

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Leslie Manning

direct line 0300 300 5132

date 15 May 2014

NOTICE OF MEETING

GENERAL PURPOSES COMMITTEE

Date & Time

Thursday, 29 May 2014 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the GENERAL PURPOSES COMMITTEE:

Cllrs P Hollick (Chairman), R C Stay (Vice-Chairman), A L Dodwell,
J G Jamieson, D Jones, M R Jones, D J Lawrence, Mrs J G Lawrence,
K C Matthews, J Murray, R B Pepworth and M A G Versallion

[Named Substitutes:

P N Aldis, D Bowater, N B Costin, D J Hopkin, A Shadbolt, I Shingler and
J N Young]

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING***

AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes**

To approve as a correct record the minutes of the meetings of the General Purposes Committee held on 20 January 2014 and 1 May 2014 (copies attached).

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

Reports

Item	Subject	Page Nos.
7	Local Government Pension Scheme Update To receive an update on recent developments in respect of the Local Government Pension Scheme, explain the governance arrangements and outline the Fund's latest financial position.	* 31 - 42
8	Local Government Pension Scheme - Discretions Policy To consider the requirements of the Local Government Pension Scheme Regulations for each employer to	* 43 - 66

determine its policy with regard to these discretions and the proposed Council policy with regard to these discretions.

9 Children's Social Worker Recruitment

To receive a presentation on the recruitment of children's social workers.

10 Recruitment and Retention of Children's Social Workers + To Follow

To receive a report on the recruitment and retention of children's social workers.

11 Market Rate Supplement Payments - Annual Update * 67 - 78

To consider an update on the current application of market rate supplements to posts across Central Bedfordshire Council.

12 Constitution Update * 79 - 88

To receive a number of minor amendments to the Constitution.

13 Revised Calendar of Meetings - Eight Week Cycle * 89 - 94

To consider the proposed introduction of a revised Calendar of Meetings, based on an eight week cycle of meetings for the Executive and Overview and Scrutiny Committees, with effect from September 2014.

14 General Purposes Committee - Work Programme for 2014/15 * 95 - 98

To consider the Committee's work programme for 2014/15.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Room 15, Priory House, Monks Walk, Shefford on Monday, 20 January 2014

PRESENT

Cllr P Hollick (Chairman)
Cllr R C Stay (Vice-Chairman)

Cllrs P N Aldis
Mrs C F Chapman MBE
J G Jamieson
M R Jones
D J Lawrence

Cllrs Mrs J G Lawrence
J Murray
B Saunders
N Warren

Apologies for Absence: Cllr A L Dodwell

Substitutes: Cllr K Janes (In place of A L Dodwell)

Members in Attendance: Cllrs R D Berry
A L Dodwell*
K C Matthews
A Shadbolt

*Having submitted her apologies for absence Councillor A L Dodwell was subsequently able to attend the meeting shortly after it had started. However, due to the presence of her substitute, she ceased to be a member of the Committee throughout the duration of the meeting (paragraph 6.3 of Part E3 of the Constitution refers).

Officers in Attendance:	Ms D Clarke	– Director of Improvement and Corporate Services
	Mrs M Clay	– Chief Legal and Democratic Services Officer
	Mrs C Jones	– Head of HR Policy and Development
	Mr L Manning	– Committee Services Officer
	Ms M Peaston	– Committee Services Manager

GPC/13/30 **Minutes**

RESOLVED

that the minutes of the meeting of the General Purposes Committee held on 3 December 2013 be confirmed and signed by the Chairman as a correct record subject to the following amendment:

Minute GPC/13/28 (Constitution – Proposed Amendments/Appendix B/Part I3 Code of Procurement Governance/Paragraph 5.1/Table 1/Footnote)

Delete the threshold figure of '£4,342,012' and insert '£4,332,012' in its place.

GPC/13/31 Members' Interests

None.

GPC/13/32 Chairman's Announcements and Communications

None.

GPC/13/33 Petitions

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

GPC/13/34 Questions, Statements or Deputations

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

GPC/13/35 Pay Policy Statement 2014/15

The General Purposes Committee considered a report by the Director of Improvement and Corporate Services which set out the draft Pay Policy Statement for 2014/15. Members were advised that sections 38-43 of the Localism Act 2011 required all local authorities to publish a comprehensive Pay Policy Statement before 31 March every year.

The Committee noted that the Localism Act had further extended the existing requirements under the Code of Transparency to publish Chief Officer remuneration on the Council website and ensure that full Council had the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.

Members also noted that the Localism Act had introduced requirements to ensure a comparison was possible between the policies adopted on the remuneration of Chief Officers and other employees and, in addition, set out a policy on the lowest paid.

The Head of HR Policy and Development stated that the draft Pay Policy Statement before Members reflected existing policies and terms and conditions previously agreed and also met the requirements set out in the Department for Communities and Local Government's supplementary guidance on Pay Policy Statements issued in February 2013. As such it represented an updated version of the Pay Policy Statement adopted for 2013/14 and fully complied with all statutory requirements.

Discussion then took place on various matters including the introduction of 'spot salaries', the process for determining how the Chief Executive could reach the top of his salary range and the level of severance payments paid to staff. In response to the query regarding the Chief Executive's salary range the Director for Improvement and Corporate Services undertook to examine the Committee's previous minutes to ensure that the proposed changes to the Policy were consistent with the Committee's original decision.

Members were reminded that the Localism Act required that the Policy be approved by full Council.

NOTED

the draft Pay Policy Statement for 2014/15.

RECOMMENDED TO COUNCIL

- 1 that the draft Pay Policy Statement 2014/15, as set out at Appendix A to these minutes, be approved and adopted;**
- 2 that, following approval and adoption, the Pay Policy Statement 2014/15 be published on the Council's website.**

GPC/13/36 Proposed Amendments to the Constitution - Planning Matters

The General Purposes Committee considered a report of the Chairman of the Development Management Committee which set out a number of proposed amendments to the latter's current composition, procedures and approach to reaching decisions. Members noted that the purpose of the amendments was to increase the focus and business-like approach of the Development Management Committee.

The Chairman of the Development Management Committee introduced his report and explained the reasons behind the proposed amendments. Full discussion then took place, during which the Chairman of the Development Management Committee responded to various queries and comments. Consideration was also given to any additional changes that were suggested. In particular Members discussed the call-in of planning applications and issues related to this.

Arising from discussion on the most suitable days on which the related site visits should take place Members indicated that they would wish to see the dates of the site visits included in the Members' Information Bulletin.

Following a query on the attendance of substitutes on site visits the Chairman of the Development Management Committee explained that only those named substitutes nominated to attend the Committee's meeting would be expected to attend the site visits and not all of the Development Management Committee's named substitutes. In response to a comment that some substitutes would only be nominated after the site visits had taken place the Chairman of the General Purposes Committee stated that all that could be done was to acknowledge that, unfortunately, the situation would arise. Nonetheless, a Member commented that all named substitutes on the Development Management Committee could be expected to be called on to attend a meeting of the Committee at short notice and so, therefore, all named substitutes should attend site visits whether nominated beforehand or not.

With regard to the proposed enforcement of the existing requirement for Members to complete a proforma document to include valid planning reasons in support of a proposed call-in it was suggested that the proforma document should include examples of valid planning reasons and examples of reasons that were not acceptable for this purpose.

The Committee acknowledged in full the benefits that would arise from amending the processes and membership of the Development Management Committee and indicated their support for the approach set out before them.

Members were aware that it was also necessary to recommend to Council that the Constitution be amended to give effect to the Committee's decisions.

RESOLVED

that the following amendments be approved:

- a) site visits should normally be held for all planning applications to be determined by the Development Management Committee, unless otherwise agreed by the Chairman or Vice-Chairman;**
- b) all members and nominated substitute members of the Development Management Committee should attend site visits;**
- c) the number of members on the Development Management Committee should be reduced from 18 to 13, with effect from the beginning of the 2014/15 municipal year;**
- d) to note that the Constitution required the call-in of planning applications for determination by the Committee through use of a proforma, stating a valid planning reason, and that this would be enforced from the beginning of the 2014/15 municipal year;**
- e) all Development Management Committee members and substitute members would be expected to undertake annual accredited training by an external trainer, starting in 2014/15;**

- f) **any planning applications submitted by senior officers of the Council (Heads of Service, Assistant Directors, Directors, and the Chief Executive) or officers in the Development Management Team would be routinely determined by the Development Management Committee, however minor, and not through an officer's delegated powers.**

RECOMMENDED TO COUNCIL

that the proposed amendments to the Constitution at Parts E2, H3 and the Ethical Handbook, as set out at Appendices B, C and D to these minutes, be approved in order to give effect to the decision agreed by the General Purposes Committee.

GPC/13/37 General Purposes Committee - Work Programmes for 2013/14 and 2014/15

Members considered a report by the Chief Legal and Democratic Services Officer setting out the proposed Work Programmes for the Committee for the remainder of 2013/14 and the whole of 2014/15.

The Committee noted that submission of the six monthly report updating Members on standards complaints to that day's meeting had been delayed. The Director of Improvement and Corporate Services reminded the meeting that a six monthly update was only due to be submitted if any issues had arisen to necessitate it. In view of these comments Members considered that a report, if required, should be submitted to a later meeting of the Committee to allow the Chief Legal and Democratic Services Officer to prepare a report following due consideration. The possibility of submitting the report alongside the Annual Report was suggested by the Director of Improvement and Corporate Services.

A Member queried the proposed meeting date for the Committee of 22 May in the next Municipal Year given that this was the date of the European elections and Members would be engaged in the election process. The Committee Services Officer stated that, since the report had been published, this situation had been acknowledged and the proposed meeting date had been amended to 29 May. Members then raised an issue of whether the next scheduled meeting of the Committee (13 March), was viable given the lack of agenda items and whether a meeting should therefore be held between the end of April and beginning of May as an alternative to the proposed meeting on 29 May.

RESOLVED

that the proposed General Purposes Committee Work Programmes for the remainder of 2013/14 and the whole of 2014/15, as attached at Appendix A of the report of the Chief Legal and Democratic Services Officer, be approved subject to the following:

- a) **rescheduling the six monthly update on standards complaints to a future date to allow the Chief Legal and Democratic Services Officer time to prepare a fully considered report;**

- b) **examination of the possible cancellation of the Committee's meetings scheduled for 13 March and, provisionally, 29 May, to be replaced by one meeting during the period at the end of April or beginning of May.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 10.50 a.m.)

Chairman

Dated

CENTRAL BEDFORDSHIRE COUNCIL PAY POLICY STATEMENT 2014/15

1. INTRODUCTION

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and with regard to the guidance issued by the Secretary of State under Section 40 of the Act.

It is made available on the Council's website. The Council's website also includes separately published [salary information](#) relating to Chief Officers as part of the Transparency Code.

Salary ranges published in this policy are correct as at 31 March 2014.

2. SCOPE

The Localism Act sets out the posts that are considered to be Chief Officers. In terms of Central Bedfordshire, this will cover the Chief Executive as Head of Paid Service, Directors, the Monitoring Officer, Section 151 Officer and a number of Assistant Directors/Chief Officers and Heads of Service who are regarded as Deputy Chief Officers.

In accordance with the Act, the Pay Policy Statement provides information about the remuneration paid to the Council's Chief Officers and other prescribed categories of employee. It covers all employees of Central Bedfordshire Council irrespective of legacy terms and conditions where they remain.

This policy does not apply to staff employed by local authority schools as the Localism Act does not include them.

3. REMUNERATION OF CHIEF OFFICERS

The Chief Executive and Directors Terms and Conditions are in line with the JNC Conditions of Service for Chief Executives and Chief Officers.

Chief Executive

The Chief Executive is the Council's Head of Paid Service. The Council has set the salary range for this post and as at 31 March 2014, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives. The decision to award an incremental increase to the Chief Executive is made by the Leader.

The starting salary paid to the Chief Executive will be that determined by the Appointments Sub-Committee, taking in to consideration guidance from the JNC

National Framework and market forces and subject to it being within the published salary range.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Head of Paid Service is additionally the Council's Returning Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. The fee paid to the Returning Officer is determined by legislation and the recovery of the costs of the Returning Officers' services and expenses at a UK or European Parliamentary election is met from Central Government funds and so does not constitute a cost to the Council. Where local elections occur a scale of fees and charges, approved by the Council, determines the total overall amount the Returning Officer may expend in connection with an election. The fees paid to staff who undertake election duties are broadly in line with Central Government rates.

