

YEOVIL TOWN COUNCIL

MINUTES of a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Tuesday 25 November 2014**

(7.00pm – 8.00pm)

Present:

Tony Lock - Chairman	Peter Gubbins
Martin Bailey	John Hann
Bridget Dollard	Darren Shutler
David Dollard	Alan Smith
Tony Fife	Mike Lock

Also Present:

Helen Ferdinand	Assistant Town Clerk (Job Share)
Neil Gage	Finance Administrator

The Committee stood to observe a minute's silence in memory of Mrs. Sue Tawse.

PUBLIC COMMENT

There were no comments from members of the public.

8/293 **MINUTES**

The Minutes of the previous meeting held on 23 September 2014, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

8/294 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Andrew Kendall, Philip Chandler, Wes Read, and Jon Gleeson.

8/295 **DECLARATIONS OF INTEREST**

Tony Lock, Tony Fife and Alan Smith declared a personal and prejudicial interest in Item no. 5 as they were members of the Yeovil Visually Impaired Bowls club.

8/296 **CORRESPONDENCE**

There were no items of correspondence.

8/297 APPLICATIONS FOR GRANT AID

(a) Yeovil Visually Impaired Bowls

(Having declared a personal and prejudicial interest, Tony Fife, Tony Lock and Alan Smith left the room during the consideration of this item and took no part in the discussion or voting thereon).

RESOLVED that a grant of £500 be awarded to support members of the club with their trip to New Zealand, on condition that the applicant agrees to also apply to other parish councils and local authorities in and around the Yeovil Area for grant assistance to support club members with their New Zealand trip. (S.1 of the Localism Act 2011 – General Power of Competence).

(b) Girlguiding Yeovil Division

RESOLVED that a grant of £750 be awarded to purchase tents and equipment for a camp in Derbyshire, on condition that the girl guides attend a future meeting of the Town Council to do a presentation of their experiences at the camp. (S.1 of the Localism Act 2011 – General Power of Competence).

8/298 ALLOTMENT RENTS

The Committee considered the report of the Town Clerk (Agenda item 6 refers).

The Chairman explained to Members that the report included a proposal by the Finance Working Group, and supported by the Grounds and General Maintenance Committee, to recharge allotment tenants the actual cost of mains water provision on a site-by-site basis using the approach set out in the report. Bearing in mind that the total cost of mains water provision in 2013/14 amounted to £6,984 – which was 66% above the allocated budget – the Working Group felt that the current arrangements whereby such charges were paid direct by the Town Council, were inequitable and unsustainable.

Under the proposed approach, the total cost of mains water for each site would be divided by the number of plots with regard being given to the size of each plot. The tenants of those plots below 125 sq. m (standard half plot) would be charged 50% of the charge to tenants of larger plots.

Details of how this could impact on tenants had been given at the Grounds and General Maintenance Committee and, by way of example, it was noted that taking the average of the past four year's water usage, the annual charge to tenants of the Goar Knap allotment site under this proposed arrangement would be £4.42 for smaller plots and £8.84 for larger plots. However, it was acknowledged that a greater use of water recycling by tenants would help to reduce these costs further and at the same time achieve environmental benefits. If implemented the proposals would not only ensure that all tenants were given direct control over these charges, but would ensure that tenants would be meeting almost 60% of the cost of providing and maintaining allotments rather than the present 50%.

The Chairman informed the Committee that this was in line with Council policy which stated that given the individual benefit of allotment plots to individual tenants, the Town Council sought to recover an increasing proportion of the net cost of providing allotments from the tenants thereby reducing the level of subsidy by council taxpayers.

The Chairman also informed the Committee that the Finance Working Group and the Grounds and General Maintenance Committee had further agreed that, in light of this proposed change, there was scope for this year's increase in allotment rents to be kept to 1p per square metre - which equated to an extra £1.43 per year (or 3p per week) for the average plot.

To put matters into perspective, the average annual rent of an allotment plot was currently £41.47, which equated to 79.5p per week. An increase of 1p in the current rate of 29p per square metre would result in an additional annual charge of £1.43, which equated to an extra 3p per week - making a new yearly total of £42.90 - equivalent to 82.5p per week.

