

Gravesham Borough Council Pay Policy Statement 2017-18

Section One: Introduction

1.1 Source and scope of policy statement

1.1 This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), which from 2012 onwards, requires local authorities to publish an annual statement of their policy for the relevant financial year in relation to:

- the remuneration of their most senior employees which the Act defines as the Head of Paid Service (Chief Executive), the Monitoring Officer, the Chief Officers (Directors) and Deputy Chief Officers (Assistant Directors);
- the remuneration of its lowest paid employees; and
- the relationship between the remuneration of the most senior employees and that of other employees.

1.3 It also takes account of guidance from the Secretary of State, Department for Communities and Local Government and Joint National Council (JNC) on the Act's provisions relating to openness and accountability in local pay, data transparency and pay policy statements from 2011 onwards.

1.4 it also takes account of employment and equalities legislation affecting local authority employers, where relevant.

1.5 Status of the policy statement

1.6 In accordance with the Act this Statement has been approved by resolution of the full Council and will be reviewed annually, and a new version of the policy will be approved before the start of each subsequent financial year which will need to be complied with during that year.

1.7 The pay policy statement may also be amended during the course of any financial year, but only by resolution of the full council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably possible after the amendment is approved the by council.

1.8 Transparency and autonomy

1.9 The council recognises and welcomes the aim behind this pay policy statement to ensure that the authority's approach to pay is accessible for citizens and to enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

1.10 It also welcomes the government's recognition that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

1.11 Definitions

1.12 For the purpose of this pay policy the following definitions will apply:

- Pay or Remuneration - in addition to basic annual salary includes charges, fees, allowances or other similar payments, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.
- Chief Officer(s) - refers to the following roles within Gravesham Borough Council:

- Chief Executive, as Head of Paid Services
 - Director of Communities, Director of Corporate Services, Director of Housing & Regeneration and Director of Environment & Operations
 - Assistant Director, Corporate Services (Section 151 Officer)
 - Assistant Directors & Service Managers who report to Directors.
- Lowest paid employees - refers to those staff employed within the lowest grade Council's pay framework which is SC1.

1.13 Terms and Conditions – Decision Making

1.14 The general terms and conditions of employment for Gravesham Borough Council are in accordance with those agreed by the National Joint Council for Local Government Services.

1.15 As Head of Paid Service the Chief Executive holds responsibility for the management of all officers, including the number and grade of officers and the organisational structure.

1.16 The Council appoints officers as it deems necessary for the proper discharge of its functions in accordance with its agreed policies and procedures.

1.17 Recruitment, including the terms and conditions of service for the post of Chief Executive is approved by full council following recommendation by the Appointments Panel constituted from the membership of the Appointments Board.

Section two: Remuneration of the Chief Officers (Senior Officers)

2.1 Remuneration covered in this section of the policy

2.2 This section covers the council's policies in relation to the remuneration of its senior employees as detailed in section 2.1.

- Chief Executive, as Head of Paid Services
- Director of Communities, Director of Corporate Services, Director of Housing & Regeneration and Director of Environment & Operations
- Assistant Director, Corporate Services (Section 151 Officer)
- Assistant Directors & Service Managers who report to Directors

2.3 Overall policy on remuneration for senior roles

2.4 The council's overall approach to remuneration for its senior employees is based on:

- compliance with relevant employment legislation including equal pay and discrimination, and
- ensuring that its remuneration package for senior roles mirrors the overall pay policy for the council resulting in a fair and equitable system.

2.5 The council maintains its overall approach to remuneration by remaining within the National Joint Council for Local Government Services (NJC) pay scheme and applying nationally negotiated pay awards to its pay framework.

2.6 In terms of pay differentials the council recognises that the role of Chief Executive leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.

2.7 The remuneration offered to senior employees

2.8 The council has a local pay framework based on national pay rates with nationally negotiated pay awards which are applied to all salary grades.

2.9 At senior officer level the council offers an annual salary, access to the Local Government Pension Scheme (LGPS) and a range of other benefits as detailed below.

2.10 Annual salaries:

2.11 In 2008 the pay structure for the Service Manager, Assistant Director, Director and Chief Executive roles moved away from the national pay rates for Chief Officers. The pay scales were developed using the median of the south east employers' salary rates for Directors and Senior Manager.