Directors

Council has set the salary range for Directors as £115,461 - £140,561 with 6 incremental points. In reviewing this approach, new appointments are now on a 'spot salary' basis within or below the salary range set by Council. This allows a salary to be determined by the Appointments Sub-Committee, taking into consideration guidance from the JNC National Framework and market forces.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Council will apply JNC nationally agreed cost of living pay awards to the salaries of Directors.

The Director of Children's Services is entitled to an additional duties allowance of £13,051.56 per year as the Council's Deputy Chief Executive and to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

Assistant Directors/Chief Officers and Heads of Service

Terms and Conditions for Assistant Directors/Chief Officers and Heads of Service are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The Council's pay scales for these posts are as follows:

Assistant Directors/Chief Officers - the salary scale is determined by the job-evaluated grade for the post but will be within the range £61,335 - £89,972. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by the job-evaluated grade for the post but will be within the range of £47,200 - £51,492 or £57,213 - £61,505. Each grade has 3 incremental points.

Section 151 Officer and Monitoring Officer

The Council's Chief Finance (Section 151) Officer and Chief Legal and Democratic Services (Monitoring) Officer are graded at £83,986 - £89,972 and £75,305 - £83,986 respectively.

Currently the Council does not have any performance related pay systems or bonus schemes in place for any Chief Officers.

4. REMUNERATION OF OTHER EMPLOYEES

Terms and Conditions for Assistant Directors/ Chief Officers, Heads of Service and remaining officers are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 were exempted from this reduction.

Pay rates are negotiated at a national level through the NJC; therefore the Council will apply any cost of living pay awards to the revised pay scales.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £12,435 - £45,779.

The Council does not have any performance related pay systems or bonus schemes in place for any employees.

Any Market Rate Supplement that is paid for specifically identified posts will be in accordance with the Council's Market Rate Supplement policy.

Employees may be eligible for a business mileage related lump sum car allowance in accordance with the published scheme.

5. PAY COMPARISONS

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which at 31 March 2014 has a salary range of £12,435 - £12,613pa.

The current pay relationship between the highest paid employee who is the Chief Executive (Head of Paid Service) and the Council's median earner and the mean average salary has been measured.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the median earner is 1:7.28.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the mean average salary is 1:6.72.

Both these ratios are below the expected multiples of 8.1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (March 2011) Report.

It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

6. PENSIONS PROVISIONS

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the [LGPS website](#).

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.

7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS

The Council will normally pay severance in redundancy situations based upon the Statutory Redundancy Payment Scheme using actual weekly salary where this is greater than statutory redundancy pay. Any Council employee with 2 years' continuous service, including Chief Officers, irrespective of hours worked, is eligible for a redundancy payment should he or she be dismissed by reason of redundancy.

Any request for early retirement on the grounds of efficiency of the service must receive Member approval.

The Council will meet its statutory and contractual obligations in respect of any severance package, and does not make discretionary payments. However, if in exceptional circumstances a discretionary payment is proposed, the details of the full package would require a recommendation by General Purposes Committee to Full Council for approval.

8. REVIEW

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2015/16 and will be submitted to Full Council for approval by 31 March 2015.

If it should be necessary to amend this 2014/15 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

Appendix B

E2 COMMITTEE TERMS OF REFERENCE

1. The Development Management Committee

Appointed by:	The Council under Section 101 of the Local Government Act 1972
No of Members:	18 <u>13</u>
Chairman and Vice-Chairman appointed by:	The Council
Quorum	At least 50% of the membership of the Committee
Frequency	Four weekly or as otherwise determined by the Monitoring Officer in consultation with the Chairman
Venue	Chicksands or as otherwise determined by the Monitoring Officer in consultation with the Chairman
Co-opted Members	None
Code:	The Planning Code of Good Practice

1.1 Terms of Reference

To exercise the following functions of the Council (as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex A below), which are not delegated to officers in Part H3 of the Constitution:-

1.1.1 Planning and Conservation

To exercise all powers relating to town and country planning and development control functions.

1.1.2 Commons Registration

The registration of common land or town and village greens and of the variation of rights of common and powers of enforcement, protecting unclaimed registered common land, and to institute proceedings for offences in respect of unclaimed common land.

1.1.3 Highways Use and Regulation and Public Rights of Way

The exercise of powers relating to the regulation of the use of highways and relating to public rights of way.

1.1.4 Trees and Hedgerows and other miscellaneous functions

The exercise of powers relating to the preservation of trees and the protection of important hedgerows and other miscellaneous functions.

1.2 Limitation of Powers

1.2.1 The Committee has full delegated powers on behalf of the Council.

Appendix C

SCHEME OF DELEGATION BY THE COUNCIL AND BY THE EXECUTIVE TO DIRECTORS AND OTHER OFFICERS

Development Management

4.4.19	To carry out the functions of the Council as the Waste and Minerals Planning Authority.	None
4.4.20	To enforce provisions under Town and Country Planning Regulations in respect of minerals and waste management matters.	None
4.4.21	To determine applications required under the Planning Acts and Statutory Instruments; and other planning matters (including applications for planning permission made under Regulation 3 of the Town and Country Planning General Regulations 1992), except where:-	As shown in 4.4.97.1 to 4.4.97.5
4.4.21.1	A ward member of the Council requests in writing, on an agreed pro-forma and supported by the planning reason(s), within 3 weeks of the application being registered, for it to be referred to a meeting of the Development Management Committee. The Member making a call-in is required to set out the planning reasons for the call-in on the proforma and speak about the reasons for the call-in at the Committee where the application may be considered ¹ ;	None

¹ A Member may withdraw a request by notifying the Assistant Director, Planning no later than six clear working days before the date of the Committee meeting.

4.4.21.2 It is proposed to grant None
planning permission for a
major development² and:-

4.4.21.2.1 a material None
planning
representation(s)
has been
received in
writing from
Town and Parish
Councils which
has not been
resolved by the
Local Planning
Authority
through
negotiation with
the applicant
and/or through
the imposition of
conditions; or

4.4.21.2.2 the application None
or matter is
considered to be
a departure from
the Development
Plan; or

4.4.21.3 The application (or matter) is None
made by or on behalf of, or
involves in any capacity, any
Member or senior officers of
the Council (ie Head of
Service, Assistant Director,
Director or the Chief
Executive) or officer in the
Development Management
Team;

4.4.21.4 The Assistant Director, None
Planning considers it prudent
to refer the application or
matter to the Development
Management Committee; or

4.4.21.5 the application is made
under Regulation 3 of the
Town and Country Planning
(General) Regulations 1992
or is for development on the

Council's own land and in either case a material planning representation(s) has been received in writing that is contrary to the Officer delegated decision otherwise to be made and in the case of objections these cannot be resolved through the imposition of conditions.

4.4.21.6 The application is made under Regulation 4 of the Town and Country Planning (General) Regulations 1992.

² The definition of "major development" shall be that used by the Department for Communities and Local Government in the General Development Control Return

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Appendix D

Central Bedfordshire Council Ethical Handbook

	Page
Part 2 Members' Planning Code of Good Practice	6
1. Background	6
2. Introduction	6
3. Relationship to the Code of Conduct for Councillors	7
4. Development Proposals and Interests under the Code of Conduct for Councillors	8
5. Fettering Discretion in the Planning Process	9
6. Contact with Applicants, Developers and Objectors	12
7. Presentations by Applicants/Developers	13
8. Lobbying of Councillors	13
9. Lobbying by Councillors	15
10. Site Visits	16
11. Public Participation at Meetings	17
12. Officers	18
13. Decision Making Process and Decisions Contrary to Officer Recommendation	19
14. Training	20
App A Code of Practice for Conduct of Site Inspections	21

Part 2: Members' Planning Code of Good Practice

1. Site Visits

The advice contained in this section has particular relevance to members of the planning authority who are or may be involved in determining an application for planning permission.

10.1 It is often desirable before determining a planning application that members of the planning authority visit an application site to view it in its surroundings and have relevant features drawn to their attention. The Council has adopted a Code of Practice for such inspections with which it will comply. This is attached at Appendix "A" to this Code. Debate and decisions on applications must take place in a committee meeting, therefore any discussion that does take place during these site visits should not lead into a debate on the merits of the application.

10.2 Remember

10.2.1 **Do not** request a site visit if you have a disclosable pecuniary interest in the matter. For the avoidance of doubt the principles in paragraph 4 of this Planning Code of Good Practice shall apply.

10.2.2 **Do not** attend a site visit where you have a disclosable pecuniary interest in the site or the matter in hand.

~~10.2.3 **Do not** request a site visit unless you feel it is strictly necessary and consider that:-~~

~~10.2.3.1 particular site factors are significant to the determination of the application; or~~

~~10.2.3.2 there are significant policy or precedent implications and specific site factors need to be carefully addressed; and~~

~~10.2.3.3 the factors which justify a site visit have been provided to the Planning Officer with the site visit request.~~

10.2.4 **Do** attend site visits organised by the Council, where possible, where you ~~are an appointed member of the site visit team, or the ward/local Member for the area where the site is.~~ plan to attend the Development Management Committee meeting considering the application.

- 10.2.5 **Do** ensure that any information which you gained from the site visit is reported back to the planning authority, so that all Members have the information.
- 10.2.6 **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- 10.2.7 **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- 10.2.8 **Do not** hear representations from any other party with the exception of the ward/local Member(s) whose comments must focus only on site factors and site issues. Where you are approached by the applicant or a third party, advise them that they should make representations in writing to the authority and direct them to or inform the officer present.
- 10.2.9 **Do not** express opinions or views to anyone.
- 10.2.10 **Do not** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:-
 - 10.2.10.1 you feel it is essential for you to visit the site other than through attending the official site visit; and
 - 10.2.10.2 you have first spoken to the Assistant Director of Planning about your intention to do so and why (which will be recorded on the file); and
 - 10.2.10.3 you can ensure you will comply with these good practice rules on site visits.

2. Training

- 14.1 ~~**Do not**~~ **Unless you have** ~~participate in~~ attended a mandatory training session on decision making at meetings dealing with planning matters ~~if you have not attended the mandatory planning training as~~ prescribed by the Council, you will not be permitted to participate in Development Management Committee decision-taking.

- 14.2 ~~Do endeavour to~~You are expected to attend ~~any~~ other specialised training sessions provided, at least once during the course of a municipal year, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and Local Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- 14.3 You should~~Do~~ participate in the annual review of a sample of planning decisions to ensure that Members' judgement has been based on proper planning considerations.

APPENDIX A

Code of Practice for Conduct of Site Inspections

1. A site inspection will ~~only~~ be carried out ~~in the circumstances set out below: for all planning applications to be determined by the Development Management Committee, unless agreed otherwise by the Chairman or Vice Chairman.~~

(a) Prior to Consideration by Committee

~~Any member of the Council may request that an item contained in the draft index of applications to be considered at the next meeting of the Development Management committee, should be the subject of a site inspection prior to that meeting.~~

~~Such requests must be submitted to the Assistant Director of Planning by the date and time specified in the draft index, together with the factors which justify a site visit..~~

~~The Assistant Director of Planning will notify the chairman of the Committee of the request. The request may be refused if the Assistant Director of Planning, following consultation with the chairman, does not consider that a site inspection is justified in respect of the application.~~

A Member with a disclosable pecuniary interest in the site or the matter in hand should not request a site visit. Do not try to represent ward/local views, but ask another ward/local member to do so instead. Always act in accordance with paragraph 10 of the Planning Code of Good Practice.

(b) Following Consideration at Committee

~~Where the Development Management Committee wishes to address site specific issues, it may determine to hold a site inspection, the purpose of which will be to familiarise members with the site.~~

- ~~12.~~ 12. A Member with a disclosable pecuniary interest in the site or the matter in hand must not attend the site visit.
- ~~23.~~ 23. No lobbying or debate on issues relating to determination of the application shall take place during the site visit (any such discussion could be regarded as prejudicial to the committee's decision on the matter).