It was noted that if these proposals were agreed by the Town Council, both of these changes would come into effect in December 2015 after tenants had been given twelve months' notice of their planned introduction.

The Chairman acknowledged that the approach taken by some tenants to grow their crops - including the use of polytunnels and similar structures - undoubtedly contributed to the level of mains water usage. With this in mind, the Committee supported the inclusion of a new condition requiring all future applications for polytunnels to include an adequate water collection and retention system.

During the following debate about the merits and practicalities of the proposals, a counter proposal was put forward whereby allotment rents would be set at 50% of the overall cost of maintaining allotment plots, and hosepipe permits would be introduced at the cost of £5 per annum. Only permit holders would be allowed to use hosepipes. However, it was recognised that a lot of research had been undertaken into the proposals put forward by the Finance Working Group, and there was general agreement that it was the best and fairest option, as well as a recognition that this method was used by other authorities.

RESOLVED

- (1) that the matters be noted;
- (2) that the proposed recharging arrangements for mains water provided on allotments sites be supported along with an increase of 1p per square metre in allotment rents;
- (3) that the Town Council be informed of this Committee's views on these proposals; and
- (4) that, as a matter of policy, all new applications for polytunnels must include an adequate water collection and retention system, and the conditions relating to allotments be amended to include this requirement.

8/299 **YOUTH SERVICES**

The Committee considered the report of the Town Clerk (Agenda item 7 refers). The Committee was informed that Yeovil Without Parish Council had agreed the proposals of the Youth Services Review Steering Group.

RESOLVED

- (1) the matter be noted; and
- (2) that the funding approach proposed by the Youth Services Review Group for the future delivery of youth services be supported.

8/300 **COMMUNITY HALL CHARGES**

The Committee considered the report of the Town Clerk (Agenda item 8 refers).

RESOLVED

- (1) that the matter be noted;
- (2) that the views of the Buildings and Civic Matters Committee to introduce the proposed increase in charges with effect from 1 April 2015 be supported; and
- (3) that the Town Council be informed of this Committee's views on these proposals.

8/301 **CAPITAL AND REVENUE RESERVES**

The Committee considered the report of the Town Clerk (Agenda item 9 refers).

RESOLVED

- (1) to note the position concerning the Capital Fund and the General Reserve;
- (2) to agree, as a matter of policy, that a minimum balance of £230,000 remains uncommitted in the General Reserve to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year;
- (3) to note the current position regarding the rolling programme of play area improvements, and to await confirmation of the District Council's match funding towards the next planned project (Kingston View) included in the programme; and
- (4) in anticipation of the District Council's decision to support the upgrading of the Kingston View Play Area, to agree that consideration be given to identify how the Town Council's matching contribution can be made.

8/302 **SERVICE COMMITTEE REVENUE ESTIMATES – 2015/16**

The Committee considered the report of the Town Clerk (Agenda item 10 refers).

RESOLVED

- (1) that the budget strategy drawn up by the Finance Working Group be noted and supported;
- (2) that the 2015/16 draft revenue estimates for various Service Committees of the Council, summarised below and attached as spreadsheets to these Minutes be supported and recommended to the forthcoming Town Council meeting for *provisional* adoption:

Committee	Revenue Estimate
Planning and Licensing	£5,628
Grounds and General Maintenance	£243,827
Promotions and Activities	£79,447
Buildings and Civic Matters	£119,774
Policy, Resources and Finance	£397,147
Total	£845,823

- (3) that the Town Council be recommended to endorse this approach and to fix the Town's precept for 2015/16 at its February 2015 meeting; and
- (4) that the future management of the Town Centre Environmental Improvements budget be transferred to the Buildings and Civic Matters Committee.

8/303 **POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES - 2015/16**

The Committee considered the report of the Town Clerk (Agenda item 11 refers).

RESOLVED

- (1) to note the variances in expenditure; and
- (2) that the 2015/16 draft revenue estimates for the Committee, as submitted, be supported.

