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Date: 22<sup>nd</sup> November 2022

Our Ref: MM

Dear Sir/Madam,

A meeting of the **EMPLOYMENT COMMITTEE** will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday, 30 November 2022** at 6.00pm

Please note that meetings are recorded for future broadcast.

Yours faithfully,

BRENT DAVIS

Chief Executive

To: All Members of the  
Employment Committee

Councillor S. Croft (Chair)  
Councillors D. Brown, M. Green,  
T. Sheppard and M Tromans.

## **A G E N D A**

### 1. **ANNOUNCEMENTS AND EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside Lloyds Bank on the opposite side of the road.

Please exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

The meeting will be live streamed to YouTube and will be available to view via the NBBC website.

### 2. **APOLOGIES** - to receive apologies for absence from the meeting.

### 3. **MINUTES** - To confirm the minutes of the meeting held on the 15<sup>th</sup> June 2022 attached **(Page 4)**.

### 4. **DECLARATIONS OF INTEREST**

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

#### **Declaring interests at meetings**

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda **(Page 8)**. Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Democratic Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

**Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.**

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

**Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.**

**Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.**

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items, if notice has been received.
6. HR METRICS DATA – a report of the Head of People and Culture. **(To Follow)**.
7. HUMAN RESOURCES POLICY DOCUMENTS– a report of the Head of People and Culture, attached **(Page 10)**.
8. WORK PROGRAMME 2022/23 – to note the 2022/23 work programme.
9. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).
10. EXCLUSION OF THE PUBLIC AND PRESS - Under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (i) and (iv) of Part I of Schedule 12A to the Act.
11. NJC PAY AWARD AND ANNUAL LEAVE – a report of the Head of People and Culture, attached.

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**EMPLOYMENT COMMITTEE**

**15<sup>th</sup> June 2022**

A meeting of the Employment Committee was held on Thursday 15<sup>th</sup> June 2022. This meeting was held in the Council Chamber and was live streamed and recorded.

**Present**

Councillor S. Croft (Chair)

Councillors M. Tromans, K. Wilson (substituting for Councillor M. Green) and G. Moreton (substituting for Councillor D. Brown)

**PART I – PUBLIC BUSINESS**

EC01 **Apologies**

Councillors D. Brown, M. Green and T. Sheppard.

EC02 **Minutes**

**RESOLVED** that the minutes of the Employment Committee meeting held on 10<sup>th</sup> March 2022, be approved, and signed by the Chair.

EC03 **Declarations of Interest**

Councillor G. Moreton and K. Wilson declared that as substitute Councillors for this meeting, their declarations were not detailed in the Schedule attached to the agenda.

**RESOLVED** that the Declarations of Interest for this meeting are as set out in the schedule attached to these minutes. The Interests of the Councillors substituting have also been added to the schedule for this meeting.

EC04 **HR Metrics Data**

The Head of People and Culture presented a report to provide the Committee with an overview of the services provided by the Human Resources function and key statistical information for each area.

**RESOLVED** that the contents of the report be noted.

EC05 **People Strategy**

A report submitted by the Head of People and Culture to provide the Committee with an overview of the ongoing work in relation to the development of the Council's People Strategy.

**RESOLVED** that

- a) the contents of the report be noted;
- b) The Head of People and Culture to report back on succession planning and leadership competencies; and
- c) the wording in relation to an 'inclusive environment' be reworded and the section relating to mandatory unconscious bias training to be removed.

EC06 **Agile/Hybrid Working**

The Head of People and Culture presented a report to provide an overview of the ongoing work in relation to Agile and Hybrid working and make suggestions for direction of a revised Agile Working Policy.

**RESOLVED** that the contents of the report be noted and recommendations agreed.

EC07 **Human Resources Policy Documents**

A report submitted by the Head of People and Culture to seek approval of the DBS Policy and Procedure.

**RESOLVED** that the DBS Policy and Procedure be approved.

EC08 **Work Programme 2022/23**

To review and approve the Employment Committee Work Programme 2022/23.

**RESOLVED** that the Work Programme be approved.

EC09 **Any Other Items**

There were no other items to discuss.

EC10 **Exclusion of the Public and Press**

**RESOLVED** that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (i) and (iv) of Part I of Schedule 12A to the Act.

EC11 **Remuneration**

The Head of People and Culture presented a report to give an overview of potential options to address remuneration levels across the Council.

**RESOLVED** that

- a) the contents of the report be noted;
- b) consideration be given to more frequent incremental rises, roles spanning across grades and benefits that may assist with recruitment and retention; and
- c) IT BE RECOMMENDED TO Cabinet that consideration is given to annual incremental salary rises and an increase in annual leave entitlement.