34. The timing and arrangements for the conduct of site inspections shall be agreed by the Monitoring Officer and the Assistant Director of Planning, in consultation with the chairman of the Committee. Site visits will normally be undertaken from public vantage points and the land and premises the subject of the application. Only in exceptional circumstances will the visit take place on private third party land. If it is considered exceptional circumstances exist the site visit request must include a specific reference to the third party land and the reasons why it is necessary to visit that land.
5. ~~The number of Members to conduct site inspections will normally be limited to:- All members and nominated substitutes who will attend the relevant Development Management Committee meeting should attend all site visits. The representative(s) of the ward in which the site is located may also attend.~~

 - 5.1 ~~The chairman and vice-chairman of the Committee or their nominees; plus~~
 - 5.2 ~~No more than three other members of the Committee; plus~~
 - 5.3 ~~The representative(s) of the ward in which the site is located.~~
6. ~~Where necessary and, after consultation with the chairman or vice-chairman, the Monitoring Officer shall be authorised to appoint substitute Members to conduct the site inspections.~~
47. Members of the Development Management Committee ~~conduct~~undertaking the site inspection are encouraged to share transport wherever possible, as long as drivers who provide shared transport hold adequate insurance cover.
58. (a) No person other than officers of the Council, or invited representatives of consultee bodies, shall accompany Members during an inspection;

(b) If a person with an interest in land to be inspected or his/her representative accompanies ~~M~~members to enable access or ensure safety, no lobbying or discussion with that person will be permitted.
9. ~~Provision will be made in the committee agenda to enable the separate consideration of any matter which has been the subject of a site inspection.~~

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 1 May 2014

PRESENT

Cllr P Hollick (Chairman)
Cllr R C Stay (Vice-Chairman)

Cllrs A L Dodwell
J G Jamieson
D Jones
M R Jones
D J Lawrence

Cllrs Mrs J G Lawrence
K C Matthews
J Murray
R B Pepworth
M A G Versallion

Members in
Attendance:

Cllrs Mrs A Barker
A R Bastable
R D Berry
L Birt
M C Blair
Mrs C F Chapman MBE
Mrs S Clark
Mrs G Clarke
Mrs B Coleman
K M Collins
I Dalgarno
Mrs R J Drinkwater
P A Duckett
C C Gomm
Mrs S A Goodchild
Ms A M W Graham
Mrs D B Gurney

Cllrs C Hegley
R W Johnstone
D McVicar
Mrs M Mustoe
T Nicols
B Saunders
J A G Saunders
M A Smith
Miss A Sparrow
B J Spurr
A M Turner
Mrs P E Turner MBE
N Warren
B Wells
R D Wenham
P Williams
A Zerny

Officers in Attendance:

Mr R Carr	– Chief Executive
Ms D Clarke	– Director of Improvement and Corporate Services
Mrs M Clay	– Chief Legal and Democratic Services Officer
Mr M Coiffait	– Community Services Director
Mr D Galvin	– Head of Financial Performance
Mrs E Grant	– Deputy Chief Executive/Director of Children's Services
Mrs S Hobbs	– Committee Services Officer
Mr J Longhurst	– Director of Regeneration and Business Support
Mrs J Ogley	– Director of Social Care, Health and Housing
Ms M Peaston	– Committee Services Manager

GPC/14/1. **Membership of the Appointments Panel**

The Committee considered a schedule outlining the nominations from the Group Leaders in relation to the appointment of Members to the Appointments Panel.

RESOLVED

that the membership of the Appointments Panel be appointed as indicated on the schedule attached at Appendix A to these minutes.

NOTED

that the Appointments Sub-Committee will be appointed by the Monitoring Officer and will be composed of 3-5 Members (2-4 Conservatives and 1 Independent, including at least 1 Executive Member) plus 3 substitutes (2 Conservatives and 1 Independent), as necessary.

(Note: The meeting commenced at 7.21 p.m. and concluded at 7.22 p.m.)

Chairman

Dated

Appendix A

General Purposes Committee Nominations

<p>Appointments Panel</p> <p>(5 Members + 3 substitutes, plus all the Executive Members with specific portfolios)</p> <p>4 (2) Conservatives 1 (1) Independent</p>	<p>Cllr Amanda Dodwell (C) Cllr Peter Hollick (C) Cllr David Lawrence (C) Cllr Ken Matthews (C) Cllr Julian Murray (I)</p> <p><i>plus Executive Members as below:</i></p> <p>Cllr James Jamieson Cllr Maurice Jones Cllr Mrs Carole Hegley Cllr Brian Spurr Cllr Nigel Young Cllr Mark Versallion</p> <p>Subs: Cllr David Hopkin (C) Cllr Jane Lawrence (C) Cllr Ian Shingler (I)</p>
<p>Appointments Sub-Committee</p>	<p>Appointed by the Monitoring Officer as needed from the membership of the Appointments Panel.</p> <p>To comprise 3-5 members (2-4 Conservative and 1 Independent, including at least 1 Executive Member)</p>

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Meeting: General Purposes Committee
Date: 29 May 2014
Subject: Local Government Pension Scheme Update
Report of: Section 151 Officer - Charles Warboys
Summary: The report updates the Committee on recent developments in respect of the Local Government Pension Scheme, explains the governance arrangements in place and outlines the latest financial position of the Fund.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Ralph Gould, Head of Financial Control
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

This report provides information about the Local Government Pension (LGPS). The LGPS has been subject to significant changes over recent years as central government strives to ensure public sector pension schemes provide value for money. This objective is in line with the Council's own value for money priority.

Financial:

1. The funding position of the LGPS Bedfordshire fund and the Council are set out in the body of the report along with the level of employer contributions required from the Council.

Legal:

2. The LGPS in England and Wales is operated in line with statutory regulations made by the Secretary of State for Communities and Local Government in exercise of the powers conferred by the Superannuation Act 1972.

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Not Applicable.

Public Health

6. Not Applicable.

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

RECOMMENDATION:

The Committee is asked to note the report.

Background

10. The Local Government Pension Scheme (LGPS) in England and Wales is a funded public sector pension scheme with approximately 4.6 million members. The regulations for the scheme are determined by parliament and developed by the Department of Communities and Local Government. The scheme is administered locally for participating employers by ninety nine funds.
11. Bedfordshire Pension Fund, administered by Bedford Borough Council, is responsible for the pensions of Local Government employees across Bedfordshire, including Luton Borough Council and Central Bedfordshire Council. Participation in the LGPS is open to public sector employers providing some form of service to the local community. Whilst the majority of members will be local authority employees (and ex-employees), the majority of participating employers are those providing services in place of (or alongside) local authority services such as academy schools, contractors, housing associations and charities. Currently in excess of 130 scheme employers participate in the Bedfordshire LGPS. Scheme membership numbers at 2010 and 2013 are shown in Table 1. The significant reduction in active membership numbers for the Council mainly reflects School Academy transfers as staff other than Teachers are members of the LGPS.

12.

Table 1 LGPS Bedfordshire and CBC Membership at 31/3/13				
	Fund	Fund	CBC	CBC
	31 March 2010	31 March 2013	31 March 2010	31 March 2013
Active	17,895	17,524	5,129	3,937
Deferred	17,091	21,083	5,568	6,755
Pensioners	11,311	13,255	3,542	4,131
Total	46,297	51,862	14,239	14,823

13. The LGPS is administered within a statutory and best practice framework. The various administering authorities apply important policies and strategies that are developed and reviewed with independent specialist advice and consultation with participating employers. The main areas are governance arrangements and funding, investment and communication strategies which can be accessed at the Bedfordshire Pension Fund website (www.bedspensionfund.org).

Governance

14. As the administering authority for the Bedfordshire Fund the arrangements for discharging the responsibilities for pension fund matters are set out in the Bedford Borough Council Constitution and the Fund's Governance Policy Statement. The administering authority responsibility for the pension fund is a non-executive function. A Pension Fund Committee is supported by a Pension Fund Panel that makes recommendations to the Pension Fund Committee.
15. Membership is the same for both the Pension Fund Committee and Panel and governance arrangements follow the expectation expressed by the DCLG that the administering authority should retain a voting majority on any decision making body. The Committee and Panel comprise :
- Three elected Members of Bedford Borough Council (all voting);
 - Two elected Members of Central Bedfordshire Council (one voting and one non-voting);
 - Two elected Members of Luton Borough Council (one voting and one non-voting).

16. In addition, the following have been accorded official “observer” status and are entitled to attend and speak, but not vote, at meetings of the Committee and the Panel:

- Academy School Representative,
- Scheme User Observer;
- Independent Investment Adviser;
- Chief Finance Officer (Luton Borough Council);
- Chief Finance Officer (Central Bedfordshire Council).

If the membership of any non-local authority employer member of the scheme exceeds 15% of the total membership of the scheme consideration would be given to inviting that body to become a member of the Committee.

17. The Committee and Panel meet at least four times a year and support the Fund Administrator (Bedford Borough Council Assistant Chief Executive and Chief Finance Officer) in his operational responsibilities for the investment of all surplus cash of the Pension Fund that is not required immediately to meet pensions and other benefits. Specifically the Committee :

- reviews and sets the Pension Fund’s asset allocation;
- maintains the Pension Fund’s Statement of Investment Principles;
- appoints Fund Managers and regularly reviews their terms of appointment;
- reviews and sets investment objectives for the Fund Managers;
- meets with, or receives information from, Fund Managers on a regular basis to review activity, transactions and past performance and to note their future asset allocation and investment strategy;
- meets with the Actuary and the Independent Investment Adviser on an annual basis to consider the performance of the Fund Managers both over the immediate twelve month period and on a progressive three to five year period;
- reviews the Committee’s annual performance;
- considers the results and impact of the triennial actuarial valuation;
- considers and approves a Funding Strategy Statement;
- regularly considers any relevant matters relating to Pension Fund investment;
- publicises their stewardship role to all Scheduled and Admitted Bodies of the Bedfordshire Pension Fund and to all contributors and beneficiaries by means of a full Annual Report and a Summarised Report.

Actuarial Valuation 2013

18. LGPS funds in England and Wales are subject to an actuarial valuation every three years. The most recent was undertaken as at 31 March 2013. The past service deficit position for both the Fund as a whole and the Council specifically as at 31 March 2010 and 2013 is set out in Table 2. The increase in deficit between the valuation dates reflects the adverse conditions which the Fund has had to contend with since the previous valuation. In particular, the decrease in the real gilt yield which has increased the value placed on the Fund's liabilities.

19.

Table 2 : LGPS Bedfordshire and CBC Funding Levels 2010 and 2013				
	Fund	Fund	CBC	CBC
	31 March 2010 £m	31 March 2013 £m	31 March 2010 £m	31 March 2013 £m
Past Service Liabilities	1,618	2,092	456	550
Market Value of Assets	1,168	1,467	314	361
Deficit	449	625	142	189
Funding Level	72.2%	70.1%	69%	66%

20. The employer contribution rates calculated by the Actuary reflects two elements, the on going future service rate (the cost of future pensions) and the past service rate (to recover any deficit). In determining the specific employer contribution levels to the Fund the approved Funding Strategy is applied in setting the appropriate deficit recovery periods for each type of employer and any other mechanisms such as the stabilisation of employer contribution rates. In the case of the Council a 20 year deficit recovery period and stabilisation of employer contribution rates have been applied.
21. Table 3 illustrates the actuarial employer's contribution rate expressed as a percentage of pensionable pay for both the Fund as a whole and the Council. The past service element is based on a deficit recovery period of 20 years. As was the case with the increase in the overall deficit the decrease in real gilt yields has also increased the cost of providing for future pension benefits.

22.

Table 3 : LGPS Bedfordshire and CBC Theoretical Employer Contribution rates 2010 and 2013				
	Fund	Fund	CBC	CBC
	31 March 2010 %	31 March 2013 %	31 March 2010 %	31 March 2013 %
Future Service Rate	13.9	17.6	14	17.5
Past Service	8.7	10.8	11.5	16.1
Total	22.7	28.4	25.5	33.6

23. Following the 2010 actuarial valuation a phased increase was applied to the Council's employer contribution rate resulting in a rate of 23.9% for 2013/14.
24. Following the 2013 valuation the Fund has been able to stabilise the Council's employer contribution rate with a 20 year deficit recovery period and this means that for the Council :
- (a) the certified rate can be increased by 0.5% per annum,
 - (b) an initial contribution cap of 25% can be applied,
 - (c) that if the certified rate reduces in the future, the Council's actual rate can only reduce by 0.5% per annum, and
 - (d) the deficit recovery element must be paid by monthly instalments of a fixed amount.
25. The stabilised contribution rate applying for the Council over the next three years is set out in Table 4. For 2014/15 the future service rate is 14% and a total lump sum of £6.662m will be paid to the Bedfordshire Fund equating to a total employer contribution rate of 24.4%, an overall increase of 0.5% compared to 2013/14. By requiring fixed index linked payments in respect of the deficit recovery element will guarantee this level of contribution to the Fund. The use of a percentage rate for the deficit amount would risk generating a lower contribution if the future overall level of pensionable pay reduced.