8/304 **NEW INITIATIVES BUDGET**

The Committee considered the report of the Town Clerk (Agenda item 12 refers).

The Vice-Chairman explained to the Committee that a large interactive touch screen was proposed for the reception of the Town House. The aim of the user-friendly interactive screen was to provide the public with better access to information, and in particular to allow easy viewing of planning applications.

Whilst not in use the screen could display a rolling montage promoting services and events in the town. He also explained that in future the Town Council could be consulted electronically on planning applications saving on paper costs. At Planning & Licencing Committee a PowerPoint presentation could be prepared to display the planning applications for discussion by the Committee.

The Assistant Town Clerk explained that the required budget of up to £3,000 was the estimated cost of the equipment. The Development Manager at the District Council had been approached to investigate if he could contribute to the costs, and he had responded by offering to reduce the Service Level Agreement recharge by £500 per annum if paper copies of planning applications were no longer required by the Town Council.

Members supported the proposed initiative to purchase the equipment for a sum of up to £3,000, and also the proposal to display planning applications at Committee via a PowerPoint presentation.

The Chairman informed the Committee that he was recommending that the proposed new initiative for an urban water slide for the Town Centre be deferred. The initiative had raised a number of issues that needed to be further investigated, and the hire of the slide liner was proving to be difficult.

Whilst Members voiced their enthusiasm for an urban water slide they agreed that the proposal needed to be investigated further.

Attention was drawn to the new initiative put forward last year for an outdoor gym at Milford Park and the fact that the Grounds and General Maintenance Committee still wants it to go ahead. Therefore agreement was sought to carry forward the £10,000 provisionally earmarked for the project to the next financial year.

RESOLVED

- (1) to note the bids made to date by the service committees;
- (2) to recommend to the forthcoming Town Council that funding of up to £3,000 from the New Initiatives budget be made for a large interactive screen and computer, a touch pad mouse and the necessary software;
- (3) that the proposed new initiative for an urban water slide be deferred for the Promotions and Activities Committee to investigate further and bring back the proposal to this Committee; and
- (4) to recommend to the forthcoming Town Council that the £10,000 provisionally earmarked for the Milford Park outdoor gym be carried forward to the next financial year.

8/305 **FREEDOM PARADE**

The Committee considered the report of the Town Clerk (Agenda item 13 refers).

RESOLVED

- (1) to note and support the Promotions and Activities Committee proposal to hold the freedom parade on 3 June 2015; and
- (2) to agree to the costs involved in the event being met from a planned carry forward in the 2014/15 contingencies budget.

8/306 **PENSIONS**

The Committee considered the report of the Town Clerk (Agenda item 14 refers).

RESOLVED

- (1) to note that arrangements will be made to ensure that the Town Council will comply with the new legal requirements regarding automatic enrolment to a pension scheme; and
- (2) to agree to adopt the employer pension discretions for the Local Government Pension Scheme (LGPS) 2014 as set out in the attached appendix.

8/307 **FINANCIAL STATEMENTS – AUGUST/SEPTEMBER 2014**

The Committee considered the report of the Financial Administrator (Agenda item 15 refers).

RESOLVED

that the Financial Statements and payments therein for the above months be approved.

PUBLIC COMMENT

There were no comments from members of the public.

Chairman

YEOVIL TOWN COUNCIL - ESTIMATES

PLANNING AND LICENSING COMMITTEE

		<u>YEAR 2013/14</u>		<u>YEAR 2014/15</u>			<u>YEAR 2015/16</u>		
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.14	Full year estimated spend to 31.03.15	Estimated over/under spend	Estimated required	To be allocated
Income to 30/09/14	Licensing Direct Costs	12,600	11,490	12,730	6,753	12,730		12,990	
Licensing 9,681	Planning Recharge	14,188	14,188	14,480	7,094	14,480		14,770	
Est Income 1/2 Year	Total	26,788	25,678	27,210	13,847	27,210	0	27,760	0
Ending 31/03/15									
Licensing 12,400							Estimated recharge (+)		27,760
Total	22,081						Estimated 2015/16 income (-)		22,400
							Estimated underspend (-)		0
									5,360
Estimated Income 2015/16							Plus contingencies (5%)		<u>268</u>
									5,628
Licensing 22,400									
Notes									
1	Income for 2014/15 includes fees and charges which will be received before the financial year end which relates to 2015/16 financial year								
2	Planning recharge increased in line with inflation								