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Chair

## Employment Committee - Schedule of Declarations of Interests – 2022/2023

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> <li>- Housing matters</li> <li>- Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992</li> <li>- An allowance, payment given to members</li> <li>- An indemnity given to members</li> <li>- Any ceremonial honour given to members</li> <li>- Setting council tax or a precept under the Local Government Finance Act 1992</li> <li>- Planning and Licensing matters</li> <li>- Allotments</li> <li>- Local Enterprise Partnership</li> </ul>
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.  Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Biodiversity Champion</li> <li>• Exhall Education Foundation</li> <li>• Warwickshire Joint Overview and Scrutiny Committee</li> </ul>	
	S. Croft (Chair)	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Champion for Safeguarding (Children and Adults)</li> <li>• Local Government Superannuation Scheme Consultative Board</li> <li>• West Midlands Employers</li> </ul>	
	M. Green	Employed by Horiba Mira – Calibration Technician	Chair of Education Standards Committee – St Thomas More School Executive Member – Nuneaton Conservatives. Secretary – St Vincent De Paul Society at Our Lady of the Angels Church.	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Our Lady of the Angels Church.  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Friendship Project for Children.</li> </ul>	
	T. Sheppard	Employee of Dairy Crest		
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	
	G. Moreton	Member of School Appeals Panels at Warwickshire County Council	Share in rental dwellings at Sealand Drive, Bedworth and Tresillian Road, Exhall.  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Bedworth Neighbourhood Watch Committee</li> </ul>	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – Nuneaton Conservative Association	
Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.				
Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</li> <li>• Coventry, Warwickshire and Hinckley &amp; Bosworth Joint Committee</li> <li>• District Council Network</li> <li>• Local Government Association</li> <li>• Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP)</li> <li>• West Midlands Combined Authority</li> </ul>				

## Employment Committee - Schedule of Declarations of Interests – 2022/2023

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	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity.  Representative on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Biodiversity Champion</li> <li>• Exhall Education Foundation</li> <li>• Warwickshire Joint Overview and Scrutiny Committee</li> </ul>	
	S. Croft (Chair)	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> <li>• Champion for Safeguarding (Children and Adults)</li> <li>• Local Government Superannuation Scheme Consultative Board</li> <li>• West Midlands Employers</li> </ul>	
	M. Green	Employed by Horiba Mira – Calibration Technician	Chair of Education Standards Committee – St Thomas More School Executive Member – Nuneaton Conservatives. Secretary – St Vincent De Paul Society at Our Lady of the Angels Church. Our Lady of the Angels Church.	



	<b>Name of Councillor</b>	<b>Disclosable Pecuniary Interest</b>	<b>Other Personal Interest</b>	<b>Dispensation</b>
			Member of the George Eliot Fellowship. Member of the Nuneaton Education Strategy Board  Member on the following Outside Bodies: <ul style="list-style-type: none"> <li>• Friendship Project for Children.</li> </ul>	
	T. Sheppard	Employee of Dairy Crest		
	M. Tromans	RTC Ltd, Nuneaton; WCC, Warwick	Nuneaton Acorns WI	

## **Employment Committee**

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### **Report Summary Sheet**

<b>Date:</b>	30 November 2022
<b>Subject:</b>	Human Resources Policy Documents
<b>Portfolio:</b>	Finance and Corporate [Cllr S. Croft]
<b>From:</b>	Ruth Bartlett – Head of People and Culture

<b>Summary:</b>	To seek approval of a number of Human Resources Documents.
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. That the following documents be approved:<ul style="list-style-type: none"><li>• Probation Policy(Appendix A)</li><li>• Redeployment Policy (Appendix B)</li><li>• Local government Pensions Scheme – Discretions Policy Statement (Appendix C)</li></ul></li></ol>
<b>Reasons:</b>	To ensure that the Council complies with employment legislation and good practice by providing clear, concise and up to date Human Resources documentation to assist consistency across the Council
<b>Options:</b>	<ol style="list-style-type: none"><li>1. Accept the recommendations</li><li>2. Approve some documents. This may result in the Council not complying with employment legislation and good practice which may produce inconsistency in approach across the Council</li><li>3. Not approve any of the documents. This may also result in the Council not complying with employment legislation and good practice which may produce inconsistency in approach across the Council</li></ol>

<b>Subject to call-in:</b>	No
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<b>Forward plan:</b>	No
<b>Corporate priorities:</b>	Aim 4 priority 3
<b>Relevant statutes or policy:</b>	General Employment Legislation

<b>Equalities Implications:</b>	All Human Resource policies must have a consistent approach to allow the inclusion of all employees. An equalities impact assessment has been undertaken and the recommended amendments have been made. This process ensures that there are no inequalities by the introduction of the documentation.
<b>Human Resources Implications:</b>	The provision of the Human Resources documentation will assist consistency in approach across the Council.
<b>Financial Implications:</b>	None identified
<b>Health Inequalities Implications:</b>	None identified
<b>Section 17 Crime &amp; Disorder Implications:</b>	None identified
<b>Risk Management Implications:</b>	None identified
<b>Environmental Implications:</b>	None identified
<b>Legal implications:</b>	None identified

<b>Contact details:</b>	Ruth Bartlett, Head of People and Culture Tel.No.:02476376211 Ruth.bartlett@nuneatonandbedworth.gov.uk
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**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:** Employment Committee  
**Date:** 30 November 2022  
**From:** Ruth Bartlett, Head of People and Culture  
**Subject:** Human Resources Policy Documents  
**Portfolio:** Finance and Corporate [Cllr S. Croft]

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**1. Purpose of Report**

1.1 To seek approval of a number of Human Resources Documents.

**2. Recommendation**

2.1 That the Committee note the report; and

2.2 That the following documents be approved:

- Probation Policy (Appendix A)
- Redeployment Policy (Appendix B)
- Local government Pensions Scheme – Discretions Policy Statement (Appendix C)

**3. Background**

3.1 The development and review of policy documentation provides a framework to assist in a consistent approach across the Council and enhance the equalities agenda. An equalities impact assessment has been undertaken to assess the potential equalities impact the policy documentation may have upon the workforce.

3.2 The provision of good quality documentation promotes and develops good Employee Relations with Trade Union Representatives.

