

Notice of a meeting of the

Personnel and Administration Committee

8th April 2024 at 7.30pm

Park Room, Didcot Civic Hall



All members of the Personnel and Administration Committee are summoned to attend this meeting for the transaction of the business on the agenda.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Town Clerk, please email – jwheeler@didcot.gov.uk

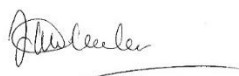
Agenda

1. To receive apologies
2. To receive declarations of interest
Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To approve the minutes of the meeting held on 5th February 2024 as a true record – *see minutes attached*
4. Questions on the minutes as to the progress of any items.
5. To approve the revisions on the Discretionary Pension Policy – *see attached papers.*
6. To approve the leadership training quote from Caroline Egerton - *see attached papers.*
7. To note the employment law changes from 6th April 2024 – *see attached report.*
8. To consider any activities to mark the 80th Anniversary of D Day – Beacon and Lamp lighting ceremony – *see attached papers.*
9. Progress Report – *see attached*

10. EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

11. To receive a staffing report– *report attached.*



Janet Wheeler
Town Clerk
2nd April 2024

Voting Committee members:

Cllr C Jennings (Chair) Cllr J Loder (Deputy Chair)
Cllr H Macdonald Cllr D Macdonald Cllr G Ryall

Nominated substitute Committee members:

Cllr T Worgan Cllr O Glover Cllr L Hislop
Cllr D Guerra Aragao Cllr M Khan

Didcot Town Council

Personnel and Administration Committee Monday 5th February 2024 at 7.30pm All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Councillors

J Loder (Deputy Chair)
D Macdonald
H Macdonald
G Ryall

Officers:

Mrs J Wheeler (Town Clerk)

51. Apologies

Apologies were received from Cllr C Jennings. The Deputy Chair took the meeting.

52. Declarations of interest

None declared.

53. To approve the minutes of the meeting held on 4th December 2023

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

54. Questions on the Minutes

There were no questions.

55. To consider the up-dated Didcot Volunteer Policy

The Committee reviewed this policy and made a small amendment on point 25 – the HR Committee should be changed to Personnel and Administration Committee. It was proposed by Cllr J Loder and seconded by Cllr H Macdonald and RESOLVED to RECOMMEND the adoption of this revised policy at the next full Council meeting.

56. To discuss the enforced change of website provider

The Town Clerk gave some background concerning the change of website provider. At the time there was pressure to sign a contract with Cuttlefish with no knowledge of how good the company will be. There was no time to look for another provider so a renewal was the only option to keep the website “live”. The Town Clerk was asked to clarify when our actual renewal was – as an invoice had been paid in October 2023. It was proposed by Cllr J Loder and seconded by Cllr D Macdonald and **RESOLVED** to renew the contract with Cuttlefish and review the progress over the next six months.

NB: The renewal was the 22nd February 2024. The invoice paid in October 2023 was for the .gov domain name.

57. To review the draft new website for the Civic Hall

The Committee members reviewed the new website created by staff in-house and were happy with the progress.

58. To approve the membership of SLCC for the Town Clerk and Deputy Town Clerk

It was proposed by Cllr J Loder and seconded by Cllr G Ryall that the Town Clerk and Deputy Town Clerk should continue the membership of the Society of Local Council Clerks (SLCC) for the duration of this Council term. The vote was unanimous.

59. Progress report

The Committee reviewed the progress report. All staff were signed up to the GDPR training. Quotes for the long service awards had been received that day and members asked for some alternative quotes. There was some discussion on whether to award for ten years and twenty years. Members felt that this award should only be for the occasions where thirty years of service has been achieved. The employee handbook was currently with the HR consultant for a full revision. Other items were deferred due to the Town Clerk’s workload on other strategic projects such as the Ladygrove East development site – which was taking up a lot of time.

60. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

61. To receive a verbal Staffing Report

The Town Clerk spoke of the new staff who had started in the new year – one in the office and two full time groundsmen. All had made a good start. The Horticultural Apprentice was due to start his formal qualification to complement the practical work already completed for DTC. Some members of the outdoor team have done a welding course to allow them to carry out minor repairs which may need some welding. The aim is to make DTC self-sufficient on small jobs.

The meeting closed at approximately 8.50pm.

Signed _____ Chair Date _____

Personnel and Administration Committee 8th April 2024

Report author: Janet Wheeler



Review of the Employer Discretionary Policy scheme regarding administration of the Local Government Pension Scheme (LGPS)

Introduction

The new Administration Strategy for the Oxfordshire Pension Fund became operational from 1st January 2024. There is a requirement to review the discretionary policies and to submit them to OCC. It is important that these discretions are considered in full as they could give extra cost to the Town Council depending on the decisions taken.

What is an employer discretion?

- LGPS employers have certain powers which enable them to choose how they apply the LGPS scheme under certain circumstances – these are called “discretions” or “discretionary policies”.
- Employers are required to produce a written policy on how they will apply each discretion.
- Some of the discretions are mandatory and some are recommended.
- Different discretions apply under the different regulations.
- Didcot Town Council last reviewed its Discretionary Policy on 10th October 2022.

Member’s Questions from 2022

The questions raised by the Personnel & Administration Committee were:

Q “What is the 85 year rule?” – The rule of 85 applies to the protected membership (years contributing to a pension) PLUS your age. If years of membership added to your age adds up to 85 or more – you can take early retirement on your full pension benefits. You will need to be aged 60 years or more and will have worked for the same company or Council for twenty-five years or more. We do have a groundsman who qualifies for early retirement under the 85 year rule.

DTC chose NOT to turn on the 85 year rule because it would have a cost to the Council. It was agreed to leave an option of considering each request on its own merit.

Q: “What age is the cut off to pay into a pension?” – An employee can pay into to a pension until the age of 75.

Q: “DTC do not have an Injury Award Scheme but do have Accident Protection on our current insurance policy – do we need one?” – This is a decision that only the Council can make. The Council chose to make use of the personal injury cover on our insurance policy as it will automatically be reviewed every year. This should be enough to protect any employees injured at work and indeed this has been used for various staff injuries in the past.