YEovil TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE

		YEAR 2013/14		YEAR 2014/15		YEAR 2015/16				
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.14	Full year estimated spend to 31.03.15	Estimated over spent	Estimated under spent	Estimated required	To be allocated
INCOME 2014/15	Materials and equipment	840	695	750	263	750			760	
1/2 Year to 30/09/14	Water Mains Refurbishment/Repairs	2,200	0	2,000	0	2,000			2,040	
	Water charges	4,200	7,006	4,280	321	4,280			0	
Lease 1044	Allotment Maintenance (SSDC)	7,650	8,759	7,810	5,586	7,810			7,970	
Taps & Keys 55	Allotment Maintenance (Tenants)	3,280	3,246	3,350	1,754	3,350			3,420	
Allotment rents 589	Allotments - Fence Repairs	1,920	1,535	1,960	141	1,960			2,000	
1/2 Year 1688	Leases	400	335	400	0	400			400	
	Goar Knap - Building	1,430	1,111	1,330	660	1,330			1,360	
ESTIMATED INCOME	Newsletter	160	140	140	0	140			150	
2014/15	Best Kept Allotments Competition	230	192	210	158	210			220	
Taps & keys 100	Labour	15,150	12,896	15,300	6,466	15,300			15,610	
Rent 14311	Vehicle	970	1,119	990	453	990			1,010	
Lease 2088	Protective clothing	160	68	160	0	160			160	
Est 2014/15 16499	Dog Bins	210	500	220	0	220			230	
	Open spaces:									
	Open Spaces	142,150	142,150	145,000	72,500	145,000			147,900	
ESTIMATED INCOME	Play Area Repairs/Enhancements	11,260	11,260	11,490	0	11,490			11,720	
2015/16	Country Park	30,220	30,220	30,830	7,708	30,830			31,450	
	Enhancements	3,210	3,210	0	0	0			0	
Taps & Keys 100	Play and Landscape Officer	11,480	11,480	11,710	0	11,710			11,950	
Rents 14806	Holiday Playscheme contribution	5,000	3,335	8,380	0	8,380			8,550	
Lease 2088	Door Step Green	740	847	760	274	760			780	
Est 2015/16 16994	Yew Tree Park - Gate Opening	1,470	1,375	1,500	580	1,500			1,530	
	Total expenditure	244,330	241,479	248,570	96,864	248,570	0	0	249,210	0
Notes:							Estimated underspend (-)			0
									249,210	
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals						Estimated 2015/16 income			16,994
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									232,216
3	Income of £2,090 pa receivable from lease of land at Higher Ryalls						+ contingencies @ 5%			11,611
4	Enhancements budget used to increase Holiday Playscheme contribution - to help meet cost of new scheme in Yeovil South Ward									243,827