2.12 Service Managers and above also receive an additional market forces allowance. Originally linked to the requirement for officers to use their own car to carry out their role this allowance was retained in 2006 to ensure that salaries in grades SO1 and above remained competitive within the local market.

2.13 Remuneration of senior employees on recruitment

2.14 The council's policy is that any newly appointed employee, including senior employees, will commence employment at the lowest pay point possible in the pay scale for their role taking

account of their current remuneration, business need, difficulty in recruiting to the post and/or the experience offered by the potential employee.

2.15 The decision on which pay point to appoint a Service Manager, Assistant Director or Director will be the responsibility of the Chief Executive.

2.16 The appointing salary of the Chief Executive will be agreed by the appointments panel or the Chair of the appointments panel if negotiations are required.

2.17 Pay progression

2.18 Employees may progress to the salary range maximum of their grade subject to satisfactory performance within the performance management framework which includes the annual performance appraisal process. This is equally applicable to the chief executive and to the lowest paid employees.

2.19 Pay Awards

2.20 When agreed NJC pay awards are applied across all pay scales, including those of senior officers. They are also applied to the market forces allowance and lease car/cash alternative allowance.

2.21 Local Government Pension Scheme (LGPS)

2.22 The council offers senior employees' access to the LGPS in accordance with the statutory provisions of the scheme, on the same basis as all of its employees. Any pension payments made to its senior employees on termination of employment either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of ill health will be made within the statutory terms of the LGPS.

2.23 The contribution rate for each participating employee who joins the scheme is contained within Section five 'Policies common to all employees'.

2.24 The discretions which the council is able to apply under the scheme upon termination of employment are the same for senior employees as for all other employees who are LGPS members and are contained at appendix one.

2.22 Payments on Termination of Employment

2.23 Other than payments made under the LGPS, the council's payments to senior officers whose employment is terminated on grounds of redundancy will be in accordance with the policy the council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2006, as set out in Section five 'Policies in common to all employees'.

2.24 Other than payments pursuant to the LGPS (including the exercise of the council's discretions) or payment in accordance with the council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2006, the council's policy is not to make other termination payments to its senior officers, other than where it is considered that a payment may be necessary to eliminate risk of claims against the council.

2.25 Other elements of remuneration

2.26 The other elements of remuneration which it is the council's policy to offer is set out in the table below. Each element offered is then described in more detail below the table.

Element of Remuneration	CEO	Director	Assistant Director	Service Manager
Recruitment payments	N/A	N/A	N/A	N/A
Reimbursement of removal/relocation costs on appointment	N/A	N/A	N/A	N/A
Retention payments	N/A	N/A	N/A	N/A
Mortgage subsidy	N/A	N/A	N/A	N/A
Geographical /location Allowance (local allowance)	No	No	No	No
Honorarium	Applicable to all employees			
Acting-up	Applicable to all employees			
Other bonuses	N/A	N/A	N/A	N/A
Lease Car/Cash alternative	Details shown in paragraph 2.28			
Mileage rates	Applicable to all employees			
Private Medical Insurance	N/A	N/A	N/A	N/A
Health screening	N/A	N/A	N/A	N/A
Payment of professional subscriptions or membership fees	Applicable to all employees			
Subsistence or other expenses allowance	Applicable to all employees			
Lump sum payments	N/A	N/A	N/A	N/A
Provision of mobile telephones	Applicable to all employees depending on role			
Provision of landline telephone	N/A	N/A	N/A	N/A
Provision of IT equipment or facilities	N/A	N/A	N/A	N/A
Homeworking allowance or equivalent	N/A	N/A	N/A	N/A
Childcare	N/A	N/A	N/A	N/A
Subsidised staff catering facility	N/A	N/A	N/A	N/A
Discounted loans	N/A	N/A	N/A	N/A
Staff discount scheme	N/A	N/A	N/A	N/A
Payment for reduced leave entitlement	N/A	N/A	N/A	N/A
Election fees – Local and General	Applicable to all employees in line with Kent Schedule of fees			
Other fees	N/A	N/A	N/A	N/A
Other allowances – Eg: stand by, call out	No	No	No	No

Note: N/A denotes there is no payment to any employee for these provisions

2.27 Honorarium/Acting-Up/additional responsibility payments

- This policy is set out in Section five 'Policies common to all employees'.