26.

Table 4 CBC LGPS certified employer contributions from 2014/15				
Certified Rate	Total Rate	Future Service Rate	Certified Lump Sum towards Deficit recovery	Monthly Lump sum towards Deficit recovery
	%	%	£000	£
2014/15	24.4	14.0	6,662	555,167
2015/16	24.9	14.0	7,212	601,000
2016/17	24.9	14.0	7,450	620,833

LGPS 2014

27. As part of the national public sector pensions reform programme a revised LGPS (England and Wales) was implemented from 1 April 2014. This new LGPS (2014) replaced the LGPS (2008) and all pensions in payment or that have been built up before April 2014 are protected. Pre April 2014 pensioners or leavers with deferred benefits are not affected. In cases of any contributing scheme members any pre April 2014 pension will still be based on final salary at retirement and the current normal pension age.
28. The main differences between the 2014 and 2008 schemes are
- (a) Pensions will be based on Career Average Re valued (based on Consumer Price index) Earnings not a Final Salary basis.
 - (b) Pension benefits will accrue at 1/49th per annum not 1/60th.
 - (c) Pensionable pay will now include non-contractual overtime and additional hours for part time staff.
 - (d) The average employee contribution rate remains at 6.5% but the contribution rate bands have increased from 7 to 9 with the highest rate now 12.5% compared to 7.5% previously.
 - (e) Members now have the flexibility to pay 50% of contributions for 50% of benefits.
 - (f) Normal retirement age now follows an individual's state retirement age and not 65.
 - (g) Leavers with less than 2 years membership can now receive a refund of contributions compared to 3 months in the previous scheme.
29. If in the future the costs of the LGPS change beyond certain limits still to be formalised, there will be negotiations between unions, employers and government about how to meet those cost changes.
30. Following a consultation on pensions for Councillors' in 2013, the Government has recently decided to end the entitlement for Councillors to join the LGPS. With effect from 1st April 2014, Councillors will be unable to join the pension scheme. Those already in the scheme will cease to be contributing members from the next time they face re-election. At that point they will become deferred members until they elect/are able to take their pension.

31. The recent changes to the LGPS have required significant effort by administering and employing authorities to communicate the changes and amend processes and systems.

INVESTMENT STRATEGY

32. The Fund's Statement of Investment Principles (SIP) sets out the investment strategy to be implemented through asset allocation and investment manager selection. The SIP is linked to the Fund's Funding Strategy Statement which sets out the Fund's strategy for meeting employers' pension liabilities. The aim of the funding strategy is to ensure the long-term solvency of the Fund while not unnecessarily restraining the investment strategy and both documents are regularly reviewed and revised. The common objective of the Fund is to apply a risk based approach to maximise returns on investments in order to control the level of employers' contributions.
33. The Pensions Committee has approved an asset allocation which is set out in Table 5 and an overall Fund benchmark which is based on a weighted average of various performance indexes which are derived from investment indices or rates of inflation as set out in Table 6.

34. .

Table 5 Fund Asset Allocation Benchmark (SIP 2013)		
Asset Classes	Benchmark	Allocation Range
UK equities	19%	Range 38%- 58%
Global/Overseas equities	29%	
UK Gilts	4%	Range 13%-33%
Absolute Return Bonds	10%	
Corporate Bonds	4%	
Absolute Return Multi Asset	20%	Range 5%-17%
Property	10%	Range 5%-15%
Global Tactical Asset Allocation	4%	Range 0%-8%
Total	100%	

35.

Table 6 Investment Performance Benchmarks (SIP 2013)	
Asset Class	Benchmark returns based on
UK equities	FTSE All Share Index
Overseas equities	45% - FTSE America 35% - FTSE Developed Europe ex UK 15% - FTSE Japan 5% - FTSE Developed Pacific ex Japan
Global equities	RPI + 5% (<i>RPI Retail Prices Index</i>)
UK Gilts	42 % - FTSE A All Stocks Gilt Index 58 % - FTSE A Index-Linked Index (all stocks)
Absolute Return Bonds	LIBOR + 2% (<i>LIBOR – London Interbank Offer Rate</i>)
Corporate Bonds	Bank of America Merrill Lynch Sterling Non-Gilt Index
Absolute Return Multi Asset	RPI +5% (1 portfolio) LIBOR + 4% (1 portfolio)
Property	IPD Index (<i>IPD – Commercial Property Market index</i>)
Global Tactical Asset Allocation	RPI + 5%

36. The investment objective is subject to the strategy being carried out within acceptable levels of risk. Risk associated with investments is controlled through the diversification between asset classes and Investment Managers. The risk within each portfolio is monitored with the Managers. Benchmark risk is controlled by indexing a proportion of the Fund's assets to passively track appropriate indices. Benchmark risk is the risk that investments in a particular asset class (i.e. UK equities, overseas equities) do not match the broad market return on that asset class as represented by an appropriate index for that asset class. The Fund's investments and managers at 31 December 2013 are shown in Table 7.

37.

Table 7 Bedfordshire Fund Investment Managers and Asset values at 31 December 2013		
Managers (Asset class)	31-Dec-13	Of Total
	£M	Fund
Blackrock (Equities)	115.3	7.5%
Legal and General (Equities)	428.4	28.0%
Lazard (Global Equities)	155	10.1%
Trilogy (Global Equities)	68.2	4.5%
Total Equities	766.9	50.1%
Blackrock (Fixed Interest)	146.6	9.6%
Insight Investment (Fixed Interest)	132.7	8.7%
Total Bonds	279.3	18.3%
CBRE (Indirect Property)	131.9	8.6%
Baring (Multi Asset Absolute Return)	177.6	11.6%
Pyrford (Multi Asset Absolute Return)	92.3	6.0%
Total Multi Asset Absolute Return	269.9	17.6%
Cash	81.3	5.3%
Total Fund	1,529.30	100%

38. The Fund has implemented an investment strategy that seeks to provide less volatile returns than Funds with a greater equity weighting. In times when equity markets are very strong the Fund is likely to underperform the average local authority fund which tends to have greater allocations to equities. Conversely when equity markets are weak the Fund should outperform the average local authority fund. The Fund benchmark return for the year ended 31 December 2013 was 10.6% and the actual return was 11.8% (after fees). The annualised Fund returns over three and five years ended 31 December 2013 were 6.3% and 8.9% compared to benchmark returns of 7.5% and 9.5%.

Conclusion

39. This is the first update to the Committee in respect of the LGPS arrangements and has briefly covered a large number of areas with the aim of providing some detailed background to the governance of the fund and important recent developments. It is proposed to focus future updates on developments in the LGPS and overall Fund performance.

Appendices:

None

Background Papers: (open to public inspection)

None

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Meeting: General Purposes Committee
Date: 29 May 2014
Subject: Local Government Pension Scheme – Discretions Policy
Report of: Deb Clarke, Director of Improvement and Corporate Services
Summary: The report sets out the requirements of the Local Government Pension Scheme Regulations for each employer to determine its policy with regard to these discretions and proposes the Council's policy with regard to these discretions.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Catherine Jones, Chief People Officer (Acting)
Public/Exempt: Public
Wards Affected: None
Function of: None

CORPORATE IMPLICATIONS

Council Priorities:

The report does not have any direct input to supporting the Council's priorities but provides that it reduces any risk and possible financial costs to the Council by having determined the Council's policy with regard to the employer discretions with the Local Government Pension Scheme.

Financial:

1. None specifically arising from this report

Legal:

2. None specifically arising from this report which is written in accordance with the requirements of the Local Government Scheme Regulations. The details of the relevant regulations are set out in the report:

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 or The Local Government Pension Scheme Regulations 2013.

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008

The Local Government Pension Scheme (Administration) Regulations 2008
 The Local Government Pension Scheme (Benefits, Membership
 &Contributions) Regulations 2007 (as amended)
 The Local Government Pension Scheme Regulations 2007
 The Local Government (Early Termination of Employment) (Discretionary
 Compensation) England and Wales_) Regulations 2006 (as amended)
 The Local Government (Early Termination of Employment) (Discretionary
 Compensation)(England and Wales) Regulations 2000
 The Local Government Pension Scheme Regulations 1997
 The Local Government Pension Scheme Regulations 1997 (as amended)
 The Local Government Pension Scheme Regulations 1995.

Risk Management:

3. There is a risk to the authority if the council does not review and update its existing policy with regard to the discretions within the LGPS Regulations. The Council is open to challenge from trade unions, deferred or current members of the LGPS as it will not be able to rely on any considered policy statement when asked to exercise its discretion.

Staffing (including Trades Unions):

- 4.. None specifically arising from this report.

Equalities/Human Rights:

5. None specifically arising from this report as set out in 3 above.

Public Health

6. Not applicable

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not applicable.

RECOMMENDATION:

The Committee is asked to adopt the recommendations as set out in Appendix A in respect of discretions to be applied by Central Bedfordshire Council as a scheme employer.

Background

10. Since 1997 LGPS regulations have required employers to issue a written policy statement on how they will exercise the various discretions provided by the scheme and to keep policies under review and revise as necessary.
11. In 2012 the Committee considered and approved the discretions to be applied by Central Bedfordshire Council as a scheme employer.
12. The new pension scheme rules which apply from 1 April 2014 require the Council to publish an up to date statement with regard to how the employer will respond to discretionary aspects of the scheme rules and regulations. The policy has to be published by 30 June 2014.
13. The Council has therefore reviewed the discretions that were approved in 2012 to check that the rationale behind the decisions taken at the time is still appropriate.
14. The discretions that currently apply as set out in Appendix A are contained in the regulations detailed in paragraph 2.
15. Appendix A sets out all those discretions where the Council is required to have a written policy as advised by Bedfordshire Pensions. This document reflects current discretions which are still required and also additional discretions previously not included in the Council's policy that also require a policy decision by the Council as a scheme employer.
16. The 2008 Policy Statement on Employing Authority Discretions has been annotated to reflect the 2014 amendments (Appendix B).

Appendices:

Appendix A – LGPS 2014 – Employer Policy Statement

Appendix B – Policy Statement on Employer Authority Discretions

Background Papers (open to public inspection):

None

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Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

The new pension scheme rules, which apply from 1 April 2014, require each scheme employer within the LGPS to publish a statement with regards to how the employer will respond to discretionary aspects of the scheme rules and regulations.

This statement will be published on the **Central Bedfordshire Council** website and will also be made freely available in other ways such as intranet sites, staff groups, trade unions and HR officers.

The date of this publication is: 2 June 2014

The effective date of this policy is: 29 May 2014

This is the formal employers policy in respect of the employer that is currently known as:

Central Bedfordshire Council

This policy applies to:

Prospective members, current contributory members and pensioner members of the Local Government Pension Scheme (LGPS), and their dependants.

Where quoted regulations* refer to:

The Local Government Pension Scheme Regulations 2013, or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

*For certain employers reference may also be contained to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This statement will be reviewed and may change from time to time. You should obtain the latest version of this document before making any decisions in respect of your retirement provisions as the situation may have changed.

You are advised to read this statement in conjunction with the information provided in respect of the benefits provided by the LGPS – the occupational pension scheme provided by Bedfordshire Pensions.

This policy does not convey any form of contractual rights for LGPS/staff members. The policy will be reviewed and may be subject to change, only the version of the policy that is 'current' at the time at which an event occurs will be the one applied for the purposes of LGPS benefits or membership.

Appendix A

In publishing this policy the scheme employer is required to pay due regard to the requirement that the formulated policy and its application and the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Central Bedfordshire Council will not use this policy for any ulterior motive, it will ensure that such discretions will be exercised reasonably and where a cost is incurred it will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. It will ensure that where exercised any discretion that incurs additional costs, will be applied and recorded as appropriate.

Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

Employer discretions required under:

The Local Government Pension Scheme Regulations 2013 [prefix R]

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

Regulation R16 (2)(e) & R16 (4)(d)

Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.

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.

Central Bedfordshire Council will contribute to a shared cost Additional Pension Contribution contract where there is a statutory duty to do so. The Council will not exercise any employers discretion to contribute towards a Shared Cost APC scheme

R30(6)* & TP11(2)

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)

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 of 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.

Central Bedfordshire Council has an approved Flexible Retirement Policy setting out the full details of the Council's approach

R30(8)*

Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.

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.