**4. Policy Documents**

**4.1 Probation Policy**

4.1.1 New employees to the Council are subject to a probation period of at least 6 months. Since 2012 and the implementation of the Single Status Agreement, probationary

periods have also applied to current employees who transfer role and where the new role is substantially different.

4.1.2 However, the Probation Policy has never been updated to reflect this change. Applying probationary periods to employees with continuous service can present some issues. Therefore, it is proposed to revert back to applying probationary periods to new employees only. Performance issues for current employees will be monitored and progressed in line with the Council's Capability Policy. This is the approach taken in the majority of other local authorities.

4.1.3 This updated Probation Policy looks to clarify the process and offers a more robust procedure for dealing, placing greater emphasis on induction of new employees and setting of clear objectives.

4.1.4 The policy also clarifies the position in relation to notice periods for those employees who are not successful in their probationary period. The policy makes reference to entitlements laid out in the Green Book for NJC employees which complies with the Employment Rights Act 1996 as follows:

*The minimum periods of notice to be given by an employer are governed by the Employment Rights Act 1996:*

**Continuous Service**

**Period of Notice**

*One month or more  
but less than two years*

*Not less than one week*

4.2 Redeployment Policy

As with all HR policies, the Redeployment Policy is reviewed regularly. This latest review aims to clarify some areas of the policy, particularly in relation to the reasons for redeployment and the criteria applied to process.

4.3 Local Government Pension Scheme – Discretions Policy Statement

The Council is required to have a policy statement in relation to various discretions under the Local Government Pensions Scheme (LGPS) regulations, which should be kept under review. This policy statement fulfils that requirement.

Furthermore, the Council will shortly introduce a shared Additional Voluntary Contributions (AVCs) via salary sacrifice. The policy statement has been updated to reflect this.

5. Consultation

5.1 Appropriate consultation has been undertaken with the Council's Management Team and the relevant Trade Union Representatives. Furthermore, this report and the policy documents have been brought to the attention of all staff so that they may make any comments or views.

## **6. Conclusion**

6.1 The Human Resources Service regularly produces, reviews and amends policy documentation where necessary to conform to changes in employment legislation and best practice.

6.2 The provision of appropriate Human Resources Strategies, Policies and Procedures will assist consistency across the Council and promote good Employee Relations with the Trade Unions.

## **APPENDICES**

Appendix A Probation Policy

Appendix B Redeployment Policy

Appendix C Local government Pensions Scheme – Discretions Policy Statement



# Probation Policy

**Issued by Human Resources**

**EMP41**

# Probation Policy Quality Record

Issue No.	Date	Initial EIA	Stage	Agreed
1	09/2022	09/21022	1 <sup>st</sup> Draft (RB)	

**This Policy is available in larger print.  
Please contact Human Resource if you require  
assistance.**



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## 1. Introduction

The Council aims to create a positive environment where everyone is enabled to work, fulfil their responsibilities and perform to the best of their ability to meet both the requirements of their job role and the needs of the services provided by the Council.

The aim of this policy and procedure is to set a clear framework for line managers on how to manage the performance and conduct of new members of staff during their probationary period (who are described as “probationers” in this document) so that they can be successful in their new roles.

Individual circumstances cannot always be accounted for within a written procedure. Where circumstances arise that are not covered by this document, you must contact an HR Officer for advice and guidance.

## 2. Scope

This policy applies to all newly appointed staff, whose terms and conditions of employment state that their appointment is subject to a probationary period.

The length of the probation period will be stated in the terms and conditions of employment, but will be for a minimum of 6 months. The Council may extend the probationary period of a probationer at its discretion and in line with this policy and procedure.

Employees on probation will not be subject to the annual performance review process until such time as their probation period is successfully completed.

Employees who have successfully passed probation in one role at the Council who then move to a different role will not be subject to a further, formal probation process in their new role. However, it will still be necessary to ensure that an effective induction into the new role is carried out and that clear objectives are set. These should be reviewed and monitored in line with the Council’s Performance Management Policy. Furthermore, where the performance of an employee who has completed a probation period give cause for concern reference should be made to the Council’s Capability Policy and Procedure.

## 3. Purpose

The use of probationary periods is intended as a constructive process to allow the probationer to:

- understand the Council, their department, their role and how these fit together
- understand the standards required for their role and to fulfil those standards in full

The probationary period should allow both the probationer and their line manager to assess objectively whether or not the probationer is suitable for the role. The Council believes that the use of probationary periods increases the likelihood that new staff will perform effectively in their employment.

The probation process should work alongside the induction process to help create a positive and supportive working environment, allowing new employees to settle into the organisation and learn the key elements of the job within a reasonable and realistic timescale.

## 4. Responsibilities

### Managers

Managers are responsible for ensuring that probationers are set clear objective standards of performance and wherever appropriate conduct (these are referred to collectively as “standards” at points in this document) and that these are properly monitored during their probationary period. They should ensure that

any probationers are aware of how their performance and conduct will be monitored and consequences of poor performance.

If any problems arise, they should address these fairly, clearly and promptly with the probationer. This will ensure that the probationer is aware of any aspect of their performance or conduct that is unsatisfactory and what they need to do to rectify it.

All meetings should be properly documented using the templates within this policy.