Recommendation

The P&A Committee should review the answers to the discretionary Policy at this meeting and decide whether they wish to recommend any changes to full Council. If approved in principle, the Town Clerk will then consult with the staff before submitting to the next meeting of the full Council for ratification.

Janet Wheeler
Town Clerk

1: Summary of MANDATORY discretions affecting Active members and Leavers on and after 2 April 2014

Discretion required	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Will the employer grant extra annual pension? 2013 LGPS Regulation 31</p>	<ul style="list-style-type: none"> • Employer can pay the fund to increase the member's pension up to an additional £7,579 a year (April 2023 rate). • Can be granted to an active member, or within 6 months of someone leaving on redundancy or business efficiency. • Full cost is with the employer. 	<p>Didcot Town Council will not grant extra annual pension unless wholly exceptional circumstances support such a request. Any request to be considered by the relevant standing Committee and ratified by full Council. Didcot Town Council reserve the right to refuse.</p>	
<p>Will the employer share the cost of purchasing additional pension (SCAPC) with a member? 2013 LGPS regulation 16(2) and (4)</p>	<ul style="list-style-type: none"> • When an active member elects to buy additional pension by extra contributions, the employer can voluntarily contribute towards this. Under what circumstances might the employer do so? • Do not confuse with restoring lost pension after approved absence when employer must share 2/3rds cost. 	<p>Didcot Town Council will not share the cost for a member's purchase for additional pension. Any request must show wholly exceptional circumstances and must be presented to the Personnel & Administration Committee, ratified by full Council. Didcot Town Council reserves the right to refuse.</p>	
<p>Will the employer permit flexible retirement? 2013 LGPS regulation 30(6)</p>	<ul style="list-style-type: none"> • Members aged at least 55, with agreement of their employer, may reduce their hours or grade and take payment of their pension benefits. (Member stays in fund in ongoing employment) • Member has the choice on taking all, part or none of post 31 March 2008 benefits. • Early payment may mean pension is reduced for the member, but the employer can waive the reduction completely or in part. (Full cost is with the employer.) • Some members may have protected rights to unreduced pension, which would increase employer costs. • Always seek guidance on costs from Pension Services. 	<p>There are several parts to this discretion which should be included: Didcot Town Council will consider applications for flexible retirement subject to cost/business case / will not agree flexible retirement arrangements Didcot Town Council will not waive any pension reductions unless wholly exceptional circumstances are presented to the Council. Didcot Town Council will not permit members to choose which part of their pension to draw.</p>	

Discretion required	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Will the employer switch back on '85-year rule' protections?</p> <p>2014 Transitional Provisions regulations Sched 2</p>	<ul style="list-style-type: none"> Unlikely to apply when membership only starts from 1 April 2014 with no linked previous membership. This rule only applies automatically to members voluntarily retiring from age 60 but the employer has the discretion to "switch it on" for voluntary retirements between age 55 and 60. Full cost is with employer. 	<p>Didcot Town Council has pre 2014 liabilities and will not "switch on the 85 year rule" unless there is no cost to the Council.</p>	
<p>When would the employer waive actuarial reductions to benefits being drawn on early voluntary retirement?</p> <p>2013 LGPS regulation 30(5)</p>	<ul style="list-style-type: none"> Pensions taken early, voluntarily, are reduced but the employer can waive the reductions at their own cost. Waiver can apply from active, from deferred status and from deferred tier 3 ill health retirees, between age 55 and normal pension age. Employers should be clear in their policy on how this could apply and under which circumstances. For post 2014 membership there is no longer the requirement to satisfy compassionate grounds to release pension early. Ideally your policy should include under what circumstances you would consider waiving reductions (if appropriate). 	<p>Didcot Town Council will not consider applications to waive actuarial reduction for early voluntary retirement from active members.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions etc.</p> <p>If wholly exceptional and unique circumstances are proposed in a request, this must be accompanied by a full business case to be presented to the full Council. Didcot Town Council reserve the right to refuse.</p>	

2. Summary of recommended discretions (not Mandatory) affecting Active members and Leavers on and after 2 April 2014

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Employer to determine who will join the scheme (Admitted and Designated Bodies)</p> <p>2013 LGPS regulation 2</p>	<ul style="list-style-type: none"> • Admitted and Designated bodies - Committee minutes / admission agreement must specify who will be eligible to join the scheme - either by the name, or by type of employment and from which date. • Scheduled Bodies including county, district councils, FE colleges, academies, universities must follow LGPS regulations. Admission is not discretionary. 	<p>All employees of Didcot Town Council who are on a permanent contract – full time or part time – are eligible. Opting out to be requested by the employee within three months of joining the scheme.</p>	
<p>Employer to determine member contribution band and terms of review. This decides the member contribution rate.</p> <p>2013 LGPS regulations 9/10</p>	<ul style="list-style-type: none"> • On joining and every April the employer should allocate the member's contribution band • The policy should show if the allocation would change mid-year following a material change in pay. • Inform member of your process. • Ideally members' contracts should specify what other pay and benefits are pensionable. 	<p>Didcot Town Council will review employee contribution bands every April and will not generally review mid-year unless there is a material change to pay.</p>	
<p>Will the employer extend time limits for member to make decision on transfer of pension rights from an approved pension scheme?</p> <p>2013 LGPS regulation 100(6)</p>	<ul style="list-style-type: none"> • The member has 12 months from first joining the LGPS in that employment to receive details, seek advice and make decision on transfer. • There may be reasons for delays out of the member's control. • Employer may want to seek advice on any potential financial cost from Pension Services before approving request to extend deadline. 	<p>Didcot Town Council will, with the agreement of the Pension Fund, agree to an extension of 3 – 6 months following an initial period of 12 months. The Personnel & Administration Committee will recommend a response which will be ratified by full Council.</p>	
<p>Will the employer extend the time limit for members to NOT link (aggregate) their LGPS memberships?</p>	<ul style="list-style-type: none"> • A member joining after April 2014 who has previous LGPS membership can elect to keep pension records separate but this must be done within 12 months of starting in that employment. 	<p>Didcot Town Council will extend the time limits the member has to make an election to keep pension records separate. If the delay is not the fault of the employee, an individual application must be made to the</p>	