Central Bedfordshire Council has in place a Flexible Retirement Policy under which the Council may waive any actuarial pension reduction in whole or in part but it is the general policy of the Council not to agree to this in cases where the member does not meet the rule of 85.

TP Sch 2 para 2(2)

Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

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

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.

Central Bedfordshire Council
There would be a cost to the employer associated with 'switching on' the 85 year rule. The Council will not switch on the rule where a LGPS member voluntarily retires or leaves employment and elects to receive pension benefits.

TP Sch 2 para 2(3)

Whether to waive on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has switched on the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

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

Central Bedfordshire Council's policy

Not applicable as the Council has decided not to switch on the 85 year rule in cases of voluntary retirement.

Central Bedfordshire Council will not exercise the employer's discretion. This maintains consistency with the Council's existing policy which is not to enhance pension benefits in cases where employment is terminated on the grounds of redundancy or business efficiency.

R31

Whether 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 p.a.)

Employer discretions required under:

The Local Government Pension Scheme Regulations 2007 (as amended) [prefix B]

B12

Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31st March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving. Hence this discretion is spent entirely after 30th September 2014.

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost implications.

B30(2)*

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

B30(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

B30A(3)*

Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age

55 and before age 60

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

B30A(5)*

Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

Employer discretions required under:

The Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

L31(2)

Grant application from a post 31.3.98. / pre 1.4.08. leaver or from a councillor for early payment of benefits on or after age 50/55 and before age 60

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

L31(5)

Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98. / pre 1.4.08. leaver or a councillor leaver

Central Bedfordshire Council will not exercise the employer's discretion due to the additional cost.

L31(7A)

Councillor optants out and pre 1.4.08. employee optants out only to get benefits paid from Normal Retirement Date (NRD) if employer agrees

Central Bedfordshire Council would allow Councillor optants out and pre 01.04.08. Councillor optants out and pre 1.4.08. Employee optants out to have their benefits paid from the individual's Normal Retirement Date.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000]

Regulation 21(4)

How any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased person is survived by more than one spouse or civil partner.

Central Bedfordshire Council will apportion equally any added annual compensatory years where the deceased person is survived by more than one spouse or civil partner.:

a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.

Central Bedfordshire Council will exercise its discretion to disapply any pension suspension rules in respect of annual compensatory added years

Regulation 25(2)

How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and in such case how the annual added years will be apportioned amongst the eligible children

Central Bedfordshire Council will pay any children's compensatory added years payments, where the employee was not a member of the LGPS, divided equally between the eligible children (specifically legitimate children, adopted children, and any other children financially dependent on the employee. Normally under age 17, but can be older if since before age 17 they have been in full time education or in full-time training for a trade, profession or vocation.)

Regulation 21(5)

{If the decision in 21(7) is to apply suspension of benefits.}

...whether the spouses or civil partners pension should be reinstated after the end of the remarriage, new civil partnership or co habitation.

N/A

Regulation 21(7)

Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual CAY payment, the normal rules requiring one of them to forgo payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY

Regulation 21(7)

Whether in respect of the spouse of

payments should continue to be paid to both of them.

Central Bedfordshire Council policy is to continue to pay both the benefits.

Regulation 17

Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.

Central Bedfordshire Council will suspend all annual compensatory added years during the period of re employment.

Regulation 19

How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment.

Central Bedfordshire Council's policy is to ensure that any pension benefits accrued and payable are no greater than those which would be based on all the periods of relevant employment.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Note: For the purposes of the above, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Regulation 5

To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.

Central Bedfordshire Council will base redundancy payments on an actual week's pay where this exceeds the statutory week's pay limit.

This policy was agreed at the Shadow Executive meeting dated 16 December 209 and has been applied to all redundancy payments under Central Bedfordshire Council since 2009.

Regulation 6

To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.

Central Bedfordshire Council's policy) as agreed on 16 December 2008) is that only in exceptional circumstances will it consider enhancing any such payments by 1.5 times. The standard approach is that the Payment is based on the statutory number of weeks.

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Formulating and publishing a policy under the Injury Allowances Regulations 2011 Each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

Regulation 3(1)

Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Central Bedfordshire Council will not grant an injury allowance.

Any such injury or illness sustained during course of carrying out duties of the job will be addressed under the Council's personal accident and employer's liability insurance policies.

Regulation 3(4) and 8

Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

N/A see Reg 3(1) above.

Regulation 3(2)

Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

N/A

Regulation 4(1)

Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or

contracting a disease in the course of carrying out duties of the job.

N/A

Central Bedfordshire Council will expect compensation to be addressed by the Council's insurance arrangements.

Regulation 6(2)

Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

N/A

Regulation 4(3) and 8

Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Regulation 7(1)

Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

N/A

N/A

Regulation 4(2)

Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1).

Regulation 7(2) and 8

Determine amount of any injury allowance to be paid under regulation 7(1)

N/A

N/A

Regulation 4(5)

Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

Regulation 7(3)

Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

N/A

N / A

Regulation 6(1)

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a reg 3 payment was being made at date of cessation of employment but reg 4 does not apply.

N/A

Regulation 6(1)

Determine amount of any injury allowance to be paid under regulation 6(1)

Further Employer Discretions Recommended – in accordance with the Local Government Pension Scheme Regulations 2013

R9(1) & (3) – Contributions

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.

Central Bedfordshire Council will review contribution rates 6 monthly and adjust as required and will write to any member where the contribution rate has been changed.

R17(1) – Additional Voluntary Contributions

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.

Central Bedfordshire Council will not exercise the employer's discretion to contribute towards a shared costs AVC scheme.

R21(5) – Assumed Pensionable Pay

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.

Central Bedfordshire Council will not include any regular lump sum payment received in the preceding 12 months in calculating assumed pensionable pay.

R22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

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.

Central Bedfordshire Council will not exercise the employer's discretion to extend the 12 month period of election.

R74 Adjudication

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:

- (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:

Central Bedfordshire Council

Catherine Jones
Chief People Officer
Priory House,
Monks Walk,
Shefford, Bedfordshire
SG17 5TQ
Tel 0300 300 6048

Email c.a.jones@centralbedfordshire.gov.uk

Regulation R100(6) –Transfers of Pension Rights into the LGPS

A request from an active member to transfer previously attained pension rights into the LGPS 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).

Central Bedfordshire Council will not extend the 12 month option period for aggregation of deferred benefits.

**Councillor Members –
Local Authority Employers Only**

Discretions to be exercised on and after 1 April 2014 in relation to active councillor members, councillor members who ceased active membership on or after 1 April 1998 and any other scheme members who ceased active membership between 1 April 1998 and 31 March 2008

Regulation 106 of the Local Government Pension Scheme Regulations 1997
Scheme employers are required to have a policy in relation to two specific discretions.

- Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 60 [regulation 31(2) of the LGPS Regulations 1997], and

Central Bedfordshire Council will not exercise its discretion to grant applications for early payment of pension benefits

- Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65 [regulation 31(5) of the LGPS Regulations 1997]

Central Bedfordshire Council will not waive on compassionate grounds the actual reduction to be applied to benefits paid early.

Scheme employers should, prior to 1 April 2014, already have prepared a policy on the above matters. Scheme employers should ensure that their current policy is up to date.

**Appendix B
CENTRAL BEDFORDSHIRE COUNCIL**

POLICY STATEMENT ON EMPLOYING AUTHORITY DISCRETIONS (WITH 2014 AMENDMENTS).

This document should be read in conjunction with the LGPS 2014 – Employer Policy Statement

Local Government Pension Scheme 2008

Local Government Pension Scheme (Administration) Regulations 2008	Prefix A
Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 (as amended)	Prefix B
Local Government Pension Scheme (Transitional Provisions) Regulations 2008	Prefix T
Local Government Pension Scheme Regulations 1997	Prefix L

Discretion and Regulation	Central Bedfordshire Council Policy
<p>To extend the 12 month option for aggregation of deferred benefits</p> <p>A 16</p>	<p>Central Bedfordshire Council will not extend the 12 month option period for aggregation of deferred benefits.</p> <p>2014 Amendment: None required.</p>
<p>To allow a late application by a member to pay option contributions for a period of unpaid child related leave , strike , or unpaid leave of absence beyond 30 days.</p> <p>A22</p>	<p>Central Bedfordshire Council will not permit an extended period of time. The period will be 12 months from the last day of leave or industrial action.</p> <p>This permits the council sufficient time to action any requests.</p> <p>2014 Amendment: Updated. See Regulation R16(2)(e) & R16(4)(d) in LGPS 2014 – Employer Policy Statement</p>
<p>Specify in an employee's contract what other payment or benefits, other than those specified in B4 (1) (a) ie salary are not otherwise precluded by B4(2) or (3) are to be pensionable</p> <p>B4(1)(b)</p>	<p>All payments and benefits that are pensionable will be specified in the contract of employment.</p> <p>2014 Amendment: None required.</p>
<p>To augment membership of an active member (by up to 10 years)</p> <p>B12</p>	<p>Central Bedfordshire Council will not exercise the employer's discretion due to the cost.</p> <p>2014 Amendment: None required.</p>

Discretion and Regulation	Proposed Central Bedfordshire Council Policy
<p>To grant additional pension to a member (by up to £5,000 pa)</p> <p>B13</p>	<p>Central Bedfordshire Council will not exercise the employer's discretion due to the cost.</p> <p>2014 Amendment: Updated. See Regulation R16(2)(e) & R16(4)(d) in LGPS 2014 – Employer Policy Statement</p>
<p>Shared cost of Additional Voluntary Contributions (AVCs)</p> <p>An employer may contribute towards a Shared Cost AVC Scheme ie an AVC scheme into which the employer pays contributions as well as the member</p> <p>A25 & B13</p>	<p>Central Bedfordshire Council will not exercise the employer's discretion to contribute towards a Shared Cost AVC Scheme</p> <p>2014 Amendment: None required.</p>
<p>Allow a late application to convert scheme AVCs into membership credit ie allow an application more than 30 days after cessation of active membership</p> <p>TSch1 & L66(8) & former L66 (9) (b)</p>	<p>Central Bedfordshire Council will not exercise the employer's discretion as it will affect the employee's tax benefit</p> <p>2014 Amendment: None required.</p>
<p>The employer may deduct contributions payable from an employee's pay or reserve forces pay</p> <p>A45 (1) & (2)</p>	<p>Central Bedfordshire Council will reserve the right to deduct contributions payable from an employee's pay or reserve forces pay as set out in the Council's Reservists' Policy.</p> <p>2014 Amendment: Updated. See Council's Reservists Policy</p>
<p>Whether to apply to the Secretary of State for a forfeiture certificate (where the member is convicted of a relevant offence ie in connection with employment because of which has left employment)</p> <p>A72</p>	<p>Central Bedfordshire Council will apply to the Secretary of State for a forfeiture certificate.</p> <p>2014 Amendment: None required.</p>
<p>Where a forfeiture certificate is issued, whether to direct interim payments out of the Pension Fund until a decision is to take to apply the forfeiture certificate or to pay the benefits</p> <p>A73</p>	<p>Central Bedfordshire Council will reserve the right to apply the discretion and this will be dealt with on a case by case basis.</p> <p>2014 Amendment: None required.</p>

Discretion and Regulation	Proposed Central Bedfordshire Council Policy
<p>Whether to recover from the Pension Fund any monetary obligation, or if less, the value of the member's benefits (other than transferred in pension rights or AVCs/SAVCs) where the obligation was incurred as a result of a criminal negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment.</p> <p>A74</p>	<p>Central Bedfordshire Council will generally seek recompense from the pension fund. This will be dealt with on a case by case basis.</p> <p>2014 Amendment: None required.</p>
<p>Whether to recover from the Pension Fund any financial loss, caused by a fraudulent offence or grave misconduct of employee (who has left because that conduct) or amount of refund if less</p> <p>A76 (2) & (3)</p>	<p>Central Bedfordshire Council will generally seek recompense from the pension fund. This will be dealt with on a case by case basis.</p> <p>2014 Amendment: None required.</p>
<p>Extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS</p> <p>A83(8)</p>	<p>Central Bedfordshire Council will not extend the period of acceptance of a transfer value beyond the 12 months from joining the LGPS</p> <p>2014 Amendment: None required, but see R100(6) –Transfers of Pension Rights into the LGPS</p>
<p>Whether to allow a member to select the final pay period for fees to be any 3 consecutive years ending 31st March in the 10 years prior to leaving</p> <p>B11(2)</p>	<p>Central Bedfordshire Council will allow a member to select the final pay period for fees to be any 3 consecutive years ending 31st March in the 10 year prior to leaving.</p> <p>2014 Amendment: None required.</p>
<p>Decide which ill health tier a leaver falls into</p> <p>B20</p>	<p>Central Bedfordshire Council will consider and determine the appropriate ill health tier by a joint decision involving the relevant senior manager from SMG, Occupational Health and HR.</p> <p>2014 Amendment: None required.</p>