## **Employees**

The Council expects all employees to:

- familiarise themselves with the requirements of their role and Council Values and to carry out their duties to the standard that is expected of and required for the role and grade
- understand the impact of their job performance and conduct on colleagues, customers and the wider Council
- clarify expectations, standards, tasks, objectives and behaviours with their line manager if they are unclear about them
- engage fully in their induction, the setting of their objectives and standards and monitoring of their performance and conduct through this policy and develop their skills and knowledge to carry out their role to the highest possible standard
- bring all relevant issues which may affect their work and performance to the attention of their line manager
- attend meetings to discuss any aspects of their performance or conduct which are considered unsatisfactory as requested to do so and respond constructively to any feedback given
- co-operate with their manager, undertake any agreed development activity and strive to help improve any aspects of their work, performance and / or conduct which are considered to be unsatisfactory

## **Human Resources**

Human Resources will:

- Promote awareness of the Policy and provide any appropriate advice to managers and employees.
- Deal with any issues that are disclosed in a confidential manner.
- Provide support to the process where issues with performance may need to be escalated in line with the principles set out in this policy.
- Ensure all probationary periods are undertaken in a timely and consistent manner.

## **Trade Unions**

Trade Unions may also be able to offer guidance and support to those employees that confide a misuse issue. They may also act as a companion/representative at any meetings held in line with this or other policies.

## **5. Process and Procedure**

All probationers must complete the corporate induction process as soon as possible after their start date and in any case within two weeks. They should also complete any mandatory training within the probationary period.

During the employee's probation period the manager will provide continuous encouragement, praise, support and guidance, to enable the employee to reach their agreed objectives and performance targets.

The manager is expected to carry out regular one to one meetings throughout the employee's probation period. These meetings are an important part of the probation process as it provides both the manager and employee with the opportunity to meet regularly to discuss the employee's work performance achievements and areas for development.

## 5.1 Probationary Review Meetings

Formal probationary review meeting should take place at regular intervals and at the very least at 2, 4 and 6 months. Managers should keep a record of all one to one meetings and should use the probationary period review form attached at Appendix A as a checklist to review the standards of performance of their employees. Copies of completed probationary review forms should be sent to Human Resources.

During the probationary review meeting the manager and employee will discuss progress against the following criteria:

- The requirements of the role of the post
- The required standards of performance, conduct and attendance
- The objectives to be achieved
- The desired outcomes
- Timescales for meeting objectives and/or any required improvements

If it is established that the probationer has not satisfactorily met the required standards expected at a particular stage, a discussion should be held to:

- Identify the problems
- Identify what improvements are required
- Discuss with the employee what support can be given in regards to coaching and training.

The manager should advise the employee that improvement is required and that they will continue to receive support, training and guidance where necessary throughout their probationary period.

## 5.2 Insufficient Improvement

If a manager considers that there has been insufficient improvement from the probationer, they should seek advice from Human Resources as soon as possible. This may be at any point during the probationary period and should be raised at the earliest opportunity, i.e. it does not have to be at the regular 2, 4 or 6 months reviews.

Following advice from Human Resources and where there is sufficient evidence of performance or conduct being below the required standards and/or objectives after a reasonable opportunity to improve, then a formal meeting should be arranged with the probationer to discuss any issues.

A member of the Human Resources team will attend this meeting and as with all formal meetings, the probationer should be given at least 5 working days' notice with the right to be represented by either a work colleague or trade union representative.

The manager will discuss with the employee their performance against the agreed objectives that have been set at the previous review meetings together with the training and support that has been provided through the probationary period. The employee will have the opportunity to raise any appropriate issues.

There are several possible outcome of this meeting:

### **5.3 Extension of Probationary Period**

In most cases the outcome of this meeting will be an extension to the probationary period. Any such extension will normally be for one month but should not be more than three months.

Where the probationary period has been extended the manager will explain to the employee at the final review meeting the reasons for the extension, agree an action plan and continue to have regular reviews with them detailing the additional support that will be given throughout the review process to enable them to reach the required standard.

### **6. Termination of Employment**

Where a probationers standard of performance and conduct is such that it is considered that further training or support would not lead to them reaching the required standard, it may not always be appropriate to extend the probation period. In these cases, or where despite an extension the required standards have not been met, the manager will refer the case to a Director to consider termination of employment for non-confirmation of probation period.

A hearing will be convened to consider the case. Should it be deemed that standards of performance and conduct are not satisfactory this will result in dismissal of the employee. Notice for those employees in a probationary period will be in line with the NJC Green Book terms and conditions of service, i.e. 1 week.

Please note that that any instances of misconduct and/or gross misconduct raised in the probation period will be dealt with outside of this policy. Further reference should be made to the Council's Disciplinary Policy and Dismissal Procedures.

### **7. Satisfactory completion of Probation**

At the final probationary review meeting, and where employees have successfully met the standards of performance and conduct during their probationary period, the manager will inform the employee of such. Upon receipt of the completed Probationary Review form, Human Resources will confirm successful completion of probation in writing.

Upon successful completion of the probationary period the manager should then ensure that an annual performance appraisal is offered and completed. Regular one to one meetings should also continue to ensure that employee's performance continues to be appropriately managed. Should there be a future concern regarding an employee's performance and/or conduct advice and guidance is available from Human Resources.

## Probation Review Form

In accordance with the Probationary Policy, this form should be used to monitor the performance of an employee undertaking a probationary period. Progress meetings should take place at 2, 4 and 6 months and a copy of the completed form should be sent to the Human Resources Team. Please contact HR if there are any issues/queries.