2.28 Lease Car/Cash Alternative

- The council continues to run a lease car/cash alternative scheme for officers at Principal Officer grade and above. Officers may choose to take a lease car or the cash alternative payment as detailed below.
- Payments are lifted in line with the nationally agreed pay increase.

Role	Amount
Chief Executive	£5395
Director	£5395
Assistant Director	£5070
POD-E	£5070
POB-C	£4533
POA	£3465

2.29 Mileage rates

- Mileage rates are set out in Section five and aim to reflect the HMRC mileage allowance payments rates.

2.30 Payment of professional subscriptions or membership fees.

- Details of the scheme are set out in Section five 'Policies common to all employees'.

2.31 Subsistence or other expenses allowance

- Details of the scheme are set out in Section five 'Policies common to all employees'.

2.32 Provision of mobile telephones

- Details of the scheme are set out in Section five 'Policies common to all employees'.

2.33 Re-engagement of Senior Officers

2.34 The council's general policy regarding re-employment following redundancy follows the National Joint council terms and conditions i.e if a redundant employee commences local government employment within 4 week of the redundancy the redundancy payment must be returned.

2.35 It is also not the council's policy to re-employ or re-engage in any way the Chief Executive or senior officers who have left with a severance or redundancy payment.

2.36 Employment of those in receipt of an LGPS pension

- Details are set out in Section five 'Policies common to all employees'.

2.37 Flexible retirement

2.38 The LGPS regulations permit the council to offer flexible retirement to employees, including senior officers, aged 55 or over, in order that they may reduce their hours of work, and/or step down to a lower position, and receive a pension in respect of the proportion of full-time hours they are no longer required to work.

2.39 The council's policy statement of Flexible Retirement is set out in Section five 'Policies common to all employees'.

2.40 Publication of details of employee remuneration

2.41 In accordance with Section 39 (5) of the Localism Act, this policy will be published on the council's website.

2.42 The council is also required to publish information about the remuneration of senior officer under the Accounts and Audit (Amendment No.2) (England) Regulations 2009, and the Code of Recommended Practice for Local Authorities Data Transparency, issued under Section 2 of the Local Government Planning and Land Act 1980. This information may be obtained via the Statement of Accounts on the council's website.

Section three: Remuneration of lowest paid employees

3.1 This section sets out the council's policies in relation to the remuneration of its lowest-paid employees, as defined at paragraph 1.12 of this policy.

3.2 Pay Structure

3.3 The council has a local pay framework based on national pay rates with nationally negotiated pay awards which are applied to all salary grades.

3.4 The remuneration of all council employees, including chief officers, is determined by the evaluated grade of the post which is based on the national local government job evaluation scheme.

3.5 Pay Progression

3.6 The pay band for the majority of roles within the council is based on 3 or 4 incremental points. Employees can progress to the salary range maximum of their grade subject to satisfactory performance within the performance management framework which includes the annual performance appraisal process. This is equally applicable to the chief executive and to the lowest paid employees.

3.7 Career Graded posts offer the opportunity of a longer path of progression in particular roles including professional roles. The nature of the role and competencies required are likely to vary considerably between the lowest and highest pay points and as such the Career Grade is likely to span several grades and have many steps. Requirements for progression are clearly defined and are applied equally to all those who meet the criteria set out in the agreed career grade structure for the post.

3.8 Pay Awards

3.9 When agreed NJC pay awards are applied across all pay scales, including those of senior officers. They are also applied to the market forces allowance and lease car/cash alternative allowance.

3.10 Local Government Pension Scheme (LGPS)

3.11 The council offers senior employees' access to the LGPS in accordance with the statutory provisions of the scheme, on the same basis as all of its employees. Any pension payments made to its senior employees on termination of employment either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of ill health will be made within the statutory terms of the LGPS.

3.12 The contribution rate for each participating employee who joins the scheme is contained within Section five 'Policies common to all employees'.

