
NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 15 SEPTEMBER 2014 AT 2.00 PM

**THE COUNCIL CHAMBER PUBLIC SERVICES PLAZA CIVIC CENTRE ROAD
HAVANT PO9 2AX**

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4913
Email:

(NB This Agenda should be retained for future reference with the Minutes of this meeting.
The agenda, minutes and non-exempt reports are available to view on-line at
www.portchestercrematorium.org)

Membership of the Joint Committee - 2014/15:

Fareham Borough Council

Councillor Leslie Keeble
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Portsmouth City Council

Councillor Ken Ellcome
Councillor Robert New

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 16 June 2014 (Pages 1 - 8)**

Attached

- 4 **Matters Arising from the Minutes not specifically referred to on the Agenda**
- 5 **Clerk's Items**
- 6 **Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (Pages 9 - 12)**

The Engineer and Surveyor will report on the planned maintenance programme, and in this respect attached is a report by the Head of Building Services, Fareham Borough Council.

The Engineer and Surveyor will also update members regarding the sound insulation mitigation works reported under Minute 590.

RECOMMENDED that the Joint Committee notes the contents of the report.

- 7 **Crematorium South Chapel Refurbishment**

Under minute 585 at the meeting held on 16 June 2014, the Joint Committee received a presentation and briefing on a scheme for the refurbishment of the interior of the South Chapel.

The Engineer and Surveyor will update members.

RECOMMENDED that the Engineer and Surveyor's verbal report be received.

- 8 **Manager and Registrar's Report (Pages 13 - 14)**

(a) General Report attached

(b) Any other items of topical interest –

(i) **Publication of Cremation Records On-Line** – update on progress following the decision taken under minute 587.

(ii) **Video Streaming of Services Through the Internet** - update on progress following the decision taken under minute 588.

- 9 **Horticultural Consultant's Report (Pages 15 - 16)**

A report from the Horticultural Consultant on grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

- 10 **Scheme of Delegations to Officers (Pages 17 - 18)**

The purpose of the attached report by the Clerk is to recommend a small change to the current scheme of delegations to officers in respect of a staffing matter.

RECOMMENDED that Part A 4 (in respect of staffing) of the Scheme of Officer Delegations be revised (effective from 1 August 2014) to read as follows –

The Manager and Registrar is authorised to appoint staff and to agree an appropriate salary level within the scale applicable to the post, and in the case of a post above spinal point 28 the appointment shall be made in consultation with the Clerk to the Joint Committee.

11 Policy Statements Relating to the Local Government Pension Scheme 2014 Regulations (Pages 19 - 24)

The purpose of the attached report by the Treasurer is to inform the Joint Committee of the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 and to seek approval of the proposed policy statements in relation to the employer discretions stipulate within the LGPS 2014 regulations.

RECOMMENDED (a) that the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 be noted;

- b) That the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014 be approved; and**
- c) that the proposed policy statements for those members who continue in the scheme or join it from 1 April 2014 be approved.**

12 Dates of Next Meeting

RECOMMENDED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 15 December 2014 in the Civic Offices, Portsmouth.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Date Not Specified

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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Town Hall, Gosport on Monday 16 June 2014 at 2.00 pm.

Present

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

No members appointed at the date of meeting

Apologies for Absence (AI 1)

Councillor Dave Collins (Havant BC), Andy Wannell (Treasurer), and Terry Garvey (Engineer and Surveyor)

Welcome and Introductions

Councillor Alan Scard (Gosport BC) and Councillor Tony Briggs (Havant BC) were welcomed to the meeting.

575. Appointment of Chairman (AI 2)

RESOLVED that Councillor Leslie Keeble (Fareham Borough Council) be appointed Chairman for the 2014/15 municipal year.

(Councillor Leslie Keeble in the Chair)

576. Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor Tony Briggs (Havant Borough Council) be appointed vice-chairman for the 2014/15 municipal year.

577. Declarations of Members' Interests (AI 4)

None.

578. Minutes of the Meeting held on 10 March 2014 (AI 5)

RESOLVED that the minutes of the meeting held on the 10 March 2014 be signed as a correct record.

579. MATTERS ARISING FROM THE MINUTES NOT SPECIFICALLY REFERRED TO ON THE AGENDA (AI 6)

580. Clerk's Items (AI 7)

None.