Discretion and Regulation	Proposed Central Bedfordshire Council Policy
<p>Whether to grant an application for early payment of benefits on or after age 55 and before age 60.</p> <p>B30 (5)</p>	<p>Central Bedfordshire Council will not exercise the employer's discretion due to cost.</p> <p>2014 Amendment: None required, but see B30(2) –Transfers of Pension Rights into the LGPS</p>
<p>Whether to waive, on compassionate grounds, the actual reduction applied to benefits paid early.</p> <p>B30 (5)</p>	<p>Central Bedfordshire Council will not waive on compassionate grounds the actuarial reduction to be applied to benefits paid early.</p> <p>2014 Amendment: None required, but see B30(5) –Transfers of Pension Rights into the LGPS</p>
<p>Decide whether a deferred beneficiary meets permanent ill health criteria</p> <p>B31</p>	<p>Central Bedfordshire Council will consider any such application by a panel comprising Occupational Health, HR and the Pensions Authority.</p> <p>2014 Amendment: None required.</p>
<p>To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit This discretion is under the Local Government (Early Termination of Employment) Discretionary Compensation) Regulations 2006 (as amended)</p>	<p>Central Bedfordshire Council will base redundancy payments on an actual weeks pay where this exceeds the statutory week's pay limit.</p> <p>This policy was agreed at the Shadow Executive meeting dated 16 December 2008 and has been applied to all redundancy payments under Central Bedfordshire Council since 1 April 2009</p> <p>2014 Amendment: None required, but see Regulation 5 –Transfers of Pension Rights into the LGPS</p>
<p>To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds of cessation of a joint appointment</p>	<p>Central Bedfordshire Council's policy (as agreed on 16 December 2008), is that only in exceptional circumstances will it consider enhancing any such payments by 1.5 times. The standard approach since 1 April 2009 is that the payment is based on the statutory number of weeks.</p> <p>2014 Amendment: None required, but see Regulation 6 –Transfers of Pension Rights into the LGPS</p>

Discretion and Regulation	Proposed Central Bedfordshire Council Policy
<p>To award compensatory added years to a person aged 55 or over with 5 or more years membership (or notional membership) of the LGPS in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment which occurred after 30th September 2006 and before 1st April 2007 (but only if employment had commenced pre 1 October 2006).</p>	<p>Central Bedfordshire Council's policy (as agreed on 16 December 2008) is not to operate this discretion.</p> <p>2014 Amendment: None required.</p>
<p>Admission Bodies – which employees can be considered to be nominated for membership</p> <p>A7(1) & A12 (6)</p>	<p>For all admitted bodies, employees who can be considered for membership will be as designated in the admission agreement and in accordance with the Local Government Pension Scheme Regulations.</p> <p>2014 Amendment: None required.</p>

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Meeting: General Purposes Committee
Date: 29 May 2014
Subject: Market Rate Supplement Payments – Annual Update
Report of: Deb Clarke, Director of Improvement and Corporate Services
Summary: To receive an update about the current application of market rate supplements to post across Central Bedfordshire Council.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Catherine Jones, Chief People Officer (Acting)
Public/Exempt: Public
Wards Affected: None
Function of: None

CORPORATE IMPLICATIONS

Council Priorities:

The payment of market rate supplements supports the Council's commitment to achieving its priorities by ensuring the ability to recruit and retain the skills required to deliver services.

Financial:

1. None specifically arising from this report

Legal:

2. None specifically arising from this report as the payment of market rate supplements is justified by the evidence of the market information collated and therefore can be defended against any equal pay challenge under equal pay legislation.

Risk Management:

3. None specifically arising from this report.

Staffing (including Trades Unions):

4. None specifically arising from this report.

Equalities/Human Rights:

5. None specifically arising from this report as set out in 3 above.

Public Health

6. Not Applicable

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

RECOMMENDATION:

The Committee is asked to receive an annual update about the current application of market rate supplement to posts across Central Bedfordshire Council.

Background

10. In 2013, the Committee considered two update reports on the current application of market rate supplements (MRS) to posts across Central Bedfordshire Council.
11. Having received an initial update report the Committee requested further information to be presented resulting in a second update report in July 2013.
12. This report provides information covering:
 - the percentage of cost of market rate supplements against the total salary bill by directorate
 - the number of MRS payments against salary bands
 - staff turnover in the service areas in receipt of MRS
13. The application of an MRS is to attempt to bridge the gap between the Council's salary levels and the current 'market' rate of pay for professionals who are key to the delivery of Council services.
14. The basic annual salary applied to any individual post is determined by the job evaluated grade in accordance with the application of the appropriate job evaluation scheme. The Council has two separate job evaluation schemes, the NJC scheme (National Joint Council for local government employees) and the Hay job evaluation scheme for posts above approximately £28k (CBG 10).
15. The application of job evaluation ensures that all staff undertaking work of equal value receive the same level of pay and therefore we avoid generating inequality issues regarding pay and work of equal value and minimise the risk of equal pay claims.

16. However when applying the job evaluated grade to the Council's salary scales the salary for certain posts does not equate to a current market rate. The implementation of the 2% pay reduction applied to the Council's salary scales in October 2011 increased the differential against the market rate for some posts.
17. Despite on-going high levels of unemployment nationally which would suggest that it would be easy to recruit to posts and therefore reduce the requirement to pay an MRS; there is still a high demand for experienced, skilled professionals in certain service areas across the Council and consequently MRS payments continue to be needed.
18. The Committee will be aware of the continuing pressures to recruit and retain experienced social workers for Children's Services, particularly to work in the most demanding of the front line teams such as Intake and Assessment and Looked after Children.
19. A separate presentation to the Committee by Edwina Grant, Director of Children's Services will set out in full detail the issues faced by Children's Services and the subsequent knock on effect of using significant numbers of agency workers to ensure posts are covered. It is essential that vacant posts are covered to minimise the risks of insufficient social workers to manage the demand being generated.
20. While the main area for payment of MRS is Children's Services, we had to introduce MRS payments in Adult Social Care in late 2012 to ensure we are able to recruit and retain experienced senior practitioners and qualified adult social workers.
21. The MRS payments for Planning are currently under review with recommendations being submitted to CMT for changes being based on up to date market data. However we are aware that the market in areas such as planning is now picking up with neighbouring authorities looking to recruit and we are keen not to lose the skills and experience built up over the past few years.
22. There continues to be a requirement to pay MRS to posts for specialist ICT and experienced qualified Finance posts.

Market Rate Supplements as a percentage of the total pay bill.

23. In view of the increasing number of MRS payments reported, Members requested further information including the percentage of each Director's budget used to fund them and to show the trend from previous years.
24. The attached Appendix A shows the percentage of the total pay bill (including on-costs) for each directorate for 2011/12, 2012/13 and 2013/14. Due to restructures and staff turnover the data for the annual cost of market rate supplements is taken from a date in time and annualised.

25. The graphs on Appendix B provide further information showing the number of MRS payments against salary bandings for the last 3 years. This shows that the majority of MRS payments are paid to mid band salaried staff with only a few management posts receiving payments to avoid knock-on effects where managers might be paid less than their staff.

Staff Turnover Rates

26. The Committee have also requested information on staff turnover rates including the specialist employment areas affected. The turnover rates quoted relate to voluntary leavers only. It is important to note that turnover can be calculated in many ways and in the figures provided in Appendix C include staff not in receipt of a MRS.
27. The Council's MRS policy sets out that MRS are paid for a period of three years. This allows for stability and confidence that the payment is on going and not a very short term measure. Any application of an MRS is agreed by CMT in accordance to the guidelines set out in the policy.
28. It is anticipated that the application of a MRS will help to stabilise staffing levels. Whilst this has happened in teams such as Planning, factors, such as the recruitment market in Children's Services has meant that we have still experienced high levels of turnover which is being addressed as part of a wider workforce development programme.
29. Turnover of staff can reflect a number of factors, the most frequent reason generally given for someone leaving are dissatisfaction with the job and lack of development opportunities. Financial reward is not always the main reason but if there are significant financial benefits of moving to another neighbouring authority this may be sufficient to entice staff to move.
30. The most common destination for social workers leaving Children's Services is temporary staff agencies where pay is very much higher than in local government, the work is readily available and with the freedom to move to different placements.
31. We continue to invest in our staff including management skills to help improve the overall management of our employees which contributes to our ability to attract, recruit and retain employees required to support the delivery of the council's objectives.

Conclusion

32. The information set out in this report and the attached appendices shows that there is still a critical requirement to pay MRS in some service areas to enable the Council to attract, recruit and retain.

Provision of Agency staff

33. The Committee also requested that officers secure savings with regard to the Carlisle Management Solutions contract. On 22 April 2014, the Executive considered and endorsed a recommendation to seek alternative arrangements for the provision of temporary agency staff and these alternative arrangements will generate savings for the Council.

Appendices:

Appendix A - Market Rate Supplements as a percentage of salary costs 2011/12, 2012/13 and 2013/14

Appendix B - Number of recipients of Market Rate Supplements by salary band

Appendix C - Turnover Information for 2011/12, 2012/13 and 2013/14 (as at 28 March 2014)

Background Papers:

None

Location of Papers:

N/A

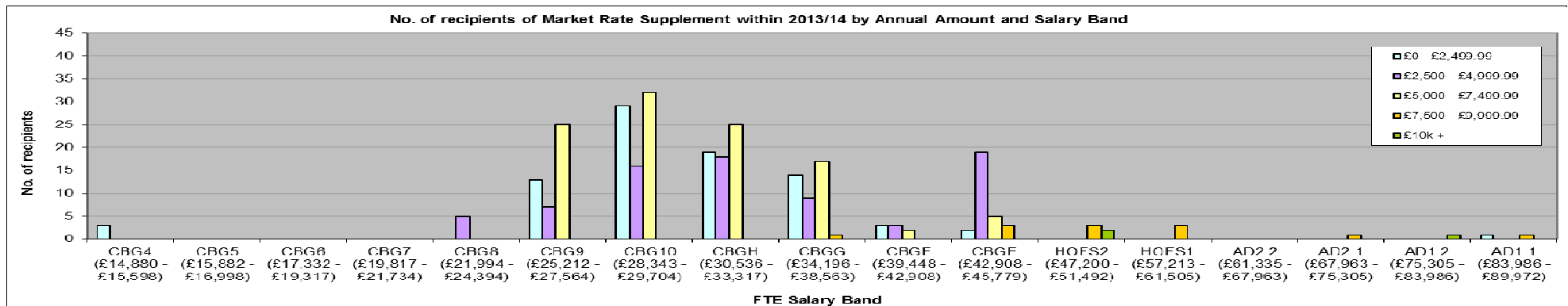
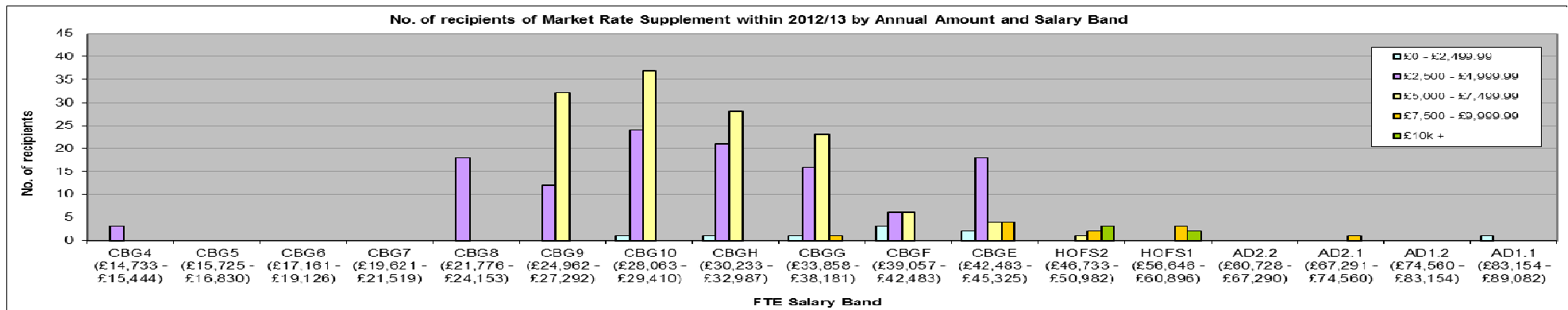
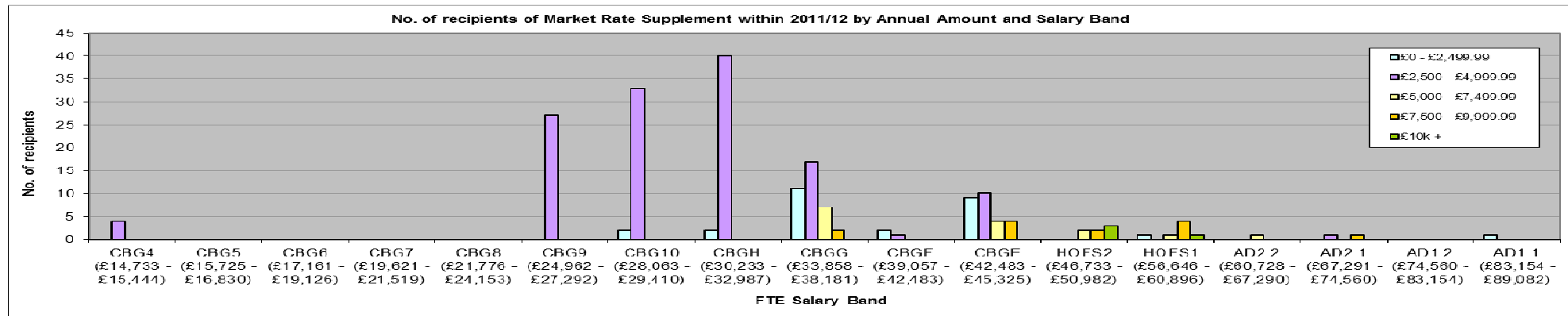
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Appendix A – Market Rate Supplements as a percentage of salary costs 2011/12, 2012/13 and 2013/14 (excl. on costs)

