

Chairman and Committee Membership

Chairman: Mayor

Membership: Mayor, Deputy Mayor (ex officio), 2 (minimum) other councillors  
Restricted to council members.

Remit

Generally:

The committee has delegated power from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council and final decisions on all awards.

If the committee is unable to make a clear decision on any matter or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with or without a recommendation. A matter will be referred to Council for decision at the request of two, or more, members.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

In detail, the committee:

- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions.
- will decide and agree a training scheme with all employees.
- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates.
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the wellbeing of Council members, employees and volunteers appointed by council or the committee.
- will decide on matters relating to ceremonial procedures, regalia, honorary officers, mayoral events, duties and associated matters.
- will manage the selection of appropriate persons for awards and the process of making the awards. The Committee will make nominations for awards but the final decision to put forward person(s) for an external award or to receive an award from the Council will be made by Council.

All decisions will be kept in line with the approved budget.

Adopted by Council on 19<sup>th</sup> June 2017 (minute43/17(b) refers)

**PERSONNEL REMITS – TO REVIEW**

**Dress Code Policy**

The Council adopted the following Dress Code Policy on 20<sup>th</sup> February 2012 (minute 179/11(c) refers)

**“All members and officers are required to wear smart dress when attending public meetings and events in their capacity as a representative of the Town Council”.**





Looking forward to  
your retirement

# Axbridge Town Council Discretions Policy

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**The LGPS Regulations 2013**

**and**

**The LGPS Regulations 2014**

(Transitional Provisions and Savings)

**and**

**The LGPS Regulations 2008**

(Benefits, Membership and Contributions)

**Employer name: Axbridge Town Council**

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**Policy effective from:** 20<sup>th</sup> June 2016 (minute 36/16(b) refers)

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These policies may be subject to review from time to time. Affected employees will be notified of any subsequent change to this Policy Statement.

**Signed on behalf of: Axbridge Town Council**

**Signature of authorised officer:** V Brice

**Date:** 20<sup>th</sup> June 2016

**Print name of authorised officer:** Victoria Leah Brice

**Job title:** Town Clerk and Responsible Financial Officer

**LGPS 2013 & 2014 discretions**

**Regulation R16 (2) (e) and R16 (4) (d)**

**Shared Cost Additional Pension Scheme**

An employer can choose to pay for or contribute towards a member's Additional Pension Contract via a Shared Cost Additional Pension Contract (SCAPC)

**Policy decision**

The Council would always consider the possibility – following consultation with the Personnel and Protocol Committee/Council.

**Regulation R17 (1) and TP15 (1) (d) and A25 (3) and definition of SCAVC in RSch 1**

**Shared Cost Additional Voluntary Contribution Arrangement**

An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution arrangement entered into on or after 1 April 2014 through a shared cost AVC.

An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution arrangement entered into **before** 1 April 2014 through a shared cost AVC.

**Policy decision**

The Council would consider the possibility but would take advice before opting and following consultation with the Personnel and Protocol Committee/Council.

### **Regulation R30 (6) and TP11 (2)**

#### **Flexible Retirement \*\***

Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade.

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

### **Policy decision**

The Council does not give blanket consent for staff in the LGPS aged 55 or over to flexibly retire and draw immediate payment of pension benefits. Requests will be referred to the Personnel and Protocol Committee/Council and assessed on their merits taking into account such factors as cost and service delivery.

### **Regulation R30 (8) , TP3 (1), TPSch2, Para 2(1), B30 (5) and B30 (A) (5)**

#### **Waiving of actuarial reduction**

Employers have the power to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits paid on the grounds of flexible retirement.

Employers may also waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits on or after age 60 and before normal pension age.

### **Policy decision**

This may be exercised by the Personnel and Protocol Committee/Council in individual cases on compassionate grounds. Individual circumstances will be looked at according to the dictionary definition of compassion – “inclined to pity or mercy”.

Employers also have the power to waive, in whole or in part, the actuarial reduction applied to active members' benefits when a member chooses to voluntarily draw benefits on or after age 55 before age 60.