3.13 The discretions which the council is able to apply under the scheme upon termination of employment are the same for senior employees as for all other employees who are LGPS members and are contained at appendix one.

3.14 Termination or Severance Payments

- 3.15 Any termination or severance payments made by the council to its lowest paid employees, either on grounds of redundancy or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the LGPS, as applicable, and/or in accordance with the discretions available to it under that scheme or under the Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2006, as set out in Section five 'Policies in common to all employees'.
- 3.16 Other than payments pursuant to the LGPS (including the exercise of the council's discretions) or payment in accordance with the council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2006, the council's policy is not to make other termination or severance payments to its lowest paid employees, other than where it is considered that a payment may be necessary to eliminate risk of claims against the council.

3.17 Other elements of remuneration

- 3.18 The other elements of remuneration which it is the council's policy to offer is set out in the table below. Each element offered is then described in more detail below the table.

Element of Remuneration	Lowest Paid Employees
Recruitment payments	N/A
Reimbursement of removal/relocation costs on appointment	N/A
Retention payments	N/A
Mortgage subsidy	N/A
Geographical /location Allowance (local allowance)	Applicable to all employees below Service Manager
Honorarium	Applicable to all employees
Acting-up	Applicable to all employees
Other bonuses	N/A
Overtime or additional hours working	Applicable to all employees below POA
Weekend and/or Bank Holiday working	Applicable to all employees below POA
Lease Car/Cash alternative	Applicable to employees grade POA and above - Details shown in paragraph 2.28
Mileage rates	Applicable to all employees
Private Medical Insurance	N/A
Health screening	N/A
Payment of professional subscriptions or membership fees	Applicable to all employees
Subsistence or other expenses allowance	Applicable to all employees
Lump sum payments	N/A
Provision of mobile telephones	N/A
Provision of landline telephone	N/A
Provision of IT equipment or facilities	N/A
Homeworking allowance or equivalent	N/A
Childcare	N/A
Subsidised staff catering facility	N/A
Discounted loans	N/A
Staff discount scheme	N/A
Payment for reduced leave entitlement	N/A
Election fees – Local and General	Applicable to all employees in line with Kent

	Schedule of fees
Other fees	N/A
Other allowances – Eg: stand by, call out	Applicable to all employees depending upon role

Note: N/A denotes there is no payment to any employee for these provisions

3.18 Geographical/location allowance

3.19 Originally the outer London fringe allowance this payment was retained as a Local Allowance and is now applied as an addition to basic pay for all staff below Service Manager.

3.20 Honorarium/Acting-Up/additional responsibility payments

- This policy is set out in Section five 'Policies common to all employees'.

3.21 Working arrangements

3.22 Employees who are required to work beyond the council's normal full-time equivalent working week of 37 hours will, unless otherwise agreed for a particular event or type of work, receive enhanced payment of time and a half Monday to Saturday and double time for Sunday or Bank Holiday or equivalent time off in lieu.

3.23 Employees who are engaged on a non-standard working pattern which includes weekends and bank holidays will not receive enhanced payments or time off in lieu for weekends or Bank Holiday working.

3.22 Mileage rates

- Mileage rates are set out in Section five and are uplifted on occasions to reflect HMRC mileage allowance payments rates.

3.23 Payment of professional subscriptions or membership fees.

- Details of the scheme are set out in Section five 'Policies common to all employees'.

3.25 Subsistence or other expenses allowance

- Details of the scheme are set out in Section five 'Policies common to all employees'.

3.26 Standby and/or call-out payments

3.27 Employees who are required to be on standby at times which are outside their normal working week and/or who may be called out to attend to an issue at the council's premises or other location may receive an additional payment in accordance with the provisions of the relevant council or departmental policy.