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick <input checked="" type="checkbox"/>
<p>2013 LGPS regulation 22(7)+(8)</p>	<ul style="list-style-type: none"> Without the written election pension records will be linked together. There may be reasons for delays out of the member's control. 	<p>Personnel & Administration Committee for an extension of a further 3 – 6 months.</p>	
<p>Will the employer extend the time limit for members to link (aggregate) their LGPS memberships?</p>	<ul style="list-style-type: none"> For those joining scheme again after May 2018 but who were in the scheme during March/April 2014 and have previous deferred benefit - aggregation will not be automatic, If they wish to aggregate they must have written election within 12 months. The employer may allow a later election. 	<p>Didcot Town Council will, with the agreement of the Pension Fund, agree to an extension of 3 – 6 months if the delay is not the fault of the employee. An individual application must be made to the Personnel & Administration Committee.</p>	
<p>Amendment LGPS regulations 2018 27 and TP 2014 Regulations 10</p>			
<p>Will the employer contribute to Shared Cost Additional Voluntary Contributions (SCAVC)?</p>	<ul style="list-style-type: none"> Whether, how much and in what circumstances will the employer contribute to the SCAVC arrangement. It is recommended to consult with Pension Services on any payroll / benefit implications before setting this up. 	<p>Didcot Town Council will not contribute to SCAVC arrangement. However if wholly exceptional circumstances can be proven an individual request must be made to the relevant standing Committee and ratified by full Council. Didcot Town Council reserve the right to refuse.</p>	
<p>2013 LGPS regulation 17</p> <p>Will the employer include regular lump sums when assessing value for Assumed Pensionable Pay (APP)?</p>	<ul style="list-style-type: none"> When calculating APP, if in the twelve months before the member would have ordinarily received a lump sum payment, will the employer use this in the APP calculation. NB separate calculations are required if member dies in service or retires on ill health even if APP already assessed for monthly returns. employer should state in their policy how checks will be made and how member and fund are informed. 	<p>Didcot Town Council will assess an assumed value based on three months or twelve weeks of pay immediately before the reduction. Each case will be considered on its own merits and a lump sum payment is not guaranteed. Situations include:</p> <ul style="list-style-type: none"> *when on reduced pay during child related leave *reserves forces leave *no or reduced pay during sickness or injury *retirement on tier 1 or tier 2 *death in service. 	
<p>2013 LGPS regulation 21</p>			

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick <input checked="" type="checkbox"/>
<p>Will the employer substitute a higher value of pensionable pay when assessing APP ?</p> <p>2018 amendment regulations 7</p>	<ul style="list-style-type: none"> An employer may substitute a higher pensionable pay if, in their opinion, the value assessed by APP is materially lower than member would ordinarily have received in the previous year. This could occur during child related leave, reduced on no pay sickness etc and be used for ill health retirement on tier 1 or 2, death in service. 	<p>Didcot Town Council will not consider substituting a higher value of pay in place of APP.</p>	
<p>Will the employer extend the time limit for a member to decide to restore lost pension by shared cost additional pension contributions (SCAPC) after a period of no pay (other than due to sickness or paid child related leave.)?</p> <p>2013 LGPS regulation 16(16)</p>	<ul style="list-style-type: none"> After a period of approved unpaid leave, a member has 30 days from their return to work to receive information to enable election for (SCAPC) shared cost additional pension contribution, to restore lost pension. employer must provide lost pay details and advise member of opportunity. employer must share costs when the election is made within the time limits stipulated. Increasing time limit would allow for any delays in administration process. 	<p>Didcot Town Council will only extend deadlines beyond 30 days of return to work when application shows good reason for the delay in decision.</p> <p>Any extension must not exceed 60 days from return to work and decision will be made within 30 days.</p>	

3: Other MANDATORY provisions to be included in a policy, under different regulations and which can apply to active employees regardless of LGPS membership

An employer has discretion to exercise in these areas	Background and points to consider (shaded sections are mandatory)	Employer's decision	Tick <input checked="" type="checkbox"/>
<p>Will the Employer make an injury award to compensate for loss of</p> <p>a) pay, or</p> <p>b) job, or</p> <p>c) death due to injury or disease sustained at work?</p> <p>Regulation 3-7 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 employers (LGPS employers)</p>	<ul style="list-style-type: none"> Under what circumstances, for how much and for how long would an employee be compensated if in performing their duties they sustain injury or disease leading to loss of pay, employment or death? Injury award could apply to all employees regardless of LGPS membership. All costs rest with employer. 	<p>Didcot Town Council will not set up an injury award scheme under these regulations.</p> <p>if will set out the terms of assessment and arrangements to apply.</p> <p>Didcot Town Council will use the personal accident section of the insurance policy which is reviewed every year on renewal.</p>	
<p>Will the employer pay enhanced redundancy payments and /or compensation for loss of employment on redundancy ?</p> <p>Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006</p>	<p>1) in the event of a redundancy, when weekly pay is higher than the relevant statutory weekly pay, which would the employer use to assess redundancy payment? (Regulation 5)</p> <p>2) an employer can make a termination payment of up to 104 weeks' pay to an LGPS member or someone eligible to be a member when leaving due to redundancy, efficiency or cessation of a joint appointment. Cannot use this if you are awarding additional pension under 2013 LGPS regulation 31.</p> <p>Neither 1 nor 2 are funded - all at employer cost.</p>	<p>1) Didcot Town Council will not base redundancy pay on actual pay when greater than the 'statutory week's pay' for a redundancy payment.</p> <p>2) Didcot Town Council will not award termination compensation lump sums following redundancy</p> <p>Who decides? All applications will be considered on individual merits and will be subject to a business case being presented to full Council.</p>	

4: Summary of MANDATORY discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members (excluding councillor members) who ceased active membership between 1 April 2008 and 31 March 2014

Occasionally an employer will receive request from a former employee who left the employment and the LGPS under earlier pension scheme regulations. The following table shows the mandatory discretions under different regulations according to the leaving date. These are all mandatory.