#### **Regulation TPSch 2, para 2 (2) and 2 (3)**

##### **Power of employing authority to 'switch on' the 85 year rule**

An employer can choose whether to switch on the 85 year rule for members who voluntarily retire on or after age 55 and before age 60.

An employer can also choose to waive, on compassionate grounds, the actuarial reduction applied to benefits for a member voluntarily drawing benefits on or after age 55 and before age 60.

#### **Policy decision**

This may be exercised by the Personnel and Protocol Committee/Council in individual cases on compassionate grounds. Individual circumstances will be looked at according to the dictionary definition of compassion – "inclined to pity or mercy".

#### **Regulation R31**

##### **Power of employing authority to grant additional pension**

An employer can choose to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500\* per annum). (\*the figure of £6,500 will be increased each April under Pensions Increase Orders)

#### **Policy decision**

The Council will not exercise this discretion either in addition to or as an alternative to augmentation.

**\*\* Flexible Retirement – Please note that if you wish to offer your members the option of flexible retirement, you will need to formulate a separate policy (please see Guidance Notes)**

<b>Policies not required but recommended:</b>	
<b>R22 (8) (b)</b> - Whether to extend the 12 month option period for a member to elect that post 31st March 2014 deferred benefits should not be aggregated with a new employment	
<b>R22 (7) (b)</b> - Whether to extend the 12 month option period for a member to elect that post 31st March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment	
<b>R100 (6)</b> - Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	The Council will allow an option to transfer-in previous pension rights except in cases involving potential early retirement and consequent capital costs.
<b>R9(1) &amp; R9(3)</b> - Determine rate of employees' contributions and when the contribution rate will be assessed	The Council will allocate employees to the appropriate contribution rate according to pay band at 1 April each year and adjust only where there is a contractual change during the year.



## LGPS 2008 discretions

To cover scheme members who ceased active membership on or after 1 April 2008 and before 1 April 2014 (no need to complete if not applicable).

### Regulation B18

#### Flexible Retirement \*\*

Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade.

In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.

### Policy decision

### Regulation B30

#### Choice of early payment of pension

**B30 (2)** Employers can also allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59.

**Please note where a deferred member left the LGPS before 1 April 2008 the employer policy under the 1997 regulations will apply.**

**B30A(3)** Employers may also grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60.

**B30 (5) and B30A (5)** In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on

### Policy decision

compassionate grounds or a member has protected rights.



Axbridge Town Council  
Equal Opportunities Statement

“The Council strives to operate a policy of non-discrimination with equal opportunities for all”

This Equal Opportunities Statement was adopted by the Council on 16<sup>th</sup> June 2003

Signed:

Mrs V L Brice  
Axbridge Town Clerk

## **Funding of Town Events**

**It is the policy of the Council that it does not fund events organised by independent town groups but would consider the funding of one-off specific items.**

**This policy to be reviewed annually.**

Adopted: Council 16<sup>th</sup> November 2009 (min 126/09(d) refers)

Agenda Item 8  
Axbridge Town Council

Lone working policy (in conjunction with the H&S policy)

**The Council will:**

- Be aware of safety issues relating to working alone.
- Assess lone working risks systematically and regularly.
- Ensure that the clerk is able to recognise potential risks.
- Report and record any incidents that relate to working alone.

**The Clerk will:**

- Be aware of safety issues relating to working alone.
- Take reasonable care.
- Consider and assess the need for closing the office door when the downstairs venue is in use and, if the door is closed, to use the spyhole to establish who is there before opening the door.
- Keep someone, either at home or on the Council, as appropriate, aware of location, meetings, contact detail etc.
- Report any dangers, or potential danger, as they arise.
- Report and record any incidents that relate to working alone

**Site security**

- A chain on the front door, to be connected before opening the front door to anyone calling.
- Mobile phone to hand at all times.

Adopted by Council on 6<sup>th</sup> November 2017 (minute PS69/17) refers