Section four: Pay Relationships

- 4.1 This section sets out the council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation including the current pay multiple which applies within the council, and its policy toward maintaining or reaching a specific pay multiple in the future.
- 4.2 Under the provisions of the Local Government Transparency Code 2011, (updated 2014 & 15) the council is required to publish its 'pay multiple', i.e. the ratio between the highest paid salary and average salary of the whole of the local authority's workforce. The current pay multiple, based on all taxable earnings as at 31 March 2017 including base salary, any variable pay, and allowances which may apply is 5.52 median.
- 4.3 The lowest pay point in the overall salary scales which has been used by the council in calculating the mean average salary is that which applies to its lowest paid employees, as defined in Paragraph 1.12 of this policy.
- 4.4 Taking into consideration that council salary increases are subject to national joint council negotiations the council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and that which applies to the rest of the workforce.
- 4.5 Arrangements for monitoring salary budgets are carried out through the council's normal budget management process by line managers, finance officers and Human Resources. Additionally management team and members consider workforce monitoring as part of the Medium Term Financial Plan.

Section five: policies common to all employees

5.1 The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the council including senior officers, regardless of their pay level, status or grading with the council.

5.2 Honorarium payments

5.3 In exceptional circumstances an Honorarium payments may be awarded for reasons other than that of undertaking the duties of a higher graded post. The circumstances which support such a payment must be clearly identified by the service manager and are subject to senior management team approval.

5.4 The circumstances which support such a payment will usually fall into one of the following categories:

- Participation in a special project which is beyond the normal scope of the job description
- Additional duties not related to a specific post
- Significant additional hours worked in order to complete an essential task

5.5 The size of the award paid to employee(s) should be commensurate with the work being rewarded and is subject to management team approval. Such payments are not usually made to the Chief Executive or to other senior officers.

5.6 Acting up payments

5.7 An employee who, for any reason other than annual leave, is requested by their Service Manager or above to undertake all or part of the duties of a higher graded post, for a continuous and prolonged period of time may be considered for an acting up payment. Payments may be made in the following circumstances:

- Where the employee undertakes the full duties of the higher graded post;
- Where the employee undertakes part of the duties of the higher graded post
- Where the employee's normal duties/pattern of work are varied to provide additional cover/support for the duties of a higher graded post.

5.8 Payments should be for a clearly specified and time limited period only and should be kept under regular review to ensure it does not become an on-going arrangement.

5.9 Mileage rates

5.10 The council compensates all its employees who are authorised to use their own car on council business within the guidelines of the HMRC mileage allowance payment rates currently 45p per mile.

5.11 Those officers at POA and above who have a lease car or cash alternative receive a petrol only rate currently 15p per mile.

5.12 Payment of professional subscriptions or membership fees

5.13 Employees who are members of professional organisations are entitled to have their professional membership fees reimbursed as long as the professional qualification is a requirement of their role with the council. Eg: membership of CIPD, CIPFA

5.14 For approved post entry training, the council will pay, in full or in part, fees for registration, course tuition, exemption and examinations and pay membership of professional bodies whilst employees are students.

5.15 Subsistence or other expenses allowance

5.16 The council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees on council business in accordance with local policy based on nationally agreed rates or actual costs.

5.17 Use of mobile phones

5.18 Mobile phones are provided to employees on the basis that they are necessary to undertake their duties effectively.

5.19 The council funds the provision of the phone and business calls, texts etc. Employees are expected not to use them for personal communications, except in an emergency.

5.20 Special fees and arrangements

5.21 These are paid for certain additional duties usually connected with election duties. Funding for these types of payments does not come from Gravesham Borough Council's budget.

5.22 The statutory role of Returning Officer for local elections attracts this type of payment and in common with the majority of councils Gravesham Borough Council has historically appointed its Chief Executive to this role.

5.23 Other employees may also receive payment for undertaking roles associated with both local and general elections such as counting officer, presiding officer or poll clerk for which the council has adopted the Kent schedule of fees.

5.24 Partnership Supplement

5.25 Gravesham Borough Council strives to achieve required efficiency savings whilst maintaining high quality services to the local community. In order to achieve these savings the council has entered into shared working arrangements, where appropriate, with neighbouring local authorities.

5.26 Where an agreement is entered into which requires an individual employee to be seconded for 50% of their time to neighbouring Tonbridge and Malling Council the individual will receive an uplift of between 3% and 10% of their total remuneration in recognition of the increase workload and/or responsibility associated with the shared role.

5.27 These shared arrangements also give development opportunities to Gravesham Borough Council employees through increased empowerment and responsibility. This is equally applicable to those who are seconded and their staff.