PERSONAL DETAILS	
Name	
Position	
Commencement Date	
Probationary End Date	
Date of Review	
Supervisor's Name	
2, 4 or 6 month Review	

INDUCTION				
Has the employee's corporate induction been completed?	Yes		No	
If not, please outline what is still outstanding				
COUNCIL VALUES				
Has the employee been briefed on the Council's Values	Yes		No	
If Yes, please give an example of how the employee has demonstrated one of these values?				

**PERFORMANCE REVIEW FACTORS**

**Brief Summary of Tasks Undertaken**

**Summary of Skills Gained**

**Aptitude for the Job**

**Things Done Well**

**Areas for Improvement/Training Needs**

**Interaction with Public/Colleagues**

<b>Attendance</b>	
<b>Timekeeping</b>	
<b>Training Attended</b>	
<b>Training/learning Outcome(s) is applicable</b>	
<b>Probationary Period Status (continued, extended, etc)</b>	
<b>Performance of employee during Probationary Period satisfactory and will be monitored for the remainder of the period (2/4 month review)</b>	
<b>Probationary period to be extended by</b>	
<b>Further meeting planned to discuss issues raised in review, HR to be notified of any further action needed.</b>	
<b>Any Other Comments</b>	
<b>Signed employee</b>	
<b>Signed supervisor</b>	





# Redeployment Policy

## **Issued by Human Resources**

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Employment Committee 30th November 2022

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## Redeployment Policy Quality Record

Issue No.	Date	Initial EIA	Stage	Agreed
1	10/2022	10/2022	1 <sup>st</sup> Draft (RB)	

**This Policy is available in larger print.  
Please contact Human Resource if you require  
assistance.**

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## 1. Introduction

The Council recognises the importance of job security and the benefits of continuity for service provision. We are committed to retaining skills, knowledge and experience. Where possible, we aim to redeploy eligible employees.

The aim of this policy is to provide a clear framework for management of the process, ensuring a fair, lawful and consistent approach to employees who are eligible for redeployment and provide with appropriate level of support to secure alternative employment within the Council.

Individual circumstances cannot always be accounted for within a written procedure. Where circumstances arise that are not covered by this document, you must contact an HR Officer for advice and guidance.

## 2. Scope

This policy applies to directly employed individuals on permanent, fixed terms or temporary contracts, regardless of length of service, and who have successfully completed a probationary period or are reasonably expected to do so, in line with the Council's Probation Policy. This policy does not apply to casual employees or agency workers.

The length of time designated as a redeployee will vary according to individual contractual notice periods.

## 3. Purpose

This policy aims to ensure that the Council meets its moral and legal obligations to maintain eligible employees in employment in the following circumstances:

- Where their post is at risk of redundancy due to a lack of work (e.g. arising from a restructure; expiry of fixed-term funding; or expiry of a fixed term contract
- When a potential redundancy situation arises for other reasons;
- When, by reason of disability and/or other medical reason, the individual is no longer able to continue in their current role, despite consideration of reasonable adjustments to that role. In these circumstances, full regard should be given to the Council's Attendance Management Policy;
- Following the outcome of a formal procedure under the Council's Capability Policy;
- In exceptional circumstances, as agreed with the relevant Director, an employee may be permitted to join the redeployment process for some other substantial reason. This may include where there is a change of personal circumstances or a break down in working relationships. All other avenues of support should be explored before consideration is given to redeployment in these circumstances.

The policy sets out the framework for ensuring those employees designated as redeployees are provided with details of possible alternative job opportunities and supported in applying for such roles. Subject to meeting the criteria set out in this policy, redeployees will be given priority over other job applicants.

## 4. Responsibilities

### Managers

Managers are responsible for providing and/or arranging for appropriate support to redeployees, including allowing time for completion of application forms, attendance at interviews and undertaking any trial periods.

Recruiting managers are also responsible for ensuring they assess, short list and interview (if appropriate) any redeployees promptly.

## **Employees**

Where employees have been identified as redeployees, they will be expected to fully engage in the process. This will include assessing any support and training offered.

Whilst there is no expectation that they will apply for all roles, where employees unreasonably refuse to accept a suitable, alternative role, the Council reserves the right to withhold any payments due on redundancy.

## **Human Resources**

Human Resources will:

- Promote awareness of the Policy and provide any appropriate advice and support to managers and employees.
- Maintain a register of employees subject to redeployment
- Notify redeployment candidates of suitable alternative roles in forthcoming vacancies
- Liaise with the recruiting manager to ensure prior consideration for vacant posts

## **Trade Unions**

Trade Unions may also be able to offer guidance and support to those employees that confide a misuse issue. They may also act as a companion/representative at any meetings held in line with this or other policies.

## **5. Process and Procedure**

In cases of redundancy, the provisions of the redeployment policy will apply from the point at which an individual's post is deemed to be 'at risk'. This may be during any consultation period and before formal notice is issued.

Eligibility for redeployment will cease upon expiry of notice issued in relation to redundancy or ill-health. Where employees have been placed on the redeployment register for other reasons and/or have not been issued formal notice, time on the redeployment register will be determined as the length of an employee's normal statutory notice period.

Employees should, therefore, put themselves forward for consideration for any suitable vacancies prior to expiry of their notice period.

### **5.1 Alternative Employment**

By law an employer must offer those at risk of redundancy "suitable alternative employment" if it is available. The following criteria are usually used to determine whether a post is "suitable alternative employment":

- the employee has the knowledge, skills, qualifications and experience to perform the new role; and
- the terms and conditions of the work are no less favourable e.g. similar status, location, job duties, pay/grade, hours and responsibility.

