



**PEASEDOWN ST JOHN PARISH COUNCIL**

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
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**Minutes of the Policy & Personnel Committee Meeting held on Tuesday 11<sup>th</sup> February 2014 at 7.00pm at the Beacon Hall, French Close, Peasedown St John**

**Present:**

**Councillors:** John Bailey, Calvin Bird, Jordan Ness, David Walker, John Whittock (Chair)  
Cllr. Karen Walker was also present at the meeting, in her capacity as Vice-Chair of Full Council, providing her with full voting rights.

**In attendance:**

Tanya West – Parish Clerk

**Public Session**

No members of the public were present at the meeting.

Minute Ref.	Agenda Item	Action
P&P065 – 11/02/2014	<b>Apologies for Absence</b> Apologies were received from Cllr. Jonathan Rich who was absent due to work commitments; reasons were approved and accepted.	
P&P066 – 11/02/2014	<b>Declarations of Interest</b> No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
P&P067 – 11/02/2014	<b>Minutes</b> i. The minutes of the Policy & Personnel Committee meeting held on 22 <sup>nd</sup> October 2013 were not yet available so their approval would be deferred until the next meeting. ii. The minutes of the Policy & Personnel Committee meeting held on 3 <sup>rd</sup> December 2013 were not yet available so their approval would be deferred until the next meeting. iii. The up-dated actions register would be circulated by e-mail; the majority of items outstanding would already be covered under separate agenda items to be discussed later in the meeting.	Clerk Clerk Clerk
P&P068 – 11/02/2014	<b>Items for Urgent Report</b> There were no urgent items to report.	
P&P069 – 11/02/2014	<b>Personnel Sub-Committee</b> Cllr. John Bailey provided a verbal update informing that since the last Policy & Personnel Committee meeting the following had been actioned: ➤ The appointment of two permanent Administration Officers as part of the Parish Office team, who commenced their positions from 1 <sup>st</sup> January 2014. ➤ Establish a set of Service Standards, with the Clerk, to cover the majority of the administrative tasks undertaken by the Parish Office. These have been agreed in principle but are subject to review until the end of March 2014. ➤ Commenced discussions on the work load review of the Outside Services team; this involves the gathering of detailed information regarding current tasks and cross-referencing with any potential additional items required.	



