement prior to starting major works. For smaller projects consider asking for details of what arrangements a contractor has in place to ensure safe working practices.

Volunteers

1. The council will only engage volunteers who are able to demonstrate due regard to health and safety matters.
2. All volunteer activities which involve more than attendance at meetings (e.g. planting bulbs in verges) will be risk assessed.

All volunteers will be given a copy of the Council's Health and Safety Policy and Lone Working Policy if relevant.

Compton Parish Council

Equality Policy

Version number	1	Minute reference	PERS18/19-007
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Legal Position

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

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Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually/bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.

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Home Working Policy

Version number	1	Minute reference	PERS18/19-008
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Compton Parish Council does not have a designated office building; therefore, it will be necessary for the Clerk to work from home. This will be the Clerk's main place of work. The Clerk's home is not a public office and visits by members of the public should be discouraged. Members of the public can raise issues at any Parish Council meeting or by phone or email.

1. Health and Safety

- 1.1 The law requires employers to consider carefully and deal with any of the Health and Safety risks for employees working from home. The Health and Safety Executive considers office work to be a low risk type of work.
- 1.2 The Clerk will be responsible for health and safety of their work space. The Clerk will assess the work space for security and privacy.
- 1.3 The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.
- 1.4 It is the clerk's responsibility to report all employment related incidents or hazards to the Parish Council Chair.
- 1.5 As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).
- 1.6 The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. The Parish Council's Risk Assessment requires the clerk to undertake a risk questionnaire relating to the risks arising of the use of his / her home as an office not less than every four years. The result of the questionnaire is to be reported to the parish council and any issues arising from this are to be reviewed and actioned. If deemed necessary, an inspection will be undertaken by a councillor with prior notification and agreement with the clerk.
- 1.7 The council recognises the need of the clerk as a home based worker to be "kept in the loop". Regular meetings are scheduled with the chair to discuss work progress, issues etc. and give feedback on performance. The chair is also approachable by phone and email.
- 1.8 The Council will ensure measures are in place preventing the Clerk from being isolated from the rest of his/her professional community. Means are in place as part of the job description

for Membership of the professional body the Society of Local Council Clerks. Attendance at training and other events organised by organisations such as Berkshire Association of Local Councils and West Berkshire District Council is encouraged

2. Insurance

- 2.1 Any equipment owned by the Parish Council will be covered by the Parish Council's insurance policy.
- 2.2 The Parish Council's insurance includes employer liability, public liability and loss of money cover.

3. Office Equipment and Consumables

- 3.1 The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps; the cost of these will be claimed back monthly.
- 3.2 Any large items of equipment will be agreed by full council prior to purchase.

4. Attendance at other workplace venues

- 4.1 The Clerk will attend monthly Parish Council meetings and additional meetings where appropriate at the Wilkins Centre or, if not available, the Welstead Room at Compton Village Hall.

Compton Parish Council

Lone Working Policy

Version number	1	Minute reference	PERS18/19-009
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Introduction

- Compton Parish Council recognises that the clerk is required to work by his / herself in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- The Parish Council also recognises it has an obligation to comply with its legal duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare at work of its employees.

Scope

- This policy applies to all situations involving lone working of the Parish Council Clerk as an employee. It also applies to Parish Councillors, Volunteers and Contractors involved in lone working arising in connection with the duties and activities of the Parish Council.

Definition

- The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”.
- This includes but is not confined to:
 - One worker working from their own home;
 - Working alone in a workshop or open space;
 - Travelling alone to attend another agency’s premises or a meeting venue or on other business of the Parish Council;
 - Meeting with or making a home visit to an individual.

Responsibilities

- The Parish Council will, as far as is reasonably practicable, ensure that the clerk, councillors, volunteers or contractors who work alone or unsupervised for significant periods of time are protected from risks.
- When working alone the clerk, councillor, volunteer or contractor:

- Has a duty of care for his / her own safety and that of any other person affected by the Parish Council's activities;
- Has a responsibility to follow safe working practices;
- Needs to remain alert for their own safety;
- Needs to ensure that they do not take any unnecessary risks.

Guidance

- The Health and Safety Executive's guidance on the risks of lone working can be accessed at <http://www.hse.gov.uk/pubns/indg73.htm>.
- The Suzy Lamplugh Trust website has a Lone Working Leaflet which can be accessed at <https://www.suzylamplugh.org/Handlers/Download.ashx?IDMF=61d3260c-818f-4646-8b3e-e2f09d1152a7>.

General

- When working alone always carry a mobile phone and ensure it is fully charged.

Clerk working from home office

- This is covered by the Parish Council's "Home Working Policy"

Travelling alone on Parish Council Business

- Guidance on Driving on Parish Council Business is covered in the Parish Council's Health and Safety Policy.
- Inform someone, for example a family member, of arrangements and of any changes to these arrangements.
- Leave details of venue and contact details if possible.
- Carrying a torch if travelling on foot in the dark.
- Carry a personal alarm if visiting isolated locations.
- If travelling on foot, plan your route to avoid poorly lit and isolated areas if possible.
- Take account of adverse weather conditions.

Meeting with or making a home visit to an individual

- If required to meet with a member of the public, assess the situation and always consider your personal safety. Consider whether you may need to:
 - Avoid meeting in isolated places.

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- If they are to visit your home ensure that there is someone else in the house at the same time.
 - Meet in a public place or get someone to accompany you.
 - Get someone to accompany you if a house visit is necessary
- If faced with aggression / or conflict from a member of public seek, to extricate yourself from the situation with the minimum of risk and get to a place of safety. Avoid getting into any kind of argument with anyone who is being aggressive or threatening, as this will only serve to inflame the situation

Incident reporting

- An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill-health or damage.
- All incidents must be reported to the Parish Clerk or Chair.



LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013

STATEMENTS OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS

In accordance with Regulation 60 of the above regulations a Scheme employer **must** prepare a written statement of its policy in relation to the exercise of its functions under regulations:

- 16(2)(e) and 16(4)(d) (funding of additional pension);
- 30(6) (flexible retirement);
- 30(8) (waiving of actuarial reduction); and
- 31 (award of additional pension).

In addition and in accordance with Paragraphs 2 and 3 of Schedule 2 to the Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014 a Scheme employer **must** also prepare a written statement on whether, in respect of benefits relating to pre 1st April 2014 membership, to 'switch on' the 85 year rule for a member who voluntarily retires (leaves employment) and elects to draw their benefits on or after the age of 55 and before the age of 60 thereby agreeing to waive in full or part any actuarial reduction applied to the member's benefits.

A Scheme employer **must** send a copy of its statement to the administering authority (Royal Borough of Windsor & Maidenhead) and must publish its statement.

A Scheme employer **must** keep its statement of policy under review and make such revisions as are appropriate following a change of its policy.

Where a revision to the statement of policy is made, a Scheme employer **must** send a copy of its revised statement to the administering authority before the expiry of one month beginning with the date that any such revision is made. A Scheme employer must also publish its revised statement.

In preparing, or reviewing and making revisions to its statement, a Scheme employer **must** have regard to the extent to which the exercise of its discretionary functions could lead to a serious loss of confidence in the public service.

Whilst it is compulsory for a Scheme employer to prepare a statement in respect of the regulations detailed above, there are a number of other discretions available to a Scheme employer throughout the Scheme Regulations which do not require such a statement of policy to be made. It is recommended for administrative purposes that such additional statements are made and included at Part B of the statement of policy.

Each regulation is set out in detail throughout this document and a space is provided for a Scheme employer to insert its statement of policy. Additional notes are available to assist Scheme employers in completing their statement and these can be found on the pension fund website at www.berkshirerpensions.org.uk/employers_policy_statements.htm

Once completed, a Scheme employer **must** ensure that its statement of policy is published in a place that is easily accessible to all of its eligible Scheme employees and that any revisions made to the statement of policy are equally accessible.

SCHEME EMPLOYER DECLARATION

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The Scheme employer known as Compton Parish Council as prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the Local Pension Scheme Regulations 2013. The Scheme employer declares that it will keep this statement under review and publish the statement (and any amendments made thereto) in a place that is easily accessible to all of its eligible Scheme employees and that it will provide to the administering authority the most up to date version of the statement at all times.

PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the

Local Government Pension Scheme Regulations 2013

Regulation 16 – Additional Pension Contributions *(see guidance note 1 in employer's guide)*

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions

Resolved not to adopt this discretion.

Regulation 30(6) – Flexible Retirement *(see guidance note 2 in employer's guide)*

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade *(adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8))*.

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Scheme Employer's policy concerning flexible retirement

Resolved not to adopt this discretion.

Regulation 30(8) – Waiving of Actuarial Reduction *(see guidance note 3 in employer’s guide)*

Where a Scheme employer’s policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Scheme Employer’s policy concerning the waiving of actuarial reduction

Resolved not to adopt this discretion.

Regulation 31 – Award of Additional Pension *(see guidance note 4 in employer’s guide)*

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member’s employment ended.

Scheme Employer’s policy concerning the award of additional pension

Resolved not to adopt this discretion.

Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014

Schedule 2 – paragraphs 2 and 3 *(see guidance note 5 in employer’s guide)*

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Scheme Employer's policy concerning the 'switching on of the 85 year rule

Resolved not to adopt this discretion.

PART B – Formulation of RECOMMENDED policy in accordance with the

Local Government Pension Scheme Regulations 2013

Regulation 9(1) & (3) – Contributions *(see guidance note 6 in employer's guide)*

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1st April

Resolved not to make changes to contribution rates throughout the year but to set rates from 1st April each year.

Regulation 17(1) – Additional Voluntary Contributions *(see guidance note 7 in employer's guide)*

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Scheme Employer's policy concerning payment of Shared Cost Additional Voluntary Contributions

Resolved not to adopt this discretion.

Regulation 22 – Merging of Deferred Member Pension Accounts with Active Member Pension Accounts *(see guidance note 8 in employer's guide)*

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A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Scheme Employer's policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts

Resolved not to adopt this discretion.

Regulation 100(6) – Inward Transfers of Pension Rights *(see guidance note 10 in employer's guide)*

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Scheme Employer's policy concerning the extension of the 12 month transfer application period

Resolved not to adopt this discretion.

Regulation 21(5) – Assumed Pensionable Pay *(see guidance 11 in employer's guide)*

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Scheme Employer's policy concerning inclusion of 'regular lump sum payments' in assumed pensionable pay calculations

Resolved to include regular lump sum payments in the calculation of assumed pensionable pay.

Regulation 74 – Applications for Adjudication of Disagreements *(see guidance note 9 in employer's guide)*

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

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(a) a decision under regulation 72 (first instance decisions); or

(b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer:

Name: Mark Birtwistle

Job Title: Vice-Chairman

Full Address:

Post Code:

Tel No:

Fax No:

Email:

Adjudicator's Signature: _____

Date: _____

SCHEME EMPLOYER CONFIRMATION

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Will not be used for any ulterior motive;

Will be exercised reasonably;

Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;

Will be duly recorded when applied.

Signed on behalf of the Scheme Employer: _____

Name in Block Capitals: David Aldis

Position: Chairman

Scheme Employer's Name: Compton Parish Council

Date: _____