Where bodies have amalgamated, or services transferred check on your level of inherited responsibility to ensure you include the right category.

If this Section does not apply to you, please indicate here _____

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision	Tick
<p>Will employer switch on '85-year rule' protections for early payment of deferred benefit? Request made from May 2018</p> <p>LGPS Administration Regulations 2018 66 and Sched 2 of 2014 TP Regulations</p>	<ul style="list-style-type: none"> • Early payment of a deferred benefit – on and after May 2018, for those between ages 55-60 does not automatically carry the 85-year rule protection to unreduced pension. • The opportunity to request early payment of DB for those in this age group only available from May 2018. Before then, agreement to early payment before age 60 required protection of 85-year rights and full employer costs. • Costs fall to the employer, ask Pension Services for estimate for decision process. 	<p>Didcot Town Council will not consider applications to switch on 85-year rule to provide early unreduced pension to former scheme members.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions under any circumstance.</p> <p>In both cases, a request and full business case must be presented to the relevant standing Committee and ratified by full Council.</p>	<p>✓</p>
<p>Will you 'switch on' the 85-year rule upon the voluntary early payment of a suspended tier 3 ill health pension? from 14 May 2018</p> <p>LGPS Administration Regulations 2018 66 and Sched 2 of 2014 TP Regulations</p>	<ul style="list-style-type: none"> • Background, points and costs like those in line above – introduced from May 2018 for post 2014 leavers with suspended tier 3 pension. • Costs fall to the employer, ask Pension Services for estimate for decision process. 	<p>Didcot Town Council will not consider applications to switch on 85-year rule to provide unreduced pension paid early on request to former scheme members after the third-tier ill health pension has ceased, and voluntary request made for early payment between from age 55-60.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions under any circumstance etc.</p> <p>In both cases, a request and full business case must be presented to the relevant standing Committee and ratified by full Council. Didcot Town Council reserve the right to refuse.</p>	<p></p>

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision	Tick <input checked="" type="checkbox"/>
<p>Will the employer waive actuarial reductions due to compassionate grounds for early payment of deferred pension - before age 65?</p> <p>LGPS regulations 2007 30(5)</p> <p>Sched 2 of TP regulations 2014</p>	<ul style="list-style-type: none"> • The additional costs rest with the employer, waiving the reduction for early payment is for the lifetime of the pension. Apply to Pension Services for details of costs. • Ideally include details required you need to make the decision • Include where to present the request. • Notes for the release of pension early for post 14 members could also be read here. • Can apply for member with DB or with suspended tier 3 ill health pension, left scheme before 1.4.2008. • Compassionate grounds is only reason for waiving reduction. 	<p>Didcot Town Council will not consider applications to waive actuarial reduction for early pension payments.</p> <p>If wholly exceptional circumstances are considered, a request and full business case must be presented to the relevant standing Committee and ratified by full Council. Didcot Town Council reserve the right to refuse.</p>	<input checked="" type="checkbox"/>

5: Summary of MANDATORY discretions to be exercised on and after 1 April 2014 (for requests made from 14 May 2018) in relation to members (including councillor members) who ceased active membership between 1 April 1998 and 31 March 2008

1. Will the employer waive reductions on compassionate grounds for an early voluntary payment of pension?
2. Will the employer switch on the 85-year rule for early payment of DBs requested between ages 55-60?
3. Will the employer permit early payment of benefit from age 50 and under 55 (always check on the tax situation as may result in unauthorised payment charge)?

Contact Pension Services for cost estimates. Please refer to the tables above for points to consider and the LGA www.lgpsregs.org guide to Employer Discretions provide more detailed reference.

If you are a new employer, and this Section does not apply to you, please indicate here _____

A note about Councillors / elected members: Although elected members may not now join the LGPS in England, this fund does hold the deferred pensions for former councillors from some Districts and the County Council. Authorities enabling the elected members to join should have the 3 mandatory policy areas above prepared for leavers between 1 April 1998 and 31 March 2008 (effective from 14 May 2018).

6: Summary of the MANDATORY discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members (excluding councillor members) who ceased active membership before 1 April 1998

An employer has discretion to exercise in these areas	Background and points to consider (shaded sections are mandatory)	Employer's decision	Tick
Will the employer grant early payment of deferred benefit on compassionate grounds? LGPS regulations 1995 (Transitional Provisions 1997 2)	<ul style="list-style-type: none"> • There is an employer cost involved in agreeing to early payment from age 50 and HMRC charge for unauthorised payment. • You should include details required you need to make the decision. 	Didcot Town Council will not consider applications to waive actuarial reduction for early voluntary retirement from members with deferred pensions.	<input checked="" type="checkbox"/>

If this Section does not apply to you, please indicate here _____

7: Summary of the MANDATORY discretions to be exercised under the 2000 Discretionary Regulations

These regulations still apply as benefits have been awarded in the past for certain leavers before 1 April 2007. Employers, (most likely to be County, District Councils and Oxford City) using these in the past should maintain **mandatory** policies on:

- Reduction or suspension of annual compensation (added years) during periods of re employment in local government and after leaving and having opportunity to re-join the LGPS (even if doesn't) what level of pension abatement to apply
- If survived by more than one civil partner or spouse how will the pension be apportioned
- Whether to suspend spouse or civil partner pension during periods of re marriage/ partnership or cohabitation
- Whether to reinstate spouse or civil partnership added year's compensatory pension after remarriage etc has ended
- Would children's pension be payable under compensatory regulations when not under LGPS main scheme?

