

NOTICE OF MEETING

MEETING	EMPLOYMENT COMMITTEE
DATE:	THURSDAY 18 MARCH 2010
TIME:	3.00 pm
VENUE:	BOURGES/VIERSEN ROOMS
CONTACT:	Gemma George Telephone: 01733 452268 e-mail address gemma.george@peterborough.gov.uk
<i>Despatch date:</i>	<i>10 March 2010</i>

AGENDA

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**Minutes of a Meeting of the Employment Committee
held at the Town Hall, Peterborough on 26 February 2010**

Members Present: Councillors Lamb (Vice Chair), Croft, Holdich, Fitzgerald and Swift.

Officers Present: Gillian Beasley, Chief Executive
Emma Black, Head of Legal Litigation
Amy Brown, Lawyer
Gemma George, Senior Governance Officer

1. Apologies

Apologies were received from Councillors Cereste (Chair) and Sandford.

2. Declarations of Interest

There were no declarations of interest.

3. To Approve the Minutes of the Meeting held on 21 January 2010

The minutes of the meeting were approved as true and accurate record.

4. Director of Communications – Peterborough Public Services

The Committee received a report which outlined the proposal for the shared communications service and the need for a director to lead the new team.

The proposal was to develop a shared communications service across Peterborough City Council, NHS Peterborough and Stamford Hospitals NHS Trust.

The Committee was informed that a co-ordinated team would centralise expertise and maximise joint working and the immediate efficiency would be the provision of one overall head of service, with a recommendation to elevate this position to director level. This person would be responsible for bringing together the organisations concerned and establishing communications networks in the first instance. Subsequently, as the project was extensive, there would be numerous stages which would be phased, culminating in the completion of the project in early 2011.

Members were invited to comment on the proposals contained within the report and the following issues and observations were highlighted:

- Members sought clarification as to whether the different organisations would contribute financially towards the proposed post. Members were informed that all of the organisations would contribute an equal amount financially.
- Members sought further clarification as to the pay grading scale for the proposed post. Members were further informed that the pay grading scale for the post was yet to be confirmed.
- Members questioned how the person filling the role would split their time between the three organisations. Members were advised that the role would be overarching across all three organisations and would provide a co-ordinated delivery of objectives.
- The Committee questioned how the structure of the proposed centralised team was to be defined. The Committee was informed that the structure of the team would be the responsibility of the new director.

- Members requested clarification as to what the two separate budget figures highlighted within the job description were for.. Members were advised that £700,000 was the size of the budget for communications activity and £900,000 was the size of the budget for staff. Members were further advised that these were the current proposed figures and they were to be reviewed after the appointment to the proposed director role.
- Clarification was sought as to whether savings would be proportional across the three organisations. Members were informed that savings across the three organisations would be monitored.

ACTION AGREED:

The Committee:

- (1) Approved the request to advertise for a Director of Communications to support the City Council, NHS Peterborough and Peterborough and Stamford Hospitals NHS Trust in line with the proposals to create a shared communications service for public services in Peterborough;
- (2) Approved the job description and person specification for the Director of Communications; and
- (3) Authorised the Chief Executive to recruit to the post.

5. Approval of New Post – Head of Peterborough Delivery Partnership

The Committee received a report which outlined the rationale for a new head of service post to be created.

New growth delivery arrangements had been approved by Cabinet on the 14 December 2009. These arrangements would result in a number of changes, both to Opportunity Peterborough and the Council, in order to ensure the city remained well equipped to deliver its ambitious growth agenda. Part of the changes would include the establishment of a new capability within the Council, the Peterborough Delivery Partnership (PDP), that would act to secure funding for and delivery of major development schemes in the city.

The Peterborough Delivery Partnership would operate by engaging external expertise to ensure the schemes were attractive to and subsequently funded through the capital markets, and that they were delivered as effectively as possible for the city's long term growth. It was important that the Council had a strong oversight and management of these external resources, as well as control over their procurement, to protect both its interest and those of the wider growth agenda. Therefore it was proposed that this resource was to be the Head of the Peterborough Delivery Partnership, a new tier-2 post reporting directly to the Council's Chief Executive.

Members were advised that the post holder would be responsible for the commissioning of consultants wherever needed. There would also be clear mechanisms in place which would ensure delivery of all works before payment of consultants.

Members were invited to comment on the proposals contained within the report and the following issues and observations were highlighted:

- Members questioned what budget was available from Opportunity Peterborough to facilitate the proposals. Members were advised that the budget had been calculated and signed off. Members were further advised that this figure was not currently to hand but would be forwarded to them in due course.
- A query was raised regarding whether there were likely to be any redundancies. Members were advised that this aspect would fall under the responsibility of the new post.

ACTION AGREED:

The Committee:

- (1) Approved the creation of a new head of service post, to be entitled Head of Peterborough Delivery Partnership;
- (2) Approved the job description, person specification and associated salary for the Head of Peterborough Delivery Partnership; and
- (3) Authorised the Chief Executive to recruit to the post.