	<p>The Personnel Sub-Committee had reviewed the Health &amp; Safety Policy relating to Display Screen Equipment and Personal Protective Equipment and at their last meeting recommended the following amendments under Item 12 Display Screen Equipment:</p> <ul style="list-style-type: none"> <li>➤ Eyesight tests will be provided on request for Parish Council workers using VDU screens for Parish Council work. <u>The test and associated cost to be agreed in advance with the Clerk/Council.</u></li> <li>➤ Where necessary, Parish Council VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. <u>Supply and cost to be agreed in advance with the Clerk/Council.</u></li> </ul> <p>Cllr. John Bailey went on to explain that discussions had been held regarding the amounts to be paid for such items. It was noted that the Clerk would obtain an average of the current rates for the time which would be the amount issued, with any excess being covered by the individual. The rates and the document would continue to be reviewed on a regular basis.</p> <p>As the Policy is referred to in current staff contracts, it was resolved these amendments be adopted with immediate effect but to be put as an agenda item for the next Full Council meeting for ratification.</p>	Clerk															
<p><b>P&amp;P074 – 11/02/2014</b></p>	<p><b>Communications Update</b></p> <p>The following updates were received:</p> <p>i. Newsletter - The Clerk informed that the annual governance cycle states newsletters will be published in March, June, September and December and these dates were previously agreed to coincide with the advertising of various events and activities. She went on to report that a request had been received from Cllrs. Jo Davis and Karen Walker to become re-involved with the newsletter by way of visiting groups and organisations within the parish and submitting associated articles for inclusion. The matter was discussed and it was resolved to set the following firm dates for publication and content, for the Parish Office to continue with the collation and production of the newsletter but for the Clerk to liaise directly with Cllrs. Davis and Walker on additional articles required.</p> <table border="1" data-bbox="389 1272 1390 1850"> <thead> <tr> <th data-bbox="389 1272 533 1339">Edition</th> <th data-bbox="533 1272 724 1339">Publication Date</th> <th data-bbox="724 1272 1390 1339">Regular Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1339 533 1509">Spring</td> <td data-bbox="533 1339 724 1509">15<sup>th</sup> Mar.</td> <td data-bbox="724 1339 1390 1509">Details on the precept/budget. Advertise Community Grants (depending on frequency to be considered in the year), Annual Parish Meeting, any Easter activities/services, Party in the Park.</td> </tr> <tr> <td data-bbox="389 1509 533 1644">Summer</td> <td data-bbox="533 1509 724 1644">14<sup>th</sup> Jun.</td> <td data-bbox="724 1509 1390 1644">Details of any changes to Councillors following Annual Council Meeting/Elections. Reports on Annual Parish Meeting and Annual Council Meeting.</td> </tr> <tr> <td data-bbox="389 1644 533 1749">Autumn</td> <td data-bbox="533 1644 724 1749">6<sup>th</sup> Sept.</td> <td data-bbox="724 1644 1390 1749">Advertise Community Grants (depending on frequency to be considered in the year), Firework event and Christmas Tea Party.</td> </tr> <tr> <td data-bbox="389 1749 533 1850">Winter</td> <td data-bbox="533 1749 724 1850">15<sup>th</sup> Nov.</td> <td data-bbox="724 1749 1390 1850">Details of winter support provision. Advertise Christmas in the Park and any other parish Christmas events.</td> </tr> </tbody> </table> <p>The Clerk was requested to circulate this information to all Councillors and to amend the Annual Governance Planning Cycle accordingly.</p> <p>ii. Press Releases – The Clerk noted that several press releases had recently been issued and they would soon be added to the website as a matter of course. Requests to include Parish Council press releases in other village publications were discussed, including implications of fairness on candidates standing for future election. It was resolved not to publish Parish</p>	Edition	Publication Date	Regular Content	Spring	15 <sup>th</sup> Mar.	Details on the precept/budget. Advertise Community Grants (depending on frequency to be considered in the year), Annual Parish Meeting, any Easter activities/services, Party in the Park.	Summer	14 <sup>th</sup> Jun.	Details of any changes to Councillors following Annual Council Meeting/Elections. Reports on Annual Parish Meeting and Annual Council Meeting.	Autumn	6 <sup>th</sup> Sept.	Advertise Community Grants (depending on frequency to be considered in the year), Firework event and Christmas Tea Party.	Winter	15 <sup>th</sup> Nov.	Details of winter support provision. Advertise Christmas in the Park and any other parish Christmas events.	<p>Clerk &amp; JD/ KW</p> <p>Clerk</p>
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	<p>Council press releases in the <i>Village Voice</i> or any other parish publication that could be considered as promoting individual candidates for election purposes. It was however agreed acceptable for Beacon Hall activities, not specifically related to the Parish Council, to be publicised. Any queries on publication of press releases should continue to be taken up with the Parish Clerk, prior to publication, as per the Communication Policy and Standing Orders.</p> <p>iii. Websites – The Clerk informed that although some areas of the website were out of date, the information collated as part of the Welcome Pack would be transferred to the website to assist in resolving this issue. Furthermore, staff training on the websites was in-hand which would also assist with future updating in a timely manner.