581. Portchester Crematorium Joint Committee - Annual Report - 2013/14 (AI 8)

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

RESOLVED that the annual report for the 2013/14 financial year be noted and received and it be sent for information to each constituent authority.

582. Comprehensive Income and Expenditure Statement 2013/14 (AI 9)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report, and arising out of discussion mention was made of the likely reduction in income following the opening of the Oaks Crematorium; the situation of which was being monitored.

RESOLVED that the contents of the report be noted.

583. Annual Return for the Financial Year Ended 31 March 2014 (AI 10)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented the report and in response to a question explained that the 2013/14 figure for land and buildings shown in the balance sheet was as the result of a revaluation that had been undertaken to bring the value in line with the insurance sum.

RESOLVED that the Annual Return for the financial year ending 31 March 2014 be approved and signed as appropriate, as follows -

(a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;

(b) Section 2 - Annual Governance Statement be approved and signed;

(c) Section 4 - Annual Internal Audit Report be noted.

584. Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 11)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting this report the Deputy Engineer and Surveyor referred to the meeting on 10 March 2014, under exempt minute 573, at which the Joint Committee received a report regarding the Building Surveying Consultancy Service, the contract for which (following a one year extension) expired on 31 March 2014.

To ensure continuity of building consultancy support services Fareham Borough Council's Building Services were formally requested to provide interim support until a longer term solution is put in place. The Joint Committee was advised that the arrangements subsequently made with Fareham BC were progressing satisfactorily.

The Deputy Engineer and Surveyor outlined progress being made on the planned maintenance programme and related matters set out in the report circulated in advance of the meeting. In particular the meeting was advised that the -

- hard wired alarm system (ref 7) had been completed;
- fence and gate works and car parking (ref 8) had been completed;
- water feature (ref 10) was currently de-commissioned until leak repair work was undertaken;
- Legionella Risk Assessment and Register (ref 15) had been completed;
- Asbestos Register (ref 16) had been commissioned;
- Fire Risk Assessment and Register (ref 17) had been commissioned.

The cost of preparing each register was estimated to be £500 per register.

RESOLVED that the contents of the report be noted.

585. Crematorium South Chapel Refurbishment (AI 12)

Members were reminded that as part of the Joint Committee's initiatives in respect of developing and enhancing the Crematorium's services it was agreed to ask a design consultant to advise on décor and decoration for the South Chapel. Members had previously been consulted informally on a range of design principles, to enable a scheme to be worked up to presentation stage.

Robert Benn, of Robert Benn Associates, gave members a briefing on progress with bringing forward a scheme of refurbishment works for the interior of the South Chapel, and during the presentation drawings were shown and the following main points were made -

- The design features proposed aimed to respect the 1950's style of building;

- Wood panelling was proposed to be affixed to parts of the walls, and this would be demountable and durable so that when necessary access could be obtained to services;
- The provision of lighting would be a key feature;
- The use of the correct type of timber should improve acoustics;
- The panelling would be pre-fabricated off site;
- New carpeting to be provided;
- The estimated cost, excluding fees and VAT, was £175,000, and this sum recognised the degree of weekend and out of hours working.

During the presentation Mr Benn answered questions from members to clarify points of detail. These included the importance of the choice of wood to be used.

The Clerk explained that if members wished to proceed it would be appropriate to formally appoint Robert Benn Associates so that the scheme could be progressed. In addition it was suggested that authority be given to make financial provision within the current estimates and to authorise the scheme to be undertaken. However, the Clerk emphasised that the scheme would be kept under review by the officers and further reports, as necessary, brought forward to members before work was initiated on site.

RESOLVED (1) That Robert Benn Associates be thanked for their presentation of proposals for the refurbishment of the South Chapel and that the design principles for the scheme of refurbishment for the South Chapel be approved.

(2) That Robert Benn Associates (RBA) be appointed to progress the design scheme on appropriate terms and conditions to be settled by the Engineer and Surveyor after consultation with the Clerk to the Joint Committee and the Treasurer.

(3) That financial provision of £175,000 plus professional fees and VAT for the estimated cost of implementing the scheme be made in the Joint Committee's budget for 2014/15.

(4) That authority be given for the scheme to be undertaken and supervised by Fareham Borough Council's Building Services.