5.28 Access to Local Government Pension Scheme

5.29 The council offers all its employees' access to the LGPS in accordance with the statutory provisions of the scheme. The employers' contribution is currently 15.8% of salary for all employees.

5.30 The employee contributions to the LGPS scheme are currently as follows:

Band	Contribution Rate	2017 /2018 Range
1	5.50%	Up to £13,700
2	5.80%	£13,701 to £21,400
3	6.50%	£21,401 to £34,700
4	6.80%	£34,701 to £43,900
5	8.50%	£43,901 to £61,300
6	9.90%	£61,301 to £86,800
7	10.50%	£86,801 to £102,200
8	11.40%	£102,201 to £153,300
9	12.50%	£153,301 or more

Members have the option of joining the 50/50 scheme and pay half the contribution rate listed above

5.29 LGPS – discretions on termination of employment

5.30 Any termination or severance payments made by the council to all its employees, either on grounds of redundancy or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the LGPS, as applicable, and/or in accordance with the discretions available to it under that scheme.

5.31 The council's policies on the exercise of these discretions under the LGPS are set out in the policies it has published under the requirements of regulation 66 of the LGPS (Administration) Regulations 2008. This is a requirement to publicise discretions under Regulations 12, 13, 18, and 30, of the LGPS (Benefits, Membership and Contributions) Regulations 2007. Appendix one is the council's policy on all discretions under the Act.

5.32 Payments on Termination of Employment

5.33 Other than payments made under the LGPS, the council's payments to any employee whose employment is terminated on grounds of redundancy will be in accordance with the policy the council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy has been published in accordance with the requirements of Regulation 7 of these regulations and is as follows:

5.34 In accordance with Section 162 of the Employment rights Act 1996 pay matrix, for each year of service that counts, an employee will receive a proportion of weekly pay, which is determined in the following way:

Age	Entitlement
21 years or below	Half a week's pay
22-40 years	One week's pay
41 years and above	One and a half week's pay

5.35 The maximum entitlement will be 20 years at one and a half week's pay, which is 30 week's pay. The council's redundancy payment is based on the employee's actual weekly pay.

5.36 Other Employee Benefits

5.37 Employee Assistance Programme

- The council provides access to this service which is available 24 hours a day, 365 days a year giving employees access to telephone advice on a wide range of issues and to face to face counselling where required.

5.38 Occupational Health Service

- The council provides access to an on-site occupational health advisor to ensure that employees are supported to achieve good health, minimise sickness absence and provide a supported, phased return to work as soon as possible for those who have surgery or other medical related longer term absences.

5.39 Learning & Development

- Gravesham Borough Council has been recognised for its development focused culture through its achievement of the Investors in People Gold award. The council supports its employees in their wide variety of roles to ensure they are developed and skilled to provide excellent service to the community.
- Development opportunities cover all staff employed in managerial, professional, clerical and manual roles. They include qualification training, a wide variety of National Vocational Qualifications (NVQ) and key skills training (reading and writing).

5.40 Long Service Awards

- The council recognises long service with payments of £125 for 20 years, £150 for 30 years and £200 for 40 years.

5.41 Leisure membership

- Employees of the council are able to access local leisure facilities which include swimming pools, gym facilities and fitness classes at a reduced cost equivalent to the lower rate membership ad hoc fees offered by the two leisure centres in the borough.

5.42 Flexible Retirement

5.43 The concept of flexible retirement was introduced by the LGPS Regulations 2006. It applies to scheme members aged 55 or over who with their employers consent, reduce the hours of the job they continue to hold and/or change to a lower graded job. They may then elect to receive immediate payment of all or part of the benefits they had earned in the scheme prior to the date of change.

- 5.44 It is the Council's policy to consider flexible retirement requests only where there is no detrimental effect on the service and after full consideration of any financial implications.
- 5.45 If consent is given it is not the council's general policy to waive any actuarial reduction unless there are exceptional circumstances.

6 Policy review

This policy will be reviewed and updated annually as per paragraphs 1.15 to 1.17 of this policy.