In addition to this statutory requirement, the Council will allow redeployees to apply with priority for any role at their grade or below if they believe it is suitable for them and they can meet the essential criteria of the person specification with reasonable training.

Such roles may not necessarily fit the criteria of "suitable alternative employment" because the role has different terms and conditions. However, if the redeployee feels that the vacancy may be suitable for them and is willing to accept the different terms and conditions they may make an application.

Furthermore, redeployment should not be considered as a route to promotion. Employees may apply for roles at higher grade under the Redeployment Policy. However, where this is the case, redeployees must meet all essential criteria for the role, i.e. the assessment criteria listed in section 5.3 does not apply.

## 5.2 Application Process

Employees subject to redeployment will be given 5 days advance priority access to any vacancies prior to wider circulation. Details of vacancies will be sent by email with clear indications of deadlines for applications from redeployees. Where employees do not have either a work or personal email address, details of vacancies will be sent to their manager or other nominated individual.

Redeployees will be sent details of all vacancies regardless of terms and conditions such as grade, hours, location or required skills/experience. As already noted, redeployees are able to apply for any role. However, this procedure is not a route to career progression and redeployees would be expected to meet the full person specification requirements for any roles graded higher than their current position.

Redeployees will be expected to complete the relevant application process for the role and should give full regard to how they feel they meet the essential criteria noted on the person specification. Support and guidance on completion of application forms is available from Human Resources. Line managers are expected to allow redeployees reasonable time to access support and complete applications.

For those vacancies already advertised externally, and where redeployees wish to apply, they should do so in line with this policy. Should their application be successful, the normal recruitment process will be suspended pending the outcome of any trial. However, this will not apply where the normal recruitment process has progressed and an offer of employment has already been made.

Redeployees may apply for opportunities up to and including their last day of service or up until they have accepted a job offer. Where an opportunity is offered towards the end of a notice period, it will be at the discretion of the relevant Director as to whether to extend this notice period to allow time to undertake an appropriate trial.

## 5.3 Assessment

At the shortlisting stage and for roles of the same or lower grade, redeployees will be assessed against the essential criteria assessed via the application process as below:

- They meet all the essential criteria on the Person Specification; or
- They meet 80% of essential criteria and with reasonable training will be able to satisfactorily undertake the new role. Please note that an interview may be required to establish this.

Where redeployees apply for roles of a higher grade, they must demonstrate via their application form that they meet 100% of the essential criteria and are capable of undertaking the role without limited training.

If managers assess that an application from a redeployee meets the above criteria, they should be invited for interview as soon as possible. Managers should undertake the same assessment process as intended for other candidates and it should be robust enough to demonstrate that the redeployee is a suitable candidate.

A written record of any assessments should be kept, both at the short listing and interview stage. Where the selection panel considers that the redeployee does not meet the criteria for the role and/or could not meet the criteria with reasonable training, the manager should advise the redeployee accordingly, providing constructive feedback.

#### **5.4 Making an Offer and Trial Periods**

If two or more redeployees are considered appointable, the candidate with the highest interview and assessment score will be offered the position. In the event of a tie-break the desirable criteria in the person specification may be used to make a decision.

Where a part time redeployee has applied for a full time role or one of increased hours and they wish to maintain their current working hours, the line manager should give consideration to this.

A trial period of at least four weeks will apply to enable both the redeployee and line manager to fully assess whether the post is a suitable alternative in practice. This trial period should start as soon as possible after the offer is made and outgoing manager should be prepared to release redeployees in order to effect this. The trial period will be financed by the Department/Division into which the employee is redeployed, and any training required must be contained within this period. Furthermore, where a post is of lower grade, redeployees will maintain the pay and terms and conditions for their substantive role during any trial period

At the beginning of the trial period, the new line manager will meet with the redeployee to outline expectations of performance standards and clarify what is being assessed and how it will be assessed. Both parties should continue to meet weekly during the trial period to review progress, and to determine if any further training or support is required. The line manager will make written notes of the meetings.

Where either the redeployee and/or the line manager feels the role is not suitable they can end the trial period at any point. Furthermore, where it is deemed necessary, the trial period can be extended but any trial period should not exceed eight weeks.

During the trial period, employees retain their status as a redeployee and as such will continue to receive priority access to any vacancies.

#### **5.5 Reasonable Training**

Redeployees may need training to succeed in the trial period for the new role. Such training should be reasonable (in time and/or cost) and will be at the expense of the new department. Where the training

required but it is not possible to complete it during the trial period, and managers are confident that the redeployee meets the other essential requirements of the job, the redeployee may be appointed to the post.

## **5.6 Appointment to role**

Where it is felt that the redeployee has adequately demonstrated suitability for a role during the trial period, they will be formally offered the role. At this point, they will be issued with a revised contract and will revert to the terms and conditions of the new role. Once a role is accepted, the employee will no longer be subject to the redeployment process.

Where employees are appointed to a role of the same grade they will be assimilated to the same point of the grade. If they are appointed to a lower grade they will be appointed to the top of the grade for the new role. Any appointment to a post of a higher grade that falls in line with the principals of this policy will be to the bottom of the grade.

In cases where employees are subject to redeployment due to risk of redundancy, they may be eligible for a one-off lump sum salary compensation payment, equivalent to 12 months difference of the overall gross income difference between the roles. This will be paid in line with the terms set out in the Council's Change Management Policy and will be limited to the difference of two grades.