YEovil TOWN COUNCIL - ESTIMATES

PROMOTIONS AND ACTIVITIES COMMITTEE

		YEAR 2013/14		YEAR 2014/15		YEAR 2015/16				
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.14	Full year estimated spend to 31.03.15	Estimated over spent	Estimated under spent	Estimated required	To be allocated
INCOME 2014/15	Town Team	3,150	3,000	3,000	0	3,000			3,000	
1/2 Year to 30/09/14	Christmas Lights	20,770	38,835	21,190	0	21,190			21,620	
Festive Lights	Yeovil in Bloom Working Budget	15,170	15,173	15,480	7,760	15,480			15,790	
- SSDC	0 Yeovil in Bloom Officer	22,890	22,890	23,350	11,675	23,350			23,820	
- Traders	0 Town Crier	950	745	970	0	970			990	
Sponsorship	300 Yeovil Open Town Crier Competition	1,800	1,645	1,840	1,714	1,714		126	1,880	
Souvenirs	0 Customised souvenirs	540	87	550	0	550			560	
	300 Town Guide/promotional publications	220	0	230	125	230			240	
	Town Centre Environmental Improvements	8,000	8,000	8,000	0	8,000			8,000	
ESTIMATED INCOME	Christmas Lights Competition	30	0	30	12	30			30	
2014/15	Yeovil Flower and Gardeners' Market	2,550	1,956	2,600	2,332	2,400		200	2,660	
Festive Lights										
- SSDC	0									
- Traders	0									
Sponsorship	800									
Souvenirs	50									
	850									
Estimated Income										
2015/16										
Festive Lights										
- SSDC	2,000									
- Traders	0									
Sponsorship	500									
Souvenirs	100									
	2,600									
	Total Expenditure	76,070	92,331	77,240	23,618	76,914	0	326	78,590	0
Notes:							Estimated underspend (-)			-326
										78,264
1	Christmas Lights - Estimated additional costs of £14,000 to be met from earmarked reserves including contribution of £2,000 from SSDC (received in 2013/14)						Estimated 2015/16 income			2,600
2	Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street. and Princes Street Enhancement Schemes. Possible top-slicing to fund ongoing Town Centre maintenance programme?						+ contingencies @ 5%			75,664
										3,783
3	Yeovil Town Centre Flower and Gardeners' Market - maximum guarantee against loss (offset by income from stalls and sponsorship)									79,447

YEovil TOWN COUNCIL - ESTIMATES

BUILDINGS AND CIVIC MATTERS COMMITTEE

		YEAR 2013/14		YEAR 2014/15		YEAR 2015/16			
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated	Estimated	To be
					spent	estimated	over		
					30.09.14	31.03.15	spent	spent	
INCOME 2014/15	Yeovil Town Band - Sponsorship	3,000	3,000	3,000	3,000	3,000			3,000
1/2 Year 30/09/14	Litter/Grit bins	650	732	670	0	670			680
Monmouth Hall 1,882	Monmouth Hall	15,970	12,676	16,290	5,805	16,290			16,620
Milford Hall 8,628	Town House (excluding services)	6,120	6,334	6,250	2,951	6,250			6,380
Town House 680	Town House - business rates	10,280	10,362	10,570	6,364	10,570			10,790
Library 0	Town House - water charges	320	267	330	133	330			340
	Town House - electricity	1,580	1,385	1,400	541	1,400			1,430
1/2 year 9,308	Town House - gas	1,800	1,846	2,040	793	2,040			2,080
	Town House - repairs and maintenance	3,150	2,218	3,220	1,336	3,220			3,290
	Civic Items (Town Twinning)	210	0	210	18	210			0
ESTIMATED INCOME 2014/15	Sports Development Officer (SSDC)	2,040	2,000	2,080	0	2,080			2,120
	War memorials	320	0	330	0	330			0
Monmouth Hall 3,500	Public noticeboards	320	0	330	0	330			340
Milford Hall 17,340	Community safety	4,830	0	4,930	0	4,930			5,030
Town House 1,360	CCTV	30,600	30,600	31,220	15,610	31,220			31,850
Library 1,800	Millennium Clock	280	239	290	0	290			300
	Transport support	4,290	0	4,380	0	4,380			4,470
Yr to 31/03/15 24,000	Public toilets - Peter Street	17,150	15,338	17,500	8,878	17,500			17,860
	Public toilets - Petters Way	0	7,579	4,400	5,119	4,400			8,980
	Milford Hall	22,100	29,247	22,550	11,976	22,550			23,000
ESTIMATED INCOME 2015/16									
Monmouth Hall 3,570									
Milford Hall 17,690									
Town House 1,390									
Library 1,840									
Est. 2015/16 24,490									
	Total expenditure	125,010	123,823	131,990	62,524	131,990	0	0	138,560
Notes							Estimated underspend (-)		0
									138,560
1	Transport Support budget to meet cost of contributions towards new bus shelters and related matters						Estimated 2015/16 income		24,490
2	Estimated additional costs of operating the Petters Way Public Toilets (£8,509) to be met from earmarked reserves.								114,070
3	SCC funding for deleg functions (removal of highway obstructions) withdrawn from April 2014						+ contingencies @ 5%		5,704
									119,774