586. Manager and Registrar's Report (AI 13)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

Arising from consideration of the statistical report the Manager and Registrar gave members a general indication of the likely number of cremations that would be undertaken during the calendar year. He also reported that the slight reduction in the daily number of cremations had enabled four extended time slots to be introduced each day in the South Chapel – 2 in the morning and 2 in the afternoon, each of 45 minutes duration. This arrangement had now stopped service over-runs and ensured, so far as possible, that services kept to their advertised times.

RESOLVED that the report be received and noted.

587. Publication of Cremation Records On-Line (AI 14)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from presentation of his report and questions the Manager and Registrar explained that a free service would continue to be available to personal callers at the crematorium.

RESOLVED the proposal set out in the report to make available the cremation records on-line be approved, and the Manager and Registrar be authorised to finalise the arrangements.

588. Video Streaming of Services Through the Internet (AI 15)

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Members were reminded that in September 2013 the Joint Committee approved, as part of a report on developing and enhancing the crematorium's services, the provision of secure internet streaming of funeral services for any family requesting it. The Manager and Registrar, in consultation with the Clerk to the Joint Committee, was authorised to finalise the arrangements including the necessary security safeguards for the provision of this service. This would include settling the level of charge, which would be fixed in consultation with the Treasurer.

RESOLVED that the proposal set out in the report be approved.

589. Horticultural Consultant's Report (AI 16)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

RESOLVED that the report be received and approved.

590. Crematorium Mercury Abatement Project (AI 17)

The Deputy Engineer and Surveyor updated the Joint Committee on the outstanding matter regarding sound insulation mitigation works referred to in minute 571, considered at the meeting on 10 March 2014.

Regrettably the new solution had not progressed as quickly as expected. Fareham Borough Council's Building Services team, who had recently been appointed to deal with building services and maintenance related matters, were now taking this forward as a priority. They were now pursuing a solution with the manufacturer of the mercury abatement equipment and with acoustic engineers, as well as the Environmental Health officer responsible for noise issues.

Reference was made to the need to ensure that nearby residents were advised of the action being taken to install sound mitigation. The Clerk explained that he had prepared a letter for circulation, which was read to the Joint Committee.

RESOLVED that the action being taken to carry out sound mitigation works be noted, and that local residents be advised of the action being taken.

591. Grievance and Disciplinary Appeals Committee - Appointment of Representatives (AI 18)

RESOLVED that Councillors Leslie Keeble, Alan Scard and Dennis Wright be appointed, (together with Councillors Keith Evans and Tony Briggs as standing deputies) to serve on the Appeals Committee, as agreed on 14 June 2010 under minute 360.

592. Horticultural Grounds Maintenance Contract (AI 19)

Before considering this item the Joint Committee –

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Joint Committee was reminded that the contract for the provision of horticultural and grounds maintenance services would expire in December 2014.

Vince Venus, Portsmouth's Street Environment and Parks Manager updated members on the outcome of negotiations with the current contractor for a two year extension of the existing contract until the end of December 2016, on similar terms and conditions, but would produce a modest saving resulting from a change to the inflation indices.

Extending the contract would allow for it to be aligned with other Portsmouth City Council contracts so that concurrent procurement could be undertaken,

but with the crematorium grounds maintenance being a discrete lot as part of the overall contract.

RESOLVED that the action taken by Portsmouth City Council's Procurement Service be noted and the action taken to extend the current grounds maintenance contract until December 2016 be approved.

593. Dates of Future Meetings (AI 20)

RESOLVED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2014/15, at the venues indicated –

**Monday 15 September 2014 (Havant)
Monday 15 December 2014 (Portsmouth)
Monday 16 March 2015 (Fareham)
Monday 15 June 2015 (Gosport).**

The meeting concluded at 3.10pm.

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Chairman

JH/me
19 June 2014
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REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE – 15 SEPTEMBER 2014

REPORT BY: HEAD OF BUILDING SERVICES, FAREHAM BOROUGH COUNCIL

BUILDING MAINTENANCE – PROGRESS REPORT

Set out below is a summary of work planned to be undertaken during the current financial year, and recent decisions made.