</p> <p>iv. Social Media – The Clerk informed that the remaining audio-visual items were due to be delivered by the end of the week and so the lounge would be able to be set up for promotional photographs. It was therefore noted the Facebook page should be ‘live’ by the end of February. The Clerk was requested to email all Councillors advising once actioned.</p> <p>v. E-mail – The Clerk advised she was still investigating options regarding individual Councillor e-mail addresses. It was noted this was not a priority at present.</p> <p>vi. Councillor Surgeries – The Clerk read out a response received from Rev. Ireland regarding holding Parish Councillor surgeries on Saturday mornings at the Methodist Church. It advised that although they were happy for the Parish Councillors to informally chat with those residents in attendance at the breakfast mornings, there was not sufficient space to allocate a dedicated meeting room at this time. Options were discussed and it was noted that not all Councillors wished to be involved with surgeries and that other locations had previously proved to be more popular than the Methodist Church. It was resolved to re-establish the surgeries as a regular means of communication and to ensure continued insurance cover the Clerk would need to be aware of when and where they were being held (obtaining land-owner’s permission where necessary) and which Councillors would be in attendance. The Clerk was requested to email out to all Councillors asking if they were interested in being involved and what dates they would be available, particularly Saturdays in March.</p> <p>vii. Other – No further communication items were raised.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>P&amp;P075 – 11/02/2014</b></p>	<p><b>New Resident Welcome Pack</b></p> <p>The Clerk circulated at the meeting draft copies of the ‘new residents welcome pack’. They were received favourably and the Administration Officers were thanked for their work in creating them. The following suggestions were made for their improvement:</p> <ul style="list-style-type: none"> <li>➤ Investigate prices for enclosing them in a Parish Council branded document wallet.</li> <li>➤ To include an up-to-date copy of The Journal.</li> <li>➤ To include contact numbers for other utility providers in the area.</li> <li>➤ To include the wording ‘appointments at other times by arrangement’ for the opening hours of the Parish Office.</li> <li>➤ To include details/leaflet of all businesses located in the parish that wish to be included, regardless of whether or not they include a promotional voucher etc.</li> <li>➤ To include a caveat that although information is included on local businesses it is not necessarily a recommendation from the Parish Council.</li> </ul> <p>The Clerk was also asked to include the promotion of these packs on the Parish Council website and to speak with the estate agent located in the parish to see if they can assist with knowing when ‘newcomers’ settle in the parish.</p> <p>It was agreed for their distribution to commence from April 2014 and the Clerk was requested to email all Councillors to determine who would be interested in assisting with their circulation to new residents.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p><b>P&amp;P076 – 11/02/2014</b></p>	<p><b>Governance Planning Cycle</b> The Clerk advised that at the Full Council meeting in January, the Football Club Changing Rooms annual inspection and insurance were raised, and it was suggested this be incorporated into the annual governance planning cycle. The inspection is due to be carried out annually at the end of the playing season and so it was resolved to add this item to the planning cycle for June. The Clerk went on to explain about decisions linked to 'Expression of Wish' forms for staff pensions. It was informed that in an attempt to reduce the risk of the Parish Council having to make difficult decisions if certain circumstances arose it would be beneficial to all if all pension members, active or deferred, were contacted annually to review their 'Expression of Wish' forms. It was resolved to include this item for August in the planning cycle.</p>	<p>Clerk  Clerk</p>
<p><b>P&amp;P077 – 11/02/2014</b></p>	<p><b>Councillor &amp; Staff Training</b> The Clerk provided a verbal report on recently undertaken and upcoming staff training, which included her attendance at VAT and Pension workshops, forthcoming Chapter 8 and Playground Inspection training for the outside services staff and the Introduction to Local Council Administration course for the office staff. The Clerk also advised that she had received seven responses to date for the Councillor training on 18<sup>th</sup> March, so a reminder email would be sent out to those who had not yet responded.</p>	<p>Clerk  Clerk &amp; All Cllrs.</p>
<p><b>P&amp;P078 – 11/02/2014</b></p>	<p><b>Standing Orders Advisory Panel Update</b> As Cllrs. Andrew Fraser and Jonathan Rich were not at the meeting an update on the Standing Orders Advisory Panel was not provided. It was however noted that the Finance &amp; Amenities Committee had signed off the finance related aspects of the proposed new Standing Orders at their last meeting. It was requested for the matter to be put as an agenda item for the next meeting as they would need to be fully prepared ready for sign off at the Full Council meeting in April.</p>	<p>Clerk &amp; AF/JR</p>
<p><b>P&amp;P079 – 11/02/2014</b></p>	<p><b>Date &amp; Time of Next Meeting &amp; Future Agenda Items</b> The date of the next Policy &amp; Personnel Committee meeting is scheduled to be held on Tuesday 25<sup>th</sup> March at 7pm at the Beacon Hall. Items to be considered for inclusion on this agenda to be submitted to the Clerk prior to 14<sup>th</sup> March 2014.</p>	<p>Clerk</p>