If this Section does not apply to you, please indicate here _____



Local Government Pension Scheme

Didcot Town Council Employer Discretionary Policy

Recommended for approval at the meeting of the Personnel & Administration Committee on 8th April 2024 and at the Annual Meeting on 14th May 2024

Background

The Local Government Pension Scheme (LGPS) in England and Wales was amended from 1st April 2014 so that benefits for service after 31st March 2014 build up on a defined benefit career average revalued earnings (CARE) basis, rather than on a defined benefit final salary basis. (The provisions of the CARE scheme together with the protections for members' pre 1 April 2014 final salary rights are contained in the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.)

In formulating and reviewing its policy, the Council:

- has regard to the extent to which the exercise of their discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service;
- and is satisfied that the policy is workable, affordable and reasonable having regard to foreseeable costs.

Any reference to “employees” in this policy will be taken to include former employees who keep a deferred benefit in the fund.

Purpose of the Policy

This policy aims to provide fairness and consistency in situations where the Council is considering cases of flexible retirement and increasing pension benefits. It covers an intention to retire on or after 1st April 2014 for employees only.

Who is eligible to join the scheme?

All employees of Didcot Town Council who are on a permanent contract – both full time and part time – are eligible and will be enrolled in the LGPS. Opting out will need to be requested by the employee within three months of joining. The Town Council should ensure that all staff have details of the scheme including a scheme

brief guide and www.lgpsmember.org link. (2013 LGPS reg 2). NB: Please note that membership of the LGPS will not be offered to casual workers due to the variance of their hours from month to month.

Annual review of contribution bands

Didcot Town Council will review employee contribution bands annually at the start of the financial year. There will only be a mid year review should there be a material change to pay or the pay scales are revised. Back-dated pay awards would also trigger a review. (LGPS 2013 9/10)

Flexible retirement – 2013 LGPS regs 30(6) and 30 (8)

The Pension Scheme allows flexible retirement from age 55 with the payment of all or part of accrued benefits in situations where the employer agrees to the hours of work or the level of responsibility being reduced and to the release of pension benefits. **In most cases pension benefits will be reduced if taken before normal retirement age.**

Flexible retirement can benefit both the employee through enabling a gradual adjustment to retirement and the Council through the ability to retain valuable experience and knowledge and increases the opportunity for succession planning.

The Council will consider all requests for flexible retirement in response to written requests from eligible employees.

- The Council will approve requests only where it is in their interest to do so, where there will be no adverse impact on the service and where the costs are affordable or where there are likely to be cost savings achieved as a result of the proposal. A business case should be prepared indicating that there will be no adverse impact on Council service.
- A request should typically involve a substantial reduction in salary either through reduced hours or level of responsibility.
- The employee's contract of employment will be amended by mutual agreement to reflect the new hours or grade, as agreed, and continuity of service will be preserved.
- Employees may draw their accrued pension benefits, subject to any actuarial reduction, and continue to pay into the Pension Scheme with a new fund until a mutually agreed date. Didcot Town Council will not permit members to choose which part of their pension to draw.
- Employees can choose to draw all of their pension benefits or defer payment of all or part of their fund.

- Flexible retirement will normally result in an actuarial reduction of pension benefits. In exceptional circumstances the Council may consider waiving the actuarial reduction where it is in the Council's interest to do so under 2013 LGPS reg 30 (8).
- Flexible retirements will be considered by one or both of the following standing Committees: Personnel & Administration Committee and the Finance & General Purposes Committee and must be ratified at full Council.

Awarding additional pension up to £7,579 a year (April 2023 rate) (2013 LGPS reg 31)

Didcot Town Council will only award additional annual pension in wholly exceptional circumstances. Any requests would be considered by the relevant standing Committee and be ratified by full Council. This grant could be awarded to an active member or within six months of someone leaving on redundancy or business efficiency. The full cost is with the employer.

Awarding additional pension contributions with a member (2013 LGPS reg 16 (2) and (4) – Shared Cost Additional Pension Contributions (SCAPC)

Didcot Town Council will not share the cost for a member's purchase of additional pension unless there are wholly exceptional circumstances where an individual request must be made to the relevant standing Committee and ratified by full Council. Any additional contributions required by the Regulations will be met in full.

Awarding additional Shared Cost Additional Voluntary Contributions (SCAVC) with a member (2013 LGPS reg 17)

Didcot Town Council will not share the cost for a member's additional voluntary contributions unless there are wholly exceptional circumstances where an individual request must be made to the relevant standing Committee and ratified by full Council.

Awarding regular lump sums when assessing Assumed Pensionable Pay (APP) – 2013 LGPS reg 21)

For times when a pension value must be protected yet the member has no or reduced pay. Circumstances such as:

- Reduced pay during child related leave
- Reserves forces leave
- Reduced pay or no pay during sickness or injury
- Retirement on tier 1 or 2

- Death in service

Didcot Town Council will assess an assumed value based on three months or twelve weeks of pay immediately before the reduction. If, in the twelve months before, the member would have ordinarily received a lump sum payment, Didcot Town Council will consider if this should be added to the APP assessment. Each case will be considered on an individual basis by the relevant standing Committee and ratified by full Council. Evidence will be required to support any application and the member must agree to the disclosure of personal information to assist the consideration of the Council.

Didcot Town Council will not consider substituting a higher value of pensionable pay when assessing the APP. (LGPS 2018 reg 7)

Time limit for member to transfer pension rights from an approved pension scheme (2013 LGPS reg 100 (6))

The member has twelve months from first joining LGPS to receive details, seek advice and make a decision on transfer. Didcot Town Council would expect most employees to make this decision within twelve months. If there are wholly exceptional circumstances where the decision is delayed, through no fault of the employee, the Council would consider individual applications of an extension for a further three to six months.

Time limit for member to NOT link (aggregate) their LGPS membership (2013 LGPS reg 22 (7) + (8))

Any member joining after April 2014 with previous LGPS membership must elect to keep pension records separate within the first twelve months of date of employment. If this option is not requested the pension records will be linked together. If there are wholly exceptional circumstances where the decision is delayed, through no fault of the employee, the Council would consider individual applications of an extension for a further three to six months.