Directorate	2011/12 Cost of Market Rate Supplements	2012/13 Cost of Market Rate Supplements	2013/14 Cost of Market Rate Supplements	2011/12 Salary Costs	MRS as % Salary Costs 2011/12	2012/13 Salary Costs	MRS as % Salary Costs 2012/13	2013/14 Salary Costs	MRS as % Salary Costs 2013/14
ACE - Resources	£29,503	£32,701		£15,924,900	0.19%	£15,344,472	0.21%		
Children's Services	£333,703	£548,810	£537,132	£11,983,024	2.78%	£11,087,755	4.95%	£11,325,359	4.74%
Social Care Health & Housing	£3,367	£80,610	£166,546	£13,399,491	0.03%	£13,018,731	0.62%	£13,342,563	1.25%
Sustainable Communities	£158,758	£156,988		£14,054,531	1.13%	£14,193,930	1.11%		
Chief Executive			£25,943					£4,772,741	0.54%
Community Services			£20,164					£8,093,897	0.25%
Improvement & Corporate Services			£6,667					£11,377,062	0.06%
Regeneration			£101,396					£5,876,179	1.73%
TOTAL	£525,330	£819,108	£857,847	£55,361,946	0.95%	£53,644,888	1.53%	£54,787,801	1.57%

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Appendix B – Number of recipients of Market Rate Supplements by salary band



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Appendix C – Market Rate Supplement Analysis including Turnover Information for 2011/12, 2012/13 and 2013/14 (as at 28th March 2014)

Area	2011/12	2012/13	2013/14
	Voluntary Turnover Rate	Voluntary Turnover Rate	Voluntary Turnover Rate
CBC	10.00%	9.52%	10.79%
<i>Assets</i>	11.76%	18.64%	6.38%
<i>Finance</i>	8.78%	6.00%	2.72%
<i>ICT</i>	10.13%	14.29%	19.48%
<i>Child Serv Ops</i>	13.83%	11.18%	16.97%
<i>Learn&Strat Com / Comm & Part / School Imp</i>	11.94%	13.10%	17.19%
<i>Adult Soc Care</i>	11.54%	11.03%	9.93%
<i>Business & Perf / Resources</i>	4.00%	3.39%	10.77%
<i>CS, PP, W&L / Environmental Services</i>	1.94%	5.26%	10.39%
<i>Highways & Tran</i>	7.21%	6.90%	13.98%
<i>Planning</i>	5.38%	4.64%	5.26%

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Meeting: General Purposes Committee
Date: 29 May 2014
Subject: Constitution Update
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources
Summary: The report provides for the required consultation with the Committee on a number of minor amendments to the Constitution for the Monitoring Officer to carry out to bring the document up to date.

Advising Officer: Melanie Clay, Monitoring Officer
Contact Officer: Mel Peaston, Committee Services Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The proposed action supports the following priority of Central Bedfordshire Council:

- Value for money.

Financial:

1. There are no financial implications.

Legal:

2. The legal implications are contained within the body of the report.

Risk Management:

3. The purpose of the Constitution is to provide a framework of rules governing the way the Council exercises its functions and takes decisions (Constitution, Part A2, paragraph 1.1). If the Constitution is not up to date, there is a risk that decisions may not be clear and transparent, which could leave the Council open to challenge.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. There are no equalities/human rights implications.

Public Health

6. There are no public health implications.

Community Safety:

7. Not applicable.

Sustainability:

- 8.. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION:

The Committee is asked to note that:

following consultation with the Committee, the minor changes to the Constitution as set out in the schedule attached at Appendix A (“Schedule of Proposed Changes to the Constitution May 2014”) will be made.

Introduction

10. The purpose of the Constitution is to provide a framework of rules governing the way in which the Council exercises its functions and takes decisions. It is published on the Council’s website.
11. The Monitoring Officer has a statutory duty under the Local Government and Housing Act 1989 to ensure that the Constitution is maintained.
12. The Constitution, under Part A5 Review and Revision of the Constitution paragraph 2.3, provides that the Monitoring Officer, after consultation with the General Purposes Committee, shall make any urgent amendments to give effect to any decision of the Council or changes in the law, and minor amendments such as to correct errors or to ensure that the Constitution is up to date.

Proposed updating of the Constitution

13. A number of changes should be made to the Constitution to reflect recent changes in the internal structure of the Council and therefore the allocation of certain delegated responsibilities; to provide greater clarity on certain matters; and to reflect changes in the law. There are additionally some typographical errors which should be corrected.
14. The proposed changes are set out in Appendix A, “Schedule of Proposed Changes to the Constitution May 2014”, and the reason for each proposed change is described briefly.

15. All the proposed changes are of a nature which fall within the criteria described in the Constitution, set out in paragraph 12 above.

Conclusion and Next Steps

16. The Committee is asked to consider the proposed changes set out in Appendix A which will be made by the Monitoring Officer without any need to consult Council first.

Appendices:

Appendix A – Schedule of Proposed Changes May 2014

Background Papers: (open to public inspection)

None

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Schedule of Proposed changes to the Constitution – May 2014

Section of the Constitution	Proposed change	Reason
Part A4 Annex1 para 1.1	<p>After the word “annual”, add the words “budget setting” so that the sentence reads:-</p> <p>“At the beginning of each meeting of the Council (other than annual, budget setting, or extraordinary meetings, except at the discretion of the Chairman) and the Executive and committees, a period of up to 15 minutes will be allowed for public questions, statements, deputations and responses.”</p>	<p>To reflect the intention that the budget setting meeting of the Council is restricted, where possible, to that function only.</p> <p>The Chairman would nonetheless retain the ability to allow public participation if he/she considered it appropriate.</p>
Part A4 Annex 2 Petitions Scheme para 1.1	<p>after the words “Members of the Public may present the Council” insert the following wording “(but not at annual, budget setting or extraordinary meetings of the Council, except at the Chairman’s discretion)”</p>	<p>To provide that the presentation of petitions is consistent with other public participation at Council meetings.</p>
Part B5 Full Council Procedure Rules para 3 the Budget Setting meeting (of the Council)	<p>Insert a new paragraph at 3.2.3 and re-number thereafter.</p> <p>The new paragraph to state: “A recorded vote shall be taken on any decision relating to the setting of the Council’s annual budget or setting of the annual Council Tax charge of how every Council member voted, and those who abstained from voting, for inclusion in the minutes of the meeting.”</p>	<p>To comply with new Government guidance.</p>

Part B5 Full Council Procedure Rules 4.2.1.14 etc	Correct, wherever it occurs, the title “Bedfordshire and Luton Combined Fire Authority” to read “ Bedfordshire and Luton Fire and Rescue Service ”	To correct the title.
Part B5 Rules of Debate new paras19.4 and 19.4.1	Insert a new para 19.4 and the title “ Executive Member’s Speech ” Insert another new para 19.4.1 and the wording “ The Chairman shall give the relevant Executive Member an opportunity to respond to the motion, for up to 5 minutes. ” and renumber the paragraphs which follow.	To reflect current custom and practice at Council meetings.
Part C3 para 3 Functions delegated to all Executive members and individual Executive members – the final delegation:	Replace the words which follow “as prescribed by” with the following words: “ Schools Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment Discontinuance of School) Regulations 2013 ”	To replace the outdated Regulations with the current Regulations which came into force in January 2014.
Part E2 Committee Terms of Reference section 5 General Purposes Committee para 5.1.4	Delete paragraph 5.1.4 which states “Consider any matter referred by the Employee Partnership Committee” and re-number the paragraphs which follow.	To update the Constitution as the Employee Partnership Committee no longer exists.
Part E2 Committee Terms of Reference section 9 The Employee Partnership Committee	Delete the section on the Employee Partnership Committee and re-number thereafter.	To update the Constitution as the Employee Partnership Committee no longer exists.

Part F4 Protocol for Officer and Member Relations para 4.1	Amend the wording to add the words “ (including the Cabinet) ” and delete the word “ in his absence ” and add after “the Chief Executive” the words “ or the Director ” so that the wording reads: “Political groups (including the Cabinet) may ask the Chief Executive (or the relevant Director) for a briefing on Council business. If the Chief Executive or the Director agrees, the following principles will apply:-“	To clarify that requests for officer attendance at Cabinet must be made to the appropriate senior officers.
Part F4 Protocol for Officer and Member Relations para 5.1.1	add after “Chief Executive” the words “ acting as the Head of the Paid Service. ”	For clarity.
Part F4 protocol for Officer and Member Relations para 5.1.4	Add the words “ and appointment ” and “ in accordance with the Council’s Officer Employment Procedure Rules ” so that the paragraph reads: “Members are responsible for the recruitment and appointment of the Chief Executive, Directors, the Chief Finance Officer and the Monitoring Officer, in accordance with the Council’s Officer Employment Procedure Rules”	For clarity.

<p>Part F4 Protocol for Officer and Member relations, new para 6.6</p>	<p>add a new heading “Use of IT Systems” and insert paragraphs as shown below, renumbering what follows accordingly.</p> <ul style="list-style-type: none"> a) Members are bound by the terms of the Council’s Acceptable Use Policy when using Council systems and must sign the Policy prior to accessing systems and data; b) under no circumstances should Council information identified as RESTRICTED be forwarded from Council email addresses to <u>external</u> email addresses. Great care must be taken when sending PROTECTED emails outside the Council’s network to ensure that it is addressed only to authorised recipients; c) access to Council email from a fixed location, such as a home or workplace address, will be provided, using a personally owned device such as a laptop or personal computer, and the Council’s Citrix system and a two-factor authentication token; 	<p>As discussed at Council and delegated by Council to Cllr Maurice Jones, Executive Member for Corporate Resources.</p>
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	d) Members may synchronise their Council email and calendars with their smartphone or tablet devices providing the approved mobile device management solution has been installed and configured on the device. Members agree that the Council can wipe the Council email and calendar information from the smartphone / tablet device if it is lost or stolen. This application does not provide the Council with access to any other data stored on the device.	
Part H1 Officers	Replace the title “Assistant Director Environmental Services” wherever it occurs with “ Assistant Director Highways and Transport ”	To correct the title of the post with this responsibility.
Part H3 Scheme of Delegation by the Council and by the Executive to Directors and Other Officers:	Transfer the section on “Adult and Community Learning” from the responsibility of the Director of Regeneration and Business Support (was 4.4.68 onwards) to the Community Services Director (now 4.3.78 onwards), and re-number both areas accordingly.	To reflect the responsibilities correctly.
Part H3 paragraph 4.4	Correct the Director’s title so that it reads “ Director of Regeneration and Business Support ”	To correct a typographical error.
Part K, Schedule 1, Special Responsibility Allowances	amend the sum for Deputy Executive Members by deleting the first “6,” so that the sum reads “ 6,367.48 ”	To correct a typographical error.