FORTHCOMING						
Project	Status	Budget £	Cost	Variation	Reason	Ref
Waiting rooms and toilet refurbishment	Assessing requirements	8,800				9
Works to Mess room	Assessing requirements	2,600				12

IN PROGRESS						
Project	Status	Budget £	Cost	Variation	Reason	Ref
South Chapel – refurbishment	Options from consultant under consideration	175,000 ex fees & VAT				3
Mercury abatement project – sound attenuation work	Checking validity of solution with manufacturer in Spain	9,500				14

ON HOLD						
Project	Status	Budget £	Cost	Variation	Reason	Ref
Waste heat recovery	Tenders received. Scheme on hold	28,000				1
Internal redecoration – rolling programme	Assessing requirements	14,000				5
Water feature	Scheme subject to re- evaluation	3,000				10
Book of remembrance room – Stone work	No works identified	Nil				11

ONGOING						
Project	Status	Budget £	Cost	Variation	Reason	Ref
Steam cleaning paving – rolling programme	Assessing requirements	3,000				6

COMPLETED SINCE PREVIOUS REPORT						
Project	Status	Budget £	Cost	Variation	Reason	Ref
South Chapel – Minor redecoration	Works completed – Easter 2014	2,938	2,938	Nil		2
CCTV camera replacement (rolling programme)	Assessing requirements	14,000				4
Fence and gate works and car parking	Repairs completed	500	400	100		8
Legionella Risk Assessment and register	Register received	320	320	Nil		15
Asbestos register	Register received	525	525	Nil		16
Fire risk assessment and register	Register received	595	595	Nil		17
Hard-wired alarm system	Assessing requirements	12,500				7

It is recommended that the committee note the program to date and endorse the current approach to managing the asset.

Chris Newman
Head of Building Services,
Fareham Borough Council

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Agenda Item 8

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
15th SEPTEMBER 2014**

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
JUNE	344	304	333	263
JULY	331	286	326	279
AUGUST	313	331	319	265

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2011	4015	2772
2012	3975	2702
2013	4248	2998
2014	-	2327

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	37
i) Total disposals within grounds.....	305
ii) Remains removed from crematorium.....	463
iii) Retained.....	39
	TOTAL 807

Scattered 40% Removed 60%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....61227

Total cremations.....807

Average gas consumption(cu.m).....76

**JAMES CLARK
MANAGER & REGISTRAR
1ST SEPTEMBER 2014**

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Agenda Item 9

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 15 September 2014**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

At long last the weather settled and we have had a reasonable summer.

The summer has been a period of routine maintenance, with mostly regular operations being undertaken within the grounds.

The pump in the pond was replaced in July when it failed after several years of service. The replacement pump was sourced locally and a spare has been purchased so that only minimal interruption should occur when this new pump reaches the end of its working life.

ISS (one of our contractors) undertook tree stump grinding during July. This has improved the appearance of the grounds and will facilitate new planting where appropriate.

I have assessed the shrub replanting for the winter and will seek prices from suppliers shortly.

Several grass cuts were cancelled during the dry summer. Some of the money saved has been spent on extra watering and I anticipate the remainder will be spent on renovating worn grass areas in the Autumn.

The grounds maintenance contractor Brighstone continues to perform very well with continued high quality maintenance by a very professional team. I am very pleased with their performance.

Ashley Humphrey
Horticultural Consultant

*Background List of Documents –
Section 100D of the Local Government Act 1972 - None*

AH/jh
3 September 2014

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Agenda Item 10

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
15 SEPTEMBER 2014**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM – SCHEME OF DELEGATIONS TO OFFICERS

1. Purpose

- 1.1 To advise on a change that is required to an officer delegation relating to the appointment of staff.

2. Recommendation

That Part A 4 (in respect of staffing) of the Scheme of Officer Delegations be revised (effective from 1 August 2014) to read as follows –

The Manager and Registrar is authorised to appoint staff and to agree an appropriate salary level within the scale applicable to the post, and in the case of a post above spinal point 28 the appointment shall be made in consultation with the Clerk to the Joint Committee.

3. Introduction and Background

- 3.1 The current Scheme of Officer Delegations includes the following provision (Part A4) in respect of staffing –

‘The Manager and Registrar is authorised to appoint staff on a grade up to and including spinal point 28 and to agree an appropriate salary point within the scale applicable to the post’.