Salary compensation will not normally be payable in cases of redeployment for reasons other than redundancy.

## **5.7 Unsuccessful Redeployment**

Where a redeployee has not been successfully redeployed by the end of the notice period, employment will end and any appropriate payments will be made. For those employees who have been placed on the redeployment register under exceptional circumstances (i.e. have not been given formal notice), they will remain in their substantive role.





## **Local Government Pensions Scheme - Discretions Policy Statement**

**Issued by Human Resources**

**NUNEATON & BEDWORTH BOROUGH COUNCIL**

**LOCAL GOVERNMENT PENSIONS SCHEME -  
DISCRETIONS POLICY STATEMENT**

**Quality Record**

<b>Record No.</b>	<b>Date</b>	<b>Comments</b>	<b>Approved</b>
1.	8 July 2008	Equality Impact Assessment	Yes
2.	21 August 2008	Approval by Single Member Decision	Yes
3.	8 November 2009	Review - Approval by Single Member Decision	Yes
4.	December 2010	Equality Impact Assessment	Yes
5.	15 July 2014	Revision - Management Team	Yes
6.	July 2014	Trade Union Consultation	Comments Made
7.	July 2014	Equality Impact Assessment	Yes
8.	July 2014	Approval by Single Member Decision	Yes
9.	Oct 2022	Draft revisions	

<p><b>This document is available in larger print.</b></p>
<p><b>Please contact Human Resources for a larger copy</b></p>

**LOCAL GOVERNMENT PENSIONS SCHEME  
DISCRETIONS POLICY STATEMENT**

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## **1. Introduction**

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

This document meets these requirements stating the regulation requirement and the organisation decision on these.

These discretions are subject to change, either in line with any change in regulations or by due consideration by the Council. These provisions do not confer any contractual rights.

The LGPS Employer Discretions Policy is the Council's written policy statement detailing all mandatory employer discretions the LGPS recommend employers also publish.

## **2. Scope**

This statement applies to all employees of the Council who are members of the LGPS and in some cases, deferred members of the Scheme.

## **3. Discretions**

In formulating and reviewing its policy, the Council will ensure that the policy is workable, affordable and reasonable. The following factors will be taken into account when making discretionary decisions:

- The scope and effectiveness of the policy
- The ability to implement organisational change
- Cost
- Reasonableness
- The need to protect the Council from legal challenge
- Employee relations implications, including the views of the recognised trade unions.

Details of the Compulsory Discretions and Optional Discretions are contained within Appendix A

## **4. Other Payments**

The Council will calculate any redundancy payment in accordance with the "Statutory Redundancy Ready Reckoner for calculating the number of weeks due" ( Appendix B) as follows:

- 0.5 week's pay for each full year of service where age during year less than 22
- 1.0 week's pay for each full year of service where age during year is 22 or above, but less than 41
- 1.5 weeks' pay for each full year of service where age during year is 41+

The maximum length of service that may be taken into account shall be 20 years and the maximum payment shall be 30 weeks' pay.

The employee's actual week's pay shall be used in the calculation.

Employees aged 55 or over and whose employment terminates on the grounds of redundancy (including efficiency of the service) shall be entitled to access their LGPS retirement benefits

<b>COMPULSORY DISCRETIONS</b>	
<b>Employing Authority Discretion</b>	<b>Council Policy</b>
<p><b>Regulation 9 – Determine the Rate of an employees contributions</b></p> <p>This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed.</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p>The Council's policy is:</p> <ul style="list-style-type: none"> <li>• For existing members the contribution band is determined on pay in April each year. The banding will not normally be reassessed unless in exceptional circumstances the members pay is substantially reduced.</li> <li>• For new employees / scheme members the band is assessed on the salary and additional payments on the date of commencement. This includes existing employees / scheme members who move to a new employment during the year.</li> </ul>
<p><b>Regulation 16 (2e) and (4d) – Additional Pension Contributions (Shared Cost)</b></p> <p>A scheme member can choose to buy extra annual pension by making Additional Pension Contributions (APC's). The employee can choose to make regular contributions or a one off payment.</p> <p>There is discretion as to whether the Council wishes to contribute to a Shared Cost Additional Pension Contribution (SCAPC) in "whole or in part".</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p>The Council will not normally exercise this discretion owing to financial constraints placed upon it and the likely associated costs unless there are exceptional circumstances.</p>
<p><b>Regulation 17 – Additional Voluntary Contributions (Shared Cost)</b></p> <p>An active member may elect to pay AVCs into a scheme established under contract between his appropriate administering authority and a body approved for the purposes of the Finance Act 2004.</p> <p>The Council may contribute to the AVC scheme and where they do the AVC scheme is known as a shared cost additional voluntary contributions (SCAVC) arrangement and contributions to it as SCAVCs</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p>Under Regulation 17 of the LGPS Regulations 2013, the Council will exercise the discretion to allow LGPS members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.</p> <p>The amount of these employer Shared Cost AVC contributions will not exceed the amount of salary sacrificed by the employee. This is a discretion of Nuneaton and Bedworth Borough Council which is subject to the employee meeting the conditions for acceptance into the salary sacrifice Shared Cost AVC scheme and may be withdrawn or changed at any time.</p>
<p><b>Regulation 21 – Assumed Pensionable Pay</b></p>	<p>The Council will consider whether to include any regular lump sum payment in the</p>