If you require further information regarding the salary policy of the council you should contact Lesley Button, Human Resources Manager lesley.button@gravesham.gov.uk

Local Government Pension Scheme Schedule of Gravesham Borough Council Policy Decisions

Gravesham Borough Council will undertake a review of policies and make any appropriate changes on an annual basis or, if sooner, where there are material changes to circumstances or legislation.

Any amendments to these policies will be made available to the Pensions Section and to scheme members within one month of the change being effective.

Local Government Pension Scheme (Administration) Regulations 2007

Regulation 16(4)(ii)	If a scheme member wishes to aggregate the most recent of their periods of previous scheme membership with their current membership it is Gravesham Borough Council's policy that the election to do so must be made within twelve months of the Pension Section being notified that they have become an active member of the Kent Scheme. The Director, Communities may extend this time limit if the scheme member can demonstrate exceptional circumstances so as to justify this.
Regulation 22 (2)	Scheme members who have the option to pay contributions in respect of a period of unpaid absence must elect to do so within thirty days of the date of the notice issued to them. The Director, Communities may extend this time limit if the scheme member can demonstrate exceptional circumstances so as to justify this.
Regulation 25 (3)	It is not Gravesham Borough Council's policy to operate a shared AVC scheme for employees. The Director, Communities and the Director, Corporate Services will review this policy annually.
Regulation 83 (8)	If a scheme member wishes to transfer any pension benefits they have built up in other schemes to the Local Government Pension Scheme, it is Gravesham Borough Council's policy that the election to do so must be made within twelve months of the Pension Section being notified that they have become an active member of the Kent Scheme. The Director, Communities may extend this time limit if the scheme member can demonstrate exceptional circumstances so as to justify this.

Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007

Regulation 11 (2)	Where a scheme member's pensionable pay consists of fees it is the policy of Gravesham Borough Council that, if this produced a higher figure, an average of all such fees for any three consecutive years ending 31 March within the period of ten years ending with the last date of active membership may be used for the calculation of benefits.
Regulation 12	It is not Gravesham Borough Council's policy to grant additional pension scheme membership to scheme members under this regulation. Any exceptional cases that were of overall benefit to the authority would require the agreement of the Director, Communities. Additional scheme membership will not be granted in respect of pre April 1972 service, which at the point of retirement has not yet been up-rated.

Regulation 13	It is not Gravesham Borough Council's policy to grant additional pension to scheme members under this regulation. Any exceptional cases that were of overall benefit to the authority would require the agreement of the Director, Communities.
Regulation 18 (1)	It is not the policy of Gravesham Borough Council to agree flexible retirement of a scheme member where there is a cost to the council unless consent has been given by the relevant Director and agreed by Senior Management Team as detailed in the council's Flexible Retirement policy
Regulation 18 (3)	If consent has been given under Regulation 18 (1) it is not Gravesham Borough Council's policy to waive in whole or part, any actuarial reduction to the scheme member's benefits.
Regulation 30 (2)	It is not the policy of Gravesham Borough Council to give consent under this regulation to the immediate payment of benefits to a scheme member who voluntarily retires unless there is a demonstrable benefits to the organisation, which would take full account of any extra costs to be borne by the council. Any such consent shall be agreed by the Director, Communities and Director, Corporate Services.

**Local Government Pension Scheme (Benefits, Membership and Contributions)
Regulations 2007**

Where a scheme member has previously been awarded a preserved/deferred benefit it is not generally the policy of Gravesham Borough Council to give consent under this regulation to the early payment of benefits. However, each request will be considered and full account taken of any costs to be borne by the council. Any consent will be agreed by the Director, Communities and the Director, Corporate Services.	
Regulation 30 (5)	<p>Where a request has been made for early payment of benefits for compassionate reasons. Circumstances must be exceptional and would not reasonably be expected to prevail, for instance, the occurrence of a disaster, accident or long-term ill health (certified by Gravesham Borough Council's appointed Occupational Health Adviser). Financial Hardship alone would not normally be deemed sufficient.</p> <p>Payment may only be made³ after agreement by the Director, Communities in consultation with the relevant Director and Director, Corporate Services. Gravesham Borough Council will be responsible for any additional costs deriving from the decision release benefits prematurely in compassionate circumstances.</p>