- 3.2 In practice this covers the appointment of the technical and administrative staff working at the crematorium, but not an appointment to the post of deputy manager and registrar. In recent years I have participated in all staffing appointments, as part of a two person appointing panel.
- 3.3 It was necessary recently to invite applications for the post of deputy manager and registrar following the present post holder’s decision to retire, after some 27 years’ service. Arrangements were made to hold interviews in early August. In the circumstances I consulted with the Chairman who agreed that it would be appropriate to proceed with the interviews, to be conducted by the Manager and Registrar and myself, and subsequently to report to the Joint Committee on the outcome and the need to retrospectively amend this particular delegation.

John Haskell
Clerk to the Joint Committee

JH/me
Background Documents - Nil

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Agenda Item 11

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date **15 September 2014**

Report of: **Treasurer to the Joint Committee**

Subject: **POLICY STATEMENTS RELATING TO THE LOCAL
GOVERNMENT PENSION SCHEME 2014 REGULATIONS**

SUMMARY

To inform on the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014 and to seek approval of the proposed policy statements in relation to the employer discretions stipulate within the LGPS 2014 regulations.

RECOMMENDATION

The Committee is requested to:

- (a) Note the changes to the Local Government Pension Scheme (LGPS) from 1 April 2014;
- (b) Approve the proposed policy statements for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014; and
- (c) Approve the proposed policy statements for those members who continue in the scheme or join it from 1 April 2014.

INTRODUCTION

1. Under the provisions of the Local Government Pension Scheme (LGPS) employers must have a published written policy statement confirming how it will exercise the compulsory discretions and also any of the optional discretions allowed under LGPS that the employer decides to include.
2. This policy statement must be reviewed regularly, revised as necessary and a copy of the policy statement must be provided to the pensions administrator which is Portchester Crematorium's case is Hampshire Pension Fund.

LGPS REGULATIONS 2014

3. The LGPS Regulations are effective from 1 April 2014 and introduce a number of changes to the scheme. The main changes are:
 - Basis of pension will be Career Average Revalued Earnings (CARE) – members will build up a pension each year for each pensionable employment held which is added to their pension account
 - An increased accrual rate of 1/49th from the current of 1/60th
 - Normal pension age aligned with the member's State Pension Age (SPA) – it is currently 65
 - New definition of pensionable pay to include non-contractual overtime and additional hours for part time staff
 - Contribution rates based on actual pay instead of, as now, Full Time Equivalent
 - Revised contribution bands resulting in contribution increases for members' earning more than £43,000
 - A new 50/50 option giving a choice to pay half contributions for half accrual rate (1/98th)
 - Option for leavers to elect for required payment from age 55 onwards without the need for employers consent
 - Qualifying period for benefits will increase from 3 months to 2 years – if a member leaves the scheme within 2 years they will receive a refund of contributions made.
4. All pension built up before 1 April 2014 is fully protected and therefore, when a member leaves, all membership up to 31 March 2014 will be calculated using the final salary. For those members who have an existing rule of 85 protection, this will continue in the new scheme and will be automatically applied to their benefits.
5. For members within ten years of age 65 as at 1 April 2012 there will be an 'underpin', dependent on fulfilling certain criteria.

LGPS 2014 DISCRETIONS

6. LGPS regulations give employing authorities certain discretions over the exercise of their function in the LGPS. From 1 April 2014, employers need to have two sets of discretions:
 - One for members who continue in the scheme or join it from 1 April 2014
 - Another for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014.
7. The LGPS 2014 regulations stipulate the requirement for a policy statement in relation to the discretions in four areas:
 - Funding of additional pension
 - Flexible retirement
 - Waiving of actuarial reduction
 - Award of additional pension
8. Given the economic situation and the pressure on the Crematorium's budgets, it is recommended that these discretions are not exercised where the Joint Committee would incur a pension strain or other cost.

CONSIDERATIONS

9. The following areas should be considered when drawing up a policy statement in relation to the discretions:
 - Employer circumstances – the policy should reflect the membership, budgetary constraints and nature of the business,
 - Cost – the policy should be affordable and not likely to cause a serious loss of confidence in the public service,
 - 'Fettering' - the policy should not be unnecessarily restrictive, and
 - Anti-discrimination laws – the policy must not be discriminatory in any way.

