

23rd January 2017

Dear Councillor

HR COMMITTEE
Monday 30th January 2017 at 7.00pm

Committee membership: Councillors: MacFarlane (Chair)(West), Ridout (Vice Chair) (West), Batchelor (Broadway), Fraser (West), and Jolley (Broadway).
Copied to all other members for information

Your presence is requested at a meeting above meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,



Heather Abernethie Film
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

A G E N D A

1. Apologies

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. Minutes

- a) **To approve** as a correct record, the minutes of the HR committee meeting held on Monday 10th October 2016 and the Extraordinary meeting held on 3rd January 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

- b) **To note** any matters arising from the minutes of the HR committee meeting held on Monday 10th October 2016 and the Extraordinary meeting held on 3rd January 2017.

3. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Chairman's Announcements

To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation

5. Public Participation

- a) **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- b) **To receive** any petitions and deputations.

6. Reports from Unitary Members

To note reports provided.

7. Health and Safety

To approve the report submitted. The HR committee has responsibility, under its Terms of Reference for the management of the Risk Assessments. The regular reports which have been carried out on a monthly, ad hoc and quarterly basis since the start of the municipal year are completed and areas for discussion are outlined in the attached review sheet for the period October-December 2016.

8. Members to approve the updated Local Government Pension Scheme Discretions Policy, attached. The Clerk to send the updated policy to the scheme administrators for their records

9. Communications

- a) **The members to** decide on items requiring a press release.
- b) **The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

The date of the next meeting is Monday 27th March 2017

Minutes from this meeting will be available to all members of the public either from our web site www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Risk Assessment – outstanding actions from quarterly review, Oct–Dec 2016

Cemeteries/Churchyards

- A meeting with Wiltshire Council Burials Officer is being arranged. The meeting was held but there are still unresolved issues.
- Register requested for Boreham cemetery. St George's chased for register and outstanding funds. No outstanding issues at Minster or Boreham. Register of Burials up to date.

Community Centres

(a) Civic Centre

- The flooring in the men's toilets is lifting. This is deemed to be as a result of a burst pipe incident therefore not a defect as originally thought. Awaiting quotation from Wiltshire Carpets for replacing flooring. Quotation received from Wiltshire Carpets. Quotation requested from Jaymart.
- Problems with main heating system are still ongoing and Wheelers are being asked to undertake a full review of the complete system. This remains a problem. The heating sensor on the roof has been replaced but Copheap seems to get all the heat and Arn none. Wheelers are going to fully investigate.

(b) Dewey House

- Windows now fitted and painted. Guttering to be reset to flow around the building into existing drains.
- Broken tile on porch, needs replacing.

Council Property and Documents

- The level of work is an issue for all officers at the Civic Centre. Tight timescales and increased workload impacts on the production of work. This is still the case. Working on Green Flag application for the park to be submitted 30th January.

Employment of Staff

- Key functions of staff to be documented. Operations manual being prepared by all teams.

Open Spaces

Play Areas

- Work completed; all play areas up to standard. DSS meeting with insurance rep. 24th January to assess the whole site.

Public Conveniences

- Repairs required to toilets in the park. Idverde have quoted, awaiting repairs to be carried out.

Shelters and Seats

- New shelter to be installed at Grovelands. Purchase order to be sent to Queensbury in January 2017.

Street/Footway Lighting

- Most of the lighting in the park is now working but three columns by the café have no cabling. A quotation being sought for replacing cable and Atkins to carry out survey of all lighting columns to ensure they meet all safety regulations.

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LGPS Employer's Discretions Policy

LGPS Employer's Discretions Policy for LGPS 2014 Scheme Wiltshire Pension Fund

DISCRETION & REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
<p>1). Reg 31: Whether to grant additional pension to a member (up to £6500pa)</p>	<p>Warminster Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed position of the HR Committee after consideration of the costs that would apply.</p>
<p>2). Reg 16(2)e & Reg 16(4)d: Whether to it make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this)</p> <p>[Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.]</p>	<p>Warminster Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed position of the HR Committee after consideration of the costs that would apply.</p>
<p>3). Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ("flexible retirement")</p>	<p>Warminster Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply. The HR Committee will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</p>
<p>4). Reg 30(8) Waiving actuarial reduction on flexible retirement.</p>	<p>Warminster Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the HR Committee.</p>
<p>5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) – for both active, deferred members & suspended tier 3 ill health pensions</p>	<p>Warminster Town Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed permission of the HR Committee after considering the costs that would apply.</p>

<p>6). TP Regs 1(1)(c) of Schedule 2: Whether to allow the rule of 85 to be “switched on” for members who would normally meet the rule but who will not if they draw the benefits age 55-59</p>	<p>Warminster Town Council will only agree to “switch on” the rule of 85 in exceptional circumstances following approval from the HR Committee after considering the costs that will apply.</p>
<p>7). Regs 22(8 & 9) Whether to extend 12-month period to separate previous LG service.</p>	<p>Warminster Town Council will only allow an extension to the 12-month period to separate previous LG service where it can be reasonably shown that the member was not provided with the required information within 6 months of starting.</p>
<p>8). Reg 9(3) Determine rate of employees’ contributions.</p>	<p>Warminster Town Council will review all employees’ contribution bands when there has been contractual change to a member’s salary or hours at some point during the year. A member’s contribution rate will not be reviewed as the result of one-off additional payments (such as honorariums)</p>
<p>9). Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.</p>	<p>Warminster Town Council will only allow an extension to the 12-month period to combine previous non-LG service where it can be shown that the member was not provided with the required information within 6 months of starting.</p>
<p>10). Reg 16(16) Whether to extend the 30-day deadline for member to elect for a shared cost APC</p> <p>[Note: this discretion only relates to cases when the member has a period of unpaid authorised leave and wants to pay an APC to recover the pension. For the cost to be shared by the employer and member the member’s election must be received by the employer within 30 days of returning to work.]</p>	<p>Warminster Town Council will consider each request to extend the 30-day deadline on a case by case basis.</p>

Abbreviations

“Reg 16(2)e” means Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 [which apply from 1 April 2014]

“TP Regs” means LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].