YEOVIL TOWN COUNCIL - ESTIMATES

POLICY RESOURCES AND FINANCE COMMITTEE

		YEAR 2013/14		YEAR 2014/15				YEAR 2015/16		
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent 30.09.14	estimated spend to 31.03.15	over spent	under spent		
Income	Grants	20,000	20,050	20,000	4,514	20,000			20,000	
2013/14	Insurance	9,000	7,837	8,500	7,153	7,153		1,347	8,000	
	Telephone	2,320	2,209	2,370	1,091	2,370			2,420	
Investment Int	4,813 Postage	4,080	3,940	4,000	1,539	4,000			4,080	
Ski Centre	700 Stationery/supplies	4,730	3,869	4,830	1,522	4,500		330	4,590	
	5,513 Furniture, office equipment & servicing	3,500	2,968	3,570	2,203	3,570			3,650	
	Advertising	750	200	770	303	770			790	
Income 2014/15	Audit fees	4,000	2,876	3,000	2,898	2,898		102	3,060	
1/2 Year to 30/09/14	Prof. fees/subs	5,470	6,388	5,580	3,160	6,000	420		6,120	
	Books/periodicals	220	64	230	92	230			240	
Investment Int	2,244 Salaries	171,800	159,884	173,520	82,217	170,000		3,520	176,990	
Ski Centre	600 Mayoral allowance	8,380	8,380	8,380	4,880	8,380			8,380	
	2,844 Courses/conferences	5,250	1,950	5,360	188	5,360			5,470	
	Costs of Democracy	25,540	23,521	25,800	11,200	25,800			26,320	
Estimated Income	Regalia	700	44	720	15	720			740	
2014/15	Youth Council	1,340	0	1,370	72	1,370			1,400	
	Best Value	2,140	1,650	1,800	1,000	1,650		150	1,800	
Investment Int	4,500 NVQ Trainee Administrator	5,350	1,556	5,400	3,158	5,400			5,510	
Ski Centre	1,200 Franking Machine	550	492	560	-19	560			570	
	5,700 PC Support	7,650	8,353	7,810	2,817	7,810			7,970	
	Delivery of Yeovil Vision	10,000	10,000	10,000	10,000	10,000			10,000	
Estimated Income	Yeovil Shopmobility	5,470	5,470	0	0	0			0	
2015/16	PWLB Loan Repayments	30,704	30,704	30,704	15,352	30,704			30,704	
	New Initiatives Fund	49,300	4,000	49,300	0	49,300			49,300	
Investment Int	4,500 Youth Services	0	14,335	17,700	12,874	8,000		9,700	14,000	
Ski Centre	1,200 Ski Centre	6,300	6,147	6,430	2,951	6,430			6,560	
	5,700 Contingencies	39,222	40,129	39,795	18,112	39,795				
	Total Expenditure	423,766	367,016	437,499	189,292	422,770	420	15,149	398,664	0
Notes:								Estimated underspend (-)		-14,729
										383,935
1	Investment income set to reflect anticipated interest rates							Estimated 2015/16 income		5,700
2	Capital Fund commitments set out elsewhere on the agenda									378,235
3	PC Support budget extended to include Members' PC support and internal/external broadband connections							+ contingencies @ 5%		18,912
4	Costs of Democracy budget set to reflect anticipated Members' allowances									397,147
5	Salaries budget adjusted to meet anticipated national pay awards, Employer's pension contributions and previously agreed increments									
6	Regalia budget to meet rolling programme of civic robe refurbishment and repairs									
7	PWLB loan repayments reflect cost of servicing £265,000 ten-year loan to meet costs of replacement Town Centre public toilets and contribution towards upgrade of Yew Tree Park Play Area and redevelopment of Milford Hall									
8	Youth Services budget reflects proposed three-year funding arrangements (report elsewhere on agenda)									