6. Conclusion of Business – Formal Record of Time

Business was concluded at 3.25pm.

Chairman
3.00 - 3.25

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EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
18 MARCH 2010	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Croft – Cabinet Member for Strategic Planning, Growth and Human Resources	
Contact Officer(s):	Mike Kealey - Acting Head of Human Resources	Tel. 384500

LOCAL GOVERNMENT PENSION SCHEME – DISCRETIONARY POLICY

R E C O M M E N D A T I O N S	
FROM : Directors, Trade Union Representatives	Deadline date : N/A
It is recommended that the Employment Committee agree to the Local Government Pension Scheme Discretionary Policy (Part A) attached at Appendix 1.	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Committee following a referral from Director’s Group on 23rd February 2010.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to ensure that the council publishes its policy on the discretions within the Local Government Pension Scheme (LGPS) in accordance with Regulation 66 of the Local Government Pension Scheme (Administration) regulations 2008.

2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.4.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	
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4. BACKGROUND

4.1 Each employer within the LGPS must prepare a written statement of its policy in relation to the exercise of its functions under four regulations:-

- i) Regulation 12 - power of the employing authority to increase total membership of active members,
- ii) Regulation 13 - power of employing authority to award additional pension,
- iii) Regulation 18 - flexible retirement and
- iv) Regulation 30 - choice of early payment of pension

4.2 This statement must be (a) kept under review, (b) published for one month before commencement, and (c) revised as necessary.

When the statement is being revised the employer must have regard to the extent to which the exercise of any of the discretions could lead to a serious loss of confidence in the public service.

5. CONSULTATION

- 5.1 The joint Trade Unions have been consulted and the statement was agreed at the meeting of the Joint Consultative Forum on 8th February 2010. Directors agreed the statement on 23rd February 2010.
- 5.2 The statement has also been agreed by the council's pension administrators at Cambridgeshire County Council.

6. ANTICIPATED OUTCOMES

- 6.1 This statement will ensure that the council is fulfilling the statutory requirement to publish and review its pension discretionary statement. It will also be useful when services are being considered for outsourcing as the bidding organisations will have a clear understanding of the policy which will apply to them on transfer.

7. REASONS FOR RECOMMENDATIONS

- 7.1 This is a statutory requirement. There will be statements to follow outlining other discretions which are currently under review.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The policy was considered against (a) those published by some other local government employers, (b) the policy in place in the county council plus (c) the existing policy, to ensure it was a sensible, fair approach which took account of affordability and protection of the pension fund.

9. IMPLICATIONS

- 9.1 The policy statement has been shared with the financial and legal teams at the council. It balances the requirement for the policy to be fair to existing and deferred members, with the necessity to ensure it does not allow for a loss of confidence in the public service. This policy will be reviewed in twelve months time.

10. BACKGROUND DOCUMENTS

- Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)
- 10.1 Previous policy statements
Document issued by the Local Government Employers outlining pension discretions.

Local Government Pension Scheme Discretionary Policy – Part A

Appendix 1

Background

The regulations of the LGPS require every employer to (i) issue a written policy statement on how it will exercise the various discretions provided by the scheme, (ii) keep it under review and (iii) revise it as necessary.

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 12

It is not the policy of Peterborough City Council to increase total membership.

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 13

It is not the policy of Peterborough City Council to award additional pension.

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 18 (1)

Peterborough City Council will consider requests from employees aged 55 or over to reduce their hours, or move to a position on a lower grade, and elect in writing to draw some or all of the pension benefits already built up. Where there is a capital cost to Peterborough City Council it is unlikely that the request will be agreed.

This does not preclude younger employees requesting flexible working but without the payment of their retirement benefits

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 18 (3)

It is not the policy of Peterborough City Council to waive any reduction applied to the pension benefit due to the early payment.

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 30 (2)

It is not the policy of Peterborough City Council to release pension early unless:-

- (i) it is to bring an earlier deferred benefit into payment following redundancy, or efficiency retirement of an existing employee from a current job in Peterborough City Council, or
- (ii) if there are compelling, compassionate* reasons to do so

LGPS (Benefits, Membership & Contributions) Regulations 2007 Regulation 30 (5)

It is not the policy of Peterborough City Council to waive the actuarial reduction on early payment of pension unless:-

- (i) the payment relates to someone who is being made redundant or taking efficiency retirement from active employment with Peterborough City Council, or
- (ii) if there are compelling, compassionate* reasons to do so.

Key:

*Definition of compelling, compassionate reasons

- (i) The member can clearly demonstrate that they have a dependant, with a lifetime expectancy of more than twelve months, who is in need of the member's constant supervision due to a long term illness and as a result the member is suffering from severe financial hardship OR
- (ii) There is another substantial reason (not relating to caring for a dependant who is ill) where the member can demonstrate that they are facing very severe, ongoing financial hardship and will be doing so on a long term basis.

In exceptional circumstances, and only with the prior approval of the chief executive, the council may vary the terms of this policy on an individual basis.

This list is subject to statute, regulations, and council policy. It may be varied in the future as necessary.