Time limit for member to link (aggregate) their LGPS membership (2018 LGPS reg 27 and TP 2014 reg 10)

Any member joining the scheme again after May 2018 – but were in the scheme during March/April 2014 and have previous Deferred Benefit MUST request within twelve months of re-joining for re-election. If there are wholly exceptional circumstances where the decision is delayed, through no fault of the employee, the Council would consider individual applications of an extension for a further three to six months.

Restoring lost pension after a period of no pay (2013 LGPS reg 16 (16))

Any member returning to work after an approved period of unpaid leave, has 30 days to receive information to enable election for shared cost additional pension contributions (SCAPC) to restore lost pension. Didcot Town Council will provide lost pay details and advise the member of the opportunity. Didcot Town Council will share in the costs when election is made within the 30 days. The Town Council will not extend the period to make an election beyond 30 days unless there are wholly exceptional circumstances where the application will be considered by the relevant standing committee.

Discretion to “switch on “ the 85 year rule for 55 -60 year olds (2014 transitional provisions reg schedule 2)

Didcot Town Council has current employees who were members prior to 2014. The 85 year rule enables employers to pay unreduced pension to those voluntarily retiring between 55 and 60 who could have had the 85 year rule protection. **The costs of this fall to the employer.** Didcot Town Council would **not** “switch on” the 85 year rule unless wholly exceptional circumstances are shown in which case each application will be considered on its merits.

Waiving actuarial reductions to benefits being drawn on early voluntary retirement (2013 LGPS reg 30 (5))

Didcot Town Council will only consider applications to waive actuarial reduction for early voluntary retirement from active members on individual requests to the relevant standing Committee. Didcot Town Council will only consider applications to waive actuarial reductions made by members with deferred pensions on individual application to the relevant standing Committee. Both scenarios require a full business case and costing to be presented with detailed costs relating to the Council.

Summary of discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members who ceased active membership between 1 April 2008 and 31 March 2014

This is for former employees who left the employment and the LGPS under earlier pension scheme regulations. The following shows the mandatory discretions under different regulations according to the leaving date:

Discretion to “switch on“ the 85 year rule for 55 -60 year olds for requests made from May 2018 (LGPS Administration regs 2018 66 and sched 2 of 2014 TP regs)

Didcot Town Council will not consider applications to switch on the 85 year rule to provide early unreduced pension to former scheme members unless wholly exceptional circumstances can be declared. In this case, a request and full business case will need to be presented to the relevant standing Committee and ratification by full Council will be required for an individual decision.

Didcot Town Council will not consider applications to waive actuarial reductions unless the same request and full business case is presented as stated above.

Discretion to “switch on“ the 85 year rule upon voluntary early payment of a suspended tier 3 ill health pension for requests made from May 2018 (LGPS Administration regs 2018 66 and sched 2 of 2014 TP regs)

Didcot Town Council will not consider applications to switch on the 85 year rule upon voluntary early payment of a suspended tier 3 ill health pension unless wholly exceptional circumstances can be declared. In this case, a request and full business case will need to be presented to the relevant standing Committee and ratification by full Council will be required for an individual decision.

Didcot Town Council will not consider applications to waive actuarial reductions unless the same request and full business case is presented as stated above.

Discretion to waive actuarial reductions due to compassionate grounds for an early payment of deferred pension before age 65 (LGPS regs 2007 30 (5)

and

Discretion to waive actuarial reductions for a member with DB or with suspended tier 3 ill health pension who has left the scheme before 1.4.2008 (who find compassionate grounds is the only reason for waiving reduction) (Sched 2 of 2014 TP regs and 2007 regs 30A (5) Sche 2 of TP regs 2014)

Didcot Town Council will not consider applications unless a full business case is presented to the relevant Committee and ratified by full Council.

Summary of discretions to be exercised on and after 1 April 2014 (for requests made from 14 May 2018) in relation to members who ceased active membership between 1 April 1998 and 31 March 2008

Didcot Town Council will not consider the following:

- Waiving reductions on compassionate ground for an early voluntary payment of pension
- Switch on the 85 year rule for an early payment of DBs requested between ages 55 – 60
- Permit early payment of benefit from age 50 and under 55

Summary of discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members who ceased active membership between 1 April 1998

Didcot Town Council will not consider applications to waive actuarial reduction for early voluntary retirement from members with deferred pensions.

Optional Injury Award Scheme

Consideration of whether Didcot Town Council wish to include an Injury Award Scheme, under different regulations, which can apply to active employees regardless of LGPS membership.

Didcot Town Council considered an injury award scheme to compensate for loss of pay, job, death due to injury or disease sustained at work. (Reg 3-7 of the Local Government (Discretionary Payments) (Injury Allowances) Regs 2011 employers (LGPS employers)

The requirement to have a policy is 14 (1) of these regulations. Council looked at the possible circumstances, for how much and for how long would an employee be compensated if in performing their duties a person sustains injury or disease leading to loss of pay, employment or death.

The injury award could apply to all employees regardless of LGPS membership. These awards are not funded through the pension scheme and all costs would rest with the employer.

P&A COMMITTEE AGREED – to cover injuries at work under our annual insurance policy and **not** have an additional injury award scheme. The insurance undergoes an annual review with the broker.

Consideration of whether Didcot Town Council will play enhanced redundancy payments and/or compensation for loss of employment on redundancy.

Didcot Town Council considered enhanced redundancy payments. (Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regs 2006

1. In the event of redundancy, a person's week's pay would be higher than the relevant statutory week's pay – which would be used to assess redundancy payment? (Reg 5)
2. Would Didcot Town Council make a termination payment of up to 104 weeks pay to an LGPS member or someone eligible to be a member when leaving due to redundancy, efficiency or cessation of a joint appointment? (NB This cannot be used if awarding additional pension under 2013 LGPS reg 31).