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Meeting: General Purposes Committee
Date: 29 May 2014
Subject: Revised Calendar of Meetings – Eight Week Cycle
Report of: Chief Legal and Democratic Services Officer
Summary: The report sets out proposed revisions to the Council’s adopted Calendar of Meetings for the Municipal Year 2014-15, to be introduced with effect from September 2014.

Advising Officer: Mel Peaston, Committee Services Manager
Contact Officer: Leslie Manning, Committee Services Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Having in place effective leadership and political management arrangements of the Authority is critical to the delivery of the Council’s vision and all its strategic priorities.

Financial:

1. The proposed 8-week cycle of meetings will reduce the number of public meetings, and therefore the associated cost.

Legal:

2. Not Applicable.

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Not Applicable.

Public Health:

6. Not Applicable.

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

The Committee is asked to RECOMMEND TO COUNCIL:

that it approves the proposed revisions to the 2014-15 Calendar of Meetings as set out at Appendix A to this report.

Background

10. Preparing a Calendar of Meetings for the municipal year ahead enables effective planning of Council business. In addition Part A4 the Constitution specifies that citizens have the right to attend meetings of the Council, the Executive and its committees and the Calendar enables citizens to be aware in advance of meeting dates.
11. At its meeting on 30 January, 2014 Council approved the draft Calendar of Meetings for the period 1 April 2014 – 30 June 2015. The period covered extended just beyond the proposed Annual Council meeting on 21 May 2015.
12. What is now proposed is the introduction of an eight week cycle for the Executive and the Overview and Scrutiny Committees with the objective of reducing the overall number of meetings without giving rise to a negative impact on effectiveness or efficiency. Discussions were held with senior officers and members of the Council as to the possible impact the proposal would have on the management of business for the Executive and the Overview and Scrutiny Committees following which it was decided to proceed further.
13. Since then the proposed change to an eight week cycle of meetings for the Executive and Overview and Scrutiny Committees has also been discussed with the Overview and Scrutiny Co-ordination Panel. The Panel is supportive of the change.

Timing of introduction of an 8-week cycle of meetings

14. To enable the appropriate planning of business and also diary management, it is proposed that the introduction of the eight week cycle for the Executive and Overview and Scrutiny Committees, if approved, should commence from September 2014. This will allow the introduction of the full range of changes arising from an eight week cycle from the beginning of the September/October cycle of meetings. A draft revised Calendar starting in September, and showing the proposed new meeting dates (marked in red) and those dates previously agreed by Council in January (marked in blue), is attached at Appendix A to this report.
15. The draft revised Calendar has previously been circulated to all elected Members and all Chief Officers for comment. Only one amendment was received; this referred to the proposed Corporate Resources Overview and Scrutiny Committee meeting on 18 November when both the Leader and Deputy Leader/Executive Member for Corporate Resources will be attending the annual conference of the County Councils Network (CCN). In view of these Members' commitments elsewhere it is suggested that, whilst the majority of the Overview and Scrutiny Committees are rescheduled from October to November in line with the new cycle, the date of the Corporate Resources Overview and Scrutiny Committee should remain as 21 October.

Impact on other Committees

16. There are also some proposed changes to the timing of some other committees, as detailed below.
17. The first is the rescheduling of the Audit Committee from the morning of 22 September to the afternoon of that day to enable the Social Care, Health and Housing Overview and Scrutiny Committee to be held in the morning.
18. The second is the rescheduling of the General Purposes Committee from 4 December to 20 November and has come about because the Chairman is now unable to attend a meeting on the December date.
19. Third, it is also proposed to move the General Purposes Committee from 12 March 2015 to 5 March 2015 in order that a meeting of the Sustainable Communities Overview and Scrutiny Committee can be held on 12 March in its established sequence with the other Overview and Scrutiny Committees.

Municipal Year 2015-16

20. The Committee is advised that the proposed eight week cycle is a transition measure applicable only to 2014-15 and, as such, there are no proposed meeting dates scheduled beyond the end of May 2015. Instead, and in recognition that Central Bedfordshire is a maturing council, it is intended that the draft Calendar for the 2015-16 municipal year will be drawn up based on the application of a regular, two calendar month cycle for Council, Executive and the overview and scrutiny Committees. It is also intended that the meetings for each body will be held, as far as is possible, on the same, specific day of each cycle e.g. Council on the second to last

Thursday of the second month and Executive on the first Tuesday of the second month. The draft Calendar for 2015-16 will be submitted to Members at a later date for consideration in the usual manner.

Next Steps

21. Further to the Committee's endorsement of these proposals, a recommendation will be made to Council for its determination on 12 June. Arrangements will then be put in hand to ensure that members of the Council, officers and all other interested parties are aware of the revised dates, and can plan accordingly.

Appendices:

Appendix A – Draft Revised Calendar of Meetings 2014-15

Background Papers (open to public inspection):

None

CENTRAL BEDFORDSHIRE COUNCIL CALENDAR OF MEETINGS 2014 – 2015 (PART)

PROPOSED EIGHT WEEK CYCLE

Thur	11 Sep	Council	6.30pm	Mon	2 Feb	CPP	10.30am
Tues	16 Sep	CS OSC (was 02/09)	10.00am	Thur	5 Feb	HWB	1.00pm
Thur	18 Sep	SC OSC (was 04/09)	10.00am	Tues	10 Feb	Executive (budget)	9.30am
Mon	22 Sep	SCHH OSC		Wed	11 Feb	DMC	10.00am
		(was 08/09)	10.00am	Thur	26 Feb	Council (budget)	6.30pm
Mon	22 Sep	Audit (was 10.00am)	14.30pm	Mon	2 Mar	Council (R)	
Tues	23 Sep	CR OSC (was 09/09)	10.00am			(Police precept)	5.00pm
Wed	24 Sep	DMC	10.00am	Wed	4 Mar	Licensing	10.00am
Thur	2 Oct	General Purposes	10.00am	Thur	5 Mar	Gen Purp (was 12/03)	10.00am
Thur	2 Oct	HWB	1.00pm	Tues	10 Mar	CS OSC (was 17/02)	10.00am
Mon	13 Oct	CPP	10.30am	Wed	11 Mar	DMC	10.00am
Tues	14 Oct	Executive (was 23/09)	9.30am	Thur	12 Mar	SC OSC (was 19/02)	10.00am
Tues	21 Oct	CR OSC	10.00am	Mon	16 Mar	SCHH OSC (was 02/03)	10.00am
Wed	22 Oct	DMC	10.00am	Tues	17 Mar	CR OSC (was 03/03)	10.00am
				Mon	23 Mar	CPP	10.30am
				Mon	30 Mar	Audit	10.00am
(Tues	4 Nov	Executive deleted – not required under 8 week cycle)		Tues	31 Mar	Executive (was 17/03)	9.30am
Tues	11 Nov	CS OSC (was 14/10)	10.00am	(Tues	31 Mar	CS OCS deleted – not required under 8 week cycle)	
Wed	12 Nov	Licensing	10.00am				
Thur	13 Nov	SC OSC (was 16/10)	10.00am	(Thur	2 Apr	SC OSC deleted – not required under 8 week cycle)	
Mon	17 Nov	SCHH OSC					
		(was 20/10)	10.00am	Thur	2 Apr	HWB	1.00pm
Wed	19 Nov	DMC	10.00am	Wed	8 Apr	DMC	10.00am
Thur	20 Nov	Gen Purp (was 04/12)	10.00am	Thur	9 Apr	Council	6.30pm
Thur	27 Nov	Council	6.30pm	(Mon	13 Apr	SCHH OSC deleted – not required under 8 week cycle)	
Mon	1 Dec	CPP	10.30am	(Tues	14 Apr	CR OSC deleted – not required under 8 week cycle)	
Thur	4 Dec	HWB	1.00pm	(Tues	21 Apr	Executive deleted – not required under 8 week cycle)	
Tues	9 Dec	Executive	9.30am				
Thur	11 Dec	SC OSC	10.00am	Thur	7 May	ELECTIONS	
Fri	12 Dec	CS OSC	10.00am	Thur	14 May	Induction Event	
Mon	15 Dec	SCHH OSC	10.00am	Thur	21 May	Council	
Tues	16 Dec	CR OSC	10.00am			(Annual Meeting)	6.30pm
Wed	17 Dec	DMC	10.00am	Wed	27 May	DMC	10.00am
Mon	12 Jan	Audit	10.00am				
Tues	13 Jan	Executive					
		(draft budget)	9.30am				
Wed	14 Jan	DMC	10.00am				
Thur	15 Jan	General Purposes	10.00am				
Tues	20 Jan	CS OSC	10.00am				
Thur	22 Jan	SC OSC	10.00am				
Mon	26 Jan	SCHH OSC	10.00am				
Tues	27 Jan	CR OSC	10.00am				
Thur	29 Jan	Council	6.30pm				

Key:

CPP – Corporate Parenting Panel
CR OSC – Corporate Resources OSC
CS OSC – Children’s Services OSC
DMC - Development Management Committee
HWB – Health & Wellbeing Board
SCHH OSC – Social Care, Health & Housing OSC
SC OSC – Sustainable Communities OSC

(R) - Reserve

Venues:

Licensing Sub-Committees will be arranged at local venues as and when required. All other meetings will normally be at Priory House unless otherwise agreed by the committee or body concerned.

Meeting: General Purposes Committee

Date: 29 May 2014

Subject: General Purposes Committee - Work Programme for 2014/15

Report of: Chief Legal and Democratic Services Officer

Summary: This report sets out the proposed work programme for the General Purposes Committee for 2014/15.

Advising Officer: Mel Peaston, Committee Services Manager

Contact Officer: Leslie Manning, Committee Services Officer

Public/Exempt: Public

Wards Affected: All

Function of: General Purposes Committee

CORPORATE IMPLICATIONS

Council Priorities:

The activities of the General Purposes Committee are crucial to the governance arrangements of the organisation.

Financial:

1. Not Applicable.

Legal:

2. Not Applicable.

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Not Applicable.

Public Health

6. Not Applicable.

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. Not Applicable.

RECOMMENDATION:

The Committee is asked to agree its proposed work programme as attached at Appendix A to this report.

Background

10. To assist the General Purposes Committee in discharging its responsibilities during the 2014/15 Municipal Year a proposed work programme has been drawn up.
11. The work programme is attached at Appendix A to this report and contains the known agenda items that the Committee will need to consider during the year.
12. Additional items will be identified as the Municipal Year progresses and the work programme is therefore subject to change.

Appendices:

Appendix A - General Purposes Committee Work Programme.

Background Papers:

None

Location of papers:

N/A

Appendix A

General Purposes Committee Work Programme

2014/15 Municipal Year	
29 May 2014	<ul style="list-style-type: none"> • Market Rate Supplement Payments – Annual Update (CJ) • Local Government Pension Scheme – Discretions Policy (CJ) • Local Government Pension Scheme Update (RG) • Children’s Social Worker Recruitment (presentation) (EG/CJ) • Children’s Social Work Recruitment and Retention Proposals (CJ) • Constitution Update (MP) • Revised Calendar of Meetings – Eight Week Cycle (LM) • Work Programme (LM)
17 July 2014	<ul style="list-style-type: none"> • Standards Complaints – Annual Report (MC) • Work Programme (LM)
2 October 2014	<ul style="list-style-type: none"> • Work Programme (LM)
4 December 2014 (proposed revised date 20 November 2014*)	<ul style="list-style-type: none"> • Constitution – Proposed Amendments (if any) (MP) • Local Government Pension Scheme Update (RG) • Work Programme (LM)
15 January 2015	<ul style="list-style-type: none"> • Pay Policy Statement 2015/16 (CJ) • Standards Complaints – Six Month Update (submitted only if exceptional circumstances arise) (MC) • Work Programme (LM)
12 March 2015 (proposed revised date 5 March 2015*)	<ul style="list-style-type: none"> • Work Programme (LM)

*Subject to confirmation by General Purposes Committee on 29 May 2014 and Council on 12 June 2014.

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