<p>The Council needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p><b>assumed pensionable pay calculation in each case at the appropriate time.</b></p>
<p><b>Regulation 22 (7) – Election to transfer deferred benefits (Active Member)</b></p> <p>This discretion allows the Council to extend the 12 month time limit for an active member with concurrent employments to have their deferred benefits aggregated with their new LGPS employment</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p><b>The Council will allow this discretion in circumstances where it is clear there has been an administrative delay by the Council or the Scheme Administrator.</b></p>
<p><b>Regulation 22 (8) – Election to transfer deferred benefits (Deferred Member)</b></p> <p>This discretion allows the Council to extend the 12 month time limit for a deferred member who again becomes an active member to have their deferred benefits aggregated with their new LGPS employment</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p><b>The Council will allow this discretion in circumstances where it is clear there has been an administrative delay by the Council or the Scheme Administrator.</b></p>
<p><b>Regulation 30 (5) – Switching on Rule of 85</b></p> <p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The Council has the discretion to “switch on” the 85 year rule for such member (<u>paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.</u></p>	<p><b>The Council has decided to “switch on” the rule of 85 protections thereby retaining the pre 1 April 2014 position where there is a benefit to the Council but to “switch off” the protection if a member wishes to retire early and suffer the actuarial reduction to their benefit entitlement.</b></p> <p>Under the current regulations, a member who benefits under the protections afforded under the rule of 85 cannot retire without the agreement of their employer. If the employer agrees to their retirement because there is no actuarial reduction (or a partial reduction depending on the members age) and therefore the employer incurs a cost for allowing retirement between age 55 and 60.</p> <p>LGPS 2014 allows a member protected by the rule of 85 to retire early and suffer a reduction of benefits previously protected.</p>

<p>If the Council does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer.</p> <p style="text-align: center;"><b>LGPS Regulations 2013</b></p>	<p>This discretion allows the employer to turn-on the 85 year rule and effectively have in place the protections currently afforded to these members.</p>
<p><b>Regulation 30 (6)(8) – Flexible Retirement</b></p> <p>An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Council’s consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment.</p> <p>There is discretion to waive in whole or in part, actuarial reduction on benefits paid on Flexible Retirement</p> <p style="text-align: center;"><b>LGPS Regulations 2013</b></p>	<p><b>The Council has adopted this discretion and has developed a Flexible Retirement Policy.</b></p>
<p><b>Regulation 30 (5)(8) – Waiving of Actuarial Reduction on Compassionate Grounds</b></p> <p>The Council has the discretion under a number of retirement scenarios to waive the actuarial reductions on compassionate grounds.</p> <p>In particular the Council has the discretion to waive the reduction on compassionate grounds <u>(paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.</u></p> <p style="text-align: center;"><b>LGPS Regulations 2013</b></p>	<p><b>The Council has adopted this discretion on the following basis:</b></p> <p>This is where an active member or deferred beneficiary is no longer able to work because they fulfil the role of a permanent carer for a close relative, spouse, partner or other dependant who, through illness, requires full-time or substantial care which is anticipated to be in excess of 12 months from the date of the medical evidence. Members living in the UK will be expected to confirm that they are a registered carer by receipt of carer’s allowance.</p>
<p><b>Regulation 31 – Power to award Additional Pension</b></p> <p>The Council may resolve to award</p> <ul style="list-style-type: none"> <li>(a) an active member, or</li> <li>(b) a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency</li> </ul> <p>An additional annual pension of not more than the additional pension limit</p>	<p><b>The Council will not normally exercise this discretion owing to financial constraints placed upon it and the likely associated costs unless there are exceptional circumstances.</b></p>



<b>LGPS Regulations 2013</b>	
<p><b>Regulation 100 – Inward transfers of Pension Rights</b></p> <p>This discretion allows the Council to extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS.</p> <p style="text-align: right;"><b>LGPS Regulations 2013</b></p>	<p><b>The Council will allow this discretion in circumstances where it is clear there has been an administrative delay by the Council or the Scheme Administrator.</b></p>

Service (Years)																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17*	1																		
18	1	1½																	
19	1	1½	2																
20	1	1½	2	2½															
21	1	1½	2	2½	3														
22	1	1½	2	2½	3	3½													
23	1½	2	2½	3	3½	4	4½												
24	2	2½	3	3½	4	4½	5	5½											
25	2	3	3½	4	4½	5	5½	6	6½										
26	2	3	4	4½	5	5½	6	6½	7	7½									
27	2	3	4	5	5½	6	6½	7	7½	8	8½								
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½							
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½						
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½					
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½				
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½			
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½		
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	
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42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

**Employment Committee – Work Programme 2022/23**

<b>Date Added</b>	<b>Officer Responsible</b>	<b>Title</b>	<b>Summary</b>	<b>Proposed Committee Date</b>
December 2021	R. Bartlett/HR	HR Metrics/Performance Report		June 2022 September 2022
December 2021	R. Bartlett/HR	Agile/Hybrid Working Policy		June 2022
December 2021	R. Bartlett/HR	DBS Policy		June 2022
December 2021	R. Bartlett/HR	People Strategy		June 2022
December 2021	R. Bartlett/HR	Options for Job Evaluations, Career graded/Span Grade		June 2022
December 2021	R. Bartlett/HR	Redeployment Policy		September 2022
December 2021	R. Bartlett/HR	Probationary Policy		September 2022
December 2021	R. Bartlett/HR	Regrading Policy		September 2022