DECISION

To consider every individual request on individual merits with a business case and presentation to the relevant standing Committee, ratified by full Council. Every case is unique and wholly exceptional circumstances would be taken into consideration. Didcot Town Council reserves the right to refuse any request.

Janet Wheeler

Town Clerk

PRACTICAL PROJECT MANAGEMENT SKILLS

One-Day in person Training Course

Develop a consistent approach to projects across your team.
Learn to use Simple Tools, and Apply Effective Techniques
to drive Project Success throughout your business.

Egerton-Consulting.com

Contact: Caroline.Egerton@Egerton-Consulting.com

Course Overview

This one-day course is fast paced and highly interactive, covering the key elements of a project's life cycle; from project scoping, clarity on project deliverables, project planning, "the human element" incorporating project team dynamics and stakeholders, project health check methods, and much more.

Delegates will walk away with Practical Tools and Techniques to immediately use for their own projects.

- Terms of Reference Template
- Stakeholder Analysis Grid
- Return on Investment Calculator
- Project Planning Tools
- Prioritisation & Descoping Techniques
- Project Health Check Model



Who is the course suitable for?

We all get involved in projects both at work and in our personal lives, making this course is beneficial for a wide audience. The course is designed so everyone in your team can have the knowledge to competently deliver project success.

- Anyone working in business - particularly if "Project Manager" is NOT their job title!
- Self Employed and Employed individuals, working in both small and large businesses.
- Business Owners, Directors, Managers of all Levels and Administrative Roles.
- Anyone who is part of a Project Team or Project Steering Group, is a Project Sponsor or a Project Manager.
- The course is not industry specific, making the learning experience, and the Project Management Tools and Techniques, applicable for all trade sectors and business types.

Course Testimonials

This is a really beneficial course for anyone who has projects (of any size) within their life. Caroline delivers information about project management with numerous useful tools to take away and she does so in a way that engages and inspires the room, using real life examples and lessons. Even if you have had previous PM training it's a great refresher.

Mandy Sturdy, Thame Town Council

We wanted to do some training to help multiple members of our team to be able to work together more confidently on projects. This was the ideal course to help us develop these skills.

Will Lacey, Laceys Farm Shop

Caroline is a great teacher with vast real life experience of project management. The course material is very hands on and interactive with the whole room.

Jason Woods Garden Design Company.

Caroline ran a very engaging and productive session. By having a wide cross-section of the team in the room, it was immediately apparent where the tools discussed could be applied to ongoing projects the team is undertaking.

Adam. Head of Communications BVRLA

Cost, Where & When?

To run a one day course for your team:

- Cost: A proposal will be prepared to meet your training requirements, typically based on £100 / delegate.
- Location: At a location / venue of your choice. Travel time and expense may be charged subject on location.
- Date: To be agreed to meet your needs.

To find out more, or to set up a training course for your business, email Caroline.Egerton@Egerton-Consulting.com

PRACTICAL PROJECT MANAGEMENT SKILLS

One-Day in person Training Course

Learn how to use Simple Tools & Apply Effective Techniques to drive Project Success

Egerton-Consulting.com

Contact: Caroline.Egerton@Egerton-Consulting.com

Course Overview

This one-day course is fast paced and highly interactive, covering the key elements of a project's life cycle; from project scoping, clarity on project deliverables, project planning, "the human element" incorporating project team dynamics and stakeholders, project health check methods, and much more.

Delegates will walk away with Practical Tools and Techniques to immediately use for their own projects.

- Terms of Reference Template
- Stakeholder Analysis Grid
- Return on Investment Calculator
- Project Planning Tools
- Prioritisation & Descoping Techniques
- Project Health Check Model



Who is the course suitable for?

We all get involved in projects both at work and in our personal lives, making this course beneficial for a wide audience. The course is suitable for:

- Self Employed and Employed individuals, working in both small and large businesses.
- Business Owners, Directors, Managers of all Levels and Administrative Roles.
- Anyone who is part of a Project Team or Project Steering Group, is a Project Sponsor or Project Manager.
- It is not industry specific, making the learning experience, and the Project Management Tools and Techniques, applicable for all trade sectors and business types.

Course Testimonials

This is a really beneficial course for anyone who has projects (of any size) within their life. Caroline delivers information about project management with **numerous useful tools to take away** and she does so in a way that engages and inspires the room, using real life examples and lessons. Even if you have had previous PM training it's a great refresher.

Mandy Sturdy, Thame Town Council

We gathered a huge amount of knowledge in just 1 day - would certainly recommend. Lots of opportunities to reflect on own projects.

Suzanne Lovell, Business Services

Caroline is a great teacher with vast real life experience of project management. **The course material is very hands on and interactive with the whole room.**

Jason Woods Garden Design Company.

We wanted to do some training to help multiple members of our team to be able to work together more confidently on projects. This was the ideal course to help us develop these skills.

Will Lacey, Lacey's Farm Shop

Cost, Where & When?

- Next One Day Course
 - Tuesday 9th April 2024 9:30 am to 4pm *"Learn a great deal in just one day!"*
- Cost of £125 per Delegate to include tea, coffee and lunch.
 - £100 per Delegate when enrolling 2 or more delegates.
- Location: The Reading Room, Chinnor, OX39 4DJ

Reserve your Place, or Register interest for later dates, [HERE](#) or use QR code

To find out more, or to set up a training course for your business, email Caroline.Egerton@Egerton-Consulting.com



Janet Wheeler

From: Lucy Blake
Sent: 04 March 2024 14:19
To: Janet Wheeler
Subject: FW: Project Management Skill Training
Attachments: In House Course - Practical Project Management Skills Training.pdf; Didcot Town Council Practical Project Management Skills Training 4.3.2024.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

For P&A Committee.

Lucy Blake

Deputy Town Clerk

Tel: 01235 812637

Mobile: 07888381123

Email: LBlake@didcot.gov.uk

Address: Didcot Town Council, Britwell Rd, Didcot, OX11 7JN



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk /



This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Caroline Egerton <caroline.egerton@egerton-consulting.com>

Sent: Monday, March 4, 2024 1:13 PM

To: Lucy Blake <LBlake@didcot.gov.uk>

Subject: Re: Project Management Skill Training

Good Morning Lucy

Thank you for your email. I had appreciated that Janet was exceptionally busy so I am pleased to be in contact with you.