South Somerset District Council ~~Yeovil Town Council~~ (updated April November 2014)

PENSION DISCRETIONS – Local Government Pension Scheme 2014

Regulation	Discretion	Written policy required?	SSDC YTC Policy
Reg 16(2)(e) & 16(4)(d)	Funding of Additional Pension Option to fund additional pension via a Shared Cost Additional Pension Contract.	Yes	The Council does not offer in any circumstances.
Reg 30 (6)	Flexible Retirement Employers may allow a scheme member from age 55 to draw their pension benefits they have already built up while still continuing in employment. Discretion on whether to allow benefits to be paid if member reduces hours/grade and wishes to take flexible retirement.	Yes	Management approval of any request for flexible retirement will depend on: <ul style="list-style-type: none"> • The operational viability of the request • The impact of any up-front costs to the council <p>The employee must reduce their salary by at least 20%, either through a reduction in hours or grade.</p> <p>Management Board Policy, Resources and Finance Committee approval required where employer costs are involved. Where there are no employer costs involved the approval is with the Assistant Director or above.</p>
Reg 30 (8)	Waiving of Actuarial Reduction Discretion on whether to waive any actuarial reduction on early retirement (age 55 - 60).	Yes	That the District Executive Policy, Resources and Finance Committee will decide on a case by case basis whether to waive any actuarial reduction on voluntary early retirement following consideration of the financial interests of the council or any compassionate grounds.
Reg TPSch 2, para 2(2) & 2(3)	Power of employing authority to ‘switch on’ the 85 year rule for voluntary retirements before age 60. Discretion on application of 85 year rule to a		The 85 year rule will not be applied to voluntary retirements or flexible retirements on or after age 55 and before age 60 except that the District Executive Policy, Resources and Finance Committee can decide on a case by case basis whether to waive any

Regulation	Discretion	Written policy required?	SSDC YTC Policy
	scheme member wishing to voluntarily draw benefits on or after the age of 55 and before age 60.		actuarial reduction following consideration of the financial interests of the council or any compassionate grounds. In redundancy or "leaving in the efficiency of the service" situations, where the employee is aged over 55, then pension is awarded automatically with no reduction and SSDC YTC bear any costs in these circumstances. This will follow LGPS rules.
Reg 31	Award of Additional Pension An employer can choose to grant additional pension to a scheme member.	Yes	The Council does not apply this discretion under any circumstances.
B 30 (2)	Leavers between the 1st April 2008 to 31st March 2014 Employers can allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59.	Yes	Consent will be provided where there is no cost to SSDC YTC . In such cases pension benefits will be reduced in accordance with actuarial tables. Consent will not be given where costs fall on SSDC YTC except where approval has been received from the District Executive Policy, Resources and Finance Committee to waive the reduction on compassionate grounds.
B 30A (3) B 30 (5)	Suspended Ill Health Pension Whether to grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 and before age 60.	Yes	Not to automatically bring into payment a suspended ill health retirement pension at age 55 and before age 60 but for any decision to be based on the recommendation of a further Independent Medical Advisor report.
	Pension Transfers Whether to extend the 12 month acceptance limit on new members to the scheme on a pension transfer from another pension scheme.	No	The Council does not permit the acceptance of a pension transfer after the 12 month limit.

Regulation	Discretion	Written policy required?	SSDC YTC Policy
	<p>Contribution Rates Determining employee contribution rate</p>	No	<p>The contribution band for employees will be reassessed each April based on the following expected pensionable earnings for the following:</p> <ul style="list-style-type: none"> • The actual pensionable pay received in the previous scheme year, or • The annual rate of pensionable pay at the beginning of the new scheme year, or • The expected annual pensionable pay for the new scheme year. <p>The contribution band will also be reviewed during the scheme year should the employee have a material change in contractual pay (e.g. a promotion or pay award). Any band revision will be apply from the first full month of the contractual pay change.</p>