The meeting closed at 8.47pm

Signed..... Date.....



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## PEASEDOWN ST. JOHN PARISH COUNCIL LOCAL GOVERNMENT PENSION SCHEME EMPLOYERS' DISCRETIONS POLICY

Written: September-October 2013  
 Revised: February 2014  
 Adopted: Full Council Meeting on 4<sup>th</sup> March 2014??

### INTRODUCTION

Peasedown St. John Parish Council is a scheme employer for the Local Government Pension Scheme (LGPS). The LGPS is an occupational pension scheme which is administered by the Administering Authority (~~Avon Pension Fund~~ of Bath & North East Somerset Council) and the Employing Authority (Peasedown St. John Parish Council (being one of several employers in the scheme)).

Avon Pension Fund and Peasedown St. John Parish Council have separate responsibilities and discretions to exercise when administering the LGPS.

As a Scheme Employer, Peasedown St. John Parish Council must publish policies on the following discretions:

- Power of employer to increase total membership of an active member (Benefits Regulation 12)
- Power of employing authority to award additional pension (Benefits Regulation 13)
- Flexible retirement (Benefits Regulation 18)
- Choice of early payment of pension (Benefits Regulation 30)
- Choice of payment of pension: pensioner member with deferred benefits (Benefits Regulation 30A)

These policies must be published to its scheme members of the LGPS and copied to the Avon Pension Fund. As a Scheme Employer, Peasedown St. John Parish Council must also:

- Keep these policies under review.
- Make appropriate revisions following a change in its policy.

### POLICIES

#### Power of employer to increase total membership of an active member (Benefits Regulation 12)

This regulation allows an employer to resolve to increase the total membership of a member who is currently paying contributions to the Scheme. Peasedown St. John Parish Council has no intention of making a general use of this power but may wish to consider its use in exceptional cases in the future.

#### Power of employing authority to award additional pension (Benefits Regulation 13)

The Council may resolve to award a member additional pension of not more than £5,000 a year. With the exception of early retirements, the Parish Council has no intention of making use of this power in the foreseeable future.

~~Members of the Avon Pension Fund may choose to enhance their pension benefits by purchasing additional pension up to a maximum of £5000 (in multiples of £250) by paying Additional Regular Contributions (ARCs). Peasedown St. John Parish Council will review future requests for ARCs as and when they occur.~~

## Appendix P&P070i



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#### Flexible retirement (Benefits Regulation 18)

An employee who is aged 55 or over (50 until 31 March 2010, age 55 from 1 April 2010 and new joiners from 1 April 2008), can request the Parish Council to allow him/her to access pension benefits whilst still remaining employed by the Parish Council.

This would only be in situations where the employee wishes to reduce hours and/or move to a lower graded post, and must be agreed by the Parish Council.

Peasedown St. John Parish Council's policy on Flexible Retirement is that an application will only be approved where:-

- There are no **additional** pension costs to the Parish Council arising from the employee's Flexible Retirement.
- The Flexible Retirement will provide benefits to the Parish Council.
- If the request is to work reduced hours, the Parish Council's assessment must be that there would be no operational problems caused, or recruitment difficulty anticipated, in making up the reduced hours.
- If the request is for a move to a lower graded post, this would be subject to an appropriate vacancy arising and the operation of the Parish Council's normal recruitment procedures in filling the post.

#### Choice of early payment of pension (Benefits Regulation 30)

When a member leaves an employment before he/she is entitled to the immediate payment of retirement benefits, once he/she has attained the age of 55 he/she may choose to receive payment of them immediately. A choice made by a member aged less than 60 is ineffective without the consent of his/her employer or former employer. **Each request for immediate payment of retirement benefit before normal retirement date will be considered on an individual basis.**

If the benefits are reduced in accordance with guidance issued by the Government Actuary, the employer may agree to waive, in whole or in part, any such reduction. Peasedown St. John Parish Council has no intention of making general use of the power to waive part or all of such reduction but may wish to consider its use in exceptional cases in the future.

#### Choice of payment of pension: pensioner member with deferred benefits (Benefits Regulation 30A)

This regulation allows Peasedown St. John Parish Council to grant the early release of pension benefits for former employees who are deemed to be 'pensioner members with deferred benefits' under the ill health retirement provisions of the LGPS.

Peasedown St. John Parish Council should only grant such payments on **exceptional** compassionate grounds and in situations where no **additional** costs will be charged to the authority for authorising the release of pension benefits.

#### Additional Discretions

##### Inward transfers of pension rights – Regulation 83(8):

A scheme member who has previous pension rights in a different pension scheme may transfer them into the LGPS provided they opt to do so within 12 months of joining the scheme. Requests to transfer-in outside of this time limit will be considered on an individual basis at the discretion of Full Council.

Any additional discretionary powers (not listed above) given to Peasedown St. John Parish Council as an employer under:

- The Local Government Pension Scheme (Administration) Regulations 2008
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended)
- The Local Government Pension Scheme (Transitional Provisions) Regulations 2008
- The Local Government Pension Scheme Regulations 1997 (as amended)

will be considered on an individual basis at the discretion of Full Council.