PROPOSED POLICY STATEMENTS

10. A proposed policy statement for Portchester Crematorium Joint Committee relating to the LGPS 2014 regulations is shown in Appendix A.

RISK ASSESSMENT

11. There are no significant risk considerations in relation to this report.

CONCLUSION

12. Local authorities are required to publish policies on how they will exercise their powers contained within the provision. A proposed policy is attached as Appendix A to this report which members are asked to consider, and recommend adoption by the Joint Committee with immediate effect.

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Andrew Wannell, (01329) 824620

PORTCHESTER CREMATORIUM JOINT COMMITTEE

POLICY STATEMENTS RELATING TO THE LGPS 2014 REGULATIONS

Award of additional pension (LGPS 2014 Regulation 31)
PCJC Policy for member who continue in the scheme or join it from 1 April 2014
The Joint Committee will not normally consider awarding an additional amount of pension but may consider its use in exceptional circumstances.

Award of additional pension (LGPS 2014 Regulation 31)
PCJC Policy for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014
The Joint Committee will not normally consider awarding an additional amount of pension but may consider its use in exceptional circumstances.

Flexible retirement (LGPS 2014 Regulation 30(6))
PCJC Policy for member who continue in the scheme or join it from 1 April 2014
The Joint Committee will consent to pension benefits being paid under the flexible retirement policy to an employee over the age of 55, who requests this, provided their remuneration is reducing typically by 40 per cent through either a reduction in contractual hours or grade. In addition agreement must be obtained from the Clerk to the Joint Committee and the Treasurer to the Joint Committee before final determination is made by the Joint Committee that it is in the interest of the Crematorium having regard to the requirements of service, and that any Pension Fund strain for paying benefits early is affordable in each case.

Waiving of actuarial reduction (LGPS 2014 Regulation 30 (8) and LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Schedule 2, paragraph 2)
PCJC Policy for member who continue in the scheme or join it from 1 April 2014
The Joint Committee would not normally consent to waive any of the actuarial reduction applicable to an employee who retires voluntarily or flexibly between age 55 and Normal Pension age but may consider its use in exceptional circumstances.
The Joint Committee would not normally permit unreduced benefits for employees voluntarily retiring between 55 and 59 but may consider its use in exceptional circumstances.
The Joint Committee would not normally consent to switching on the 85 year rule but may consider its use in exceptional circumstances.

Waiving of actuarial reduction (LGPS (Benefits, Membership and Contributions) Regulations 2007. Regulation 30 applies to those with deferred pensions. Regulation 30A applies to those whose tier 3 ill health pensions are suspended)

PCJC Policy for those who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014

The Joint Committee would not normally consent to immediate payment of benefits to an ex-employee who requests this and retires voluntarily between age 55 and 60, unless there is no cost to the employer but may consider its use in exceptional circumstances.

Funding of additional pension contributions (LGPS 2014 Regulation 16(2)(e) and 16(4)(d))

PCJC Policy for members who continue in the scheme or join it from 1 April 2014

The Joint Committee will only contribute to the cost of a member's additional pension contributions where required to do so under the LGPS Regulations. Where a member is voluntarily making additional pension contributions, it will not consider meeting any part of that cost.

Aggregation of previous periods of membership (LGPS Regulations 2014, regulation 22(7)(b) & (8)(b))

PCJC Policy for member who continue in the scheme or join it from 1 April 2014

The Joint Committee will only accept elections *not* to combine rights from previous local government employment with a current period of membership, which are made within 12 months of re-joining the scheme.

Transfers of pension rights (LGPS Regulations 2014, regulation 100(6))

PCJC Policy for members who continue in the scheme or join it from 1 April 2014

The Joint Committee will only accept the election for transfer of pension rights from an external provider into the LGPS if this election is made within 12 months of the member joining the LGPS.

Other Discretions

PCJC Policy for member who continue in the scheme or join it from 1 April 2014

The part of any redundancy payment that relates to earnings in excess of the statutory maximum can be used to buy additional pension in the LGPS. This option is only open to the employee if it is requested before employment ceases. It should be noted that there may be tax implications and early retirement reductions.

Other Discretions - Injury Allowances – Regulations 2011

PCJC Policy for member who continue in the scheme or join it from 1 April 2014

The Joint Committee will not consider making an injury awarding under the regulation.