I have attached an outline of the Practical Project Management Skills Training (you may have already seen this?) and also a proposal for an "in-house" training course for Didcot Town Council.

- I hope the proposal provides a higher level of "practical" detail and will answer some questions you may have.

- The next step would be to have a call to talk through any questions you may have and agree on a date for the training day.
- If you wanted to send through some tentative date options by email this would also work well.

To answer the questions in your email:

Number of delegates:

The training works best with between 6 and 12 delegates. It is excellent that you suggest 10 - 12 delegates may be attending, as the day proves most effective when a number of delegates from the same organisation can attend together, leading to good discussion around practical application of the tools and techniques shared in the course.

Cost Proposal:

The details are included in the proposal, but in essence, based on £100 per delegate the proposal is for up to 8 delegates the fee is £100 per head. Should there be 9 delegates or more the total fee is £900, which gives you better economies of scale for 10 or more delegates.

Your Training Objectives:

The attached proposal for the training outlines the suggested content, and includes some optional elements. It will be important to understand your desired outcomes from the training so we can discuss and agree how to tailor the training to meet your needs.

I look forward to hearing from you again once you have had the opportunity to read through the details.

Kind regards

Caroline

Caroline Egerton
+44 7802 762811
www.Egerton-Consulting.com

PRACTICAL PROJECT MANAGEMENT SKILLS TRAINING

Learn a great deal in just one day!

"Project Manager" may not be your job title - but we all get involved in Projects!

Enrolling now!

"Practical Project Management Skills"

One-Day Face-to-Face Training Course - Location: Chinnor, Oxon

[Course Overview](#)

Tuesday 9th April - 9.30am - 4pm

£125 per delegates (inc lunch)

Enrol 2 or more delegates for £100 per head

[Enrol Here](#)

Access VIRTUAL Self Guided Training today: [Project Management Tools and Techniques Learning Experience \(thinkific.com\)](#)

ITEM 7 - FOR NOTING
EMPLOYMENT LAW CHANGES

Janet Wheeler

From: Council
Sent: 14 March 2024 09:06
To: Janet Wheeler; Lucy Blake; Mike Blake; Stuart Mundy
Subject: FW: 2024 Contract Updates
Attachments: Contract Update Memo Mar 24.docx; Didcot NJC Zero Hours April 2024.docx; Didcot NJC April 2024.docx

Follow Up Flag: Follow up
Flag Status: Flagged

fyi

Council

Email: council@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk /



This email and its attachments may be confidential and are intended for the above-named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of Didcot Town Council. As a public body, the Council may be required to disclose the content of this email [or any response to it] under the Freedom of Information Act 2000 or the General Data Protection Act 2018, unless the information in it is covered by one of the exemptions in the Act. This email message has been checked for the presence of computer viruses; however, we advise that in keeping with good IT practice the recipient should ensure that the e-mail together with any attachments are checked for viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

From: Personnel Advice and Solutions Ltd <zen44955@zen.co.uk>
Sent: Wednesday, March 13, 2024 12:26 PM
To: Council <council@didcot.gov.uk>
Cc: 'Personnel Advice & Solutions Ltd' <p.d.solutions@zen.co.uk>
Subject: 2024 Contract Updates

Hi Janet

There are a number of employment law changes that come into effect from the 6th April 2024. We are updating your employment documents to include the new entitlements:

- **Flexible working requests.** Employees can now ask to change their hours, start and finish times and location of work from day one of their employment. They can make two requests per annum, and you have to conduct consultation to consider their request.
- **Carers' leave entitlements** providing up to 4 weeks unpaid leave per annum.
- **Paternity Leave** which can be taken as a two week block or to split the two weeks over a 12 month period.
- **Holiday pay.** You can now chose between paying holiday pay when an Employee takes annual leave, or using rolled up holiday pay by adding 12.07% to the weekly wage. This means that the Employee gets their holiday pay throughout the year and then gets nothing when they take their 5.6 weeks leave. This can be an option for part time and fixed term Employees.

Attached are a memo for your staff and your updated employment documents. Our recommendation is to issue two copies of the attached to Employees, including the memo that will explain why the documents are being updated.

We suggest giving staff a week or two to read through the documents and ask any questions they may have. At the end of that period, you need your Employees to return a signed and dated copy to you for your records.

These updates are for use with the contracts we have provided. Please note it is your responsibility to ensure that these updates are issued to staff.

Please contact me if we can help with any questions that arise.

Kind regards

Chris Moses LLM Chartered FCIPD

Personnel Advice and Solutions Ltd

Tel: 01529 305056

Email: p.d.solutions@zen.co.uk

www.personneladviceandsolutions.co.uk

Published research can be viewed at <https://ssrn.com/author=2701127>

Personnel

Advice &

Solutions Ltd

This email and any attachments are confidential and intended for the addressee only. If you are not the named recipient, you must not use, disclose, reproduce, copy or distribute the contents of this communication.

If you have received this in error, please contact the sender and then delete this email from your system.

MEMO

To: All Staff
From:
Date:
Re: Employment Contracts

We are updating your Terms and Conditions of employment, to ensure they are up to date and comply with all recent legal developments.

Enclosed are two copies of the new employment document. It is important for you to be aware that the new document contains no changes to the Terms and Conditions you have been working under, and your continuity of service is unaffected.

They contain updates to the following clauses:

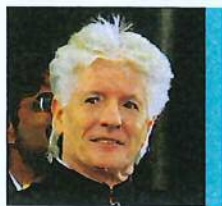
- Flexible working rights.
- Carers' leave entitlement.
- Paternity Leave.
- Holiday pay.

Please read through the documents and if you have any questions, please talk to me about them.

When any questions have been addressed, please sign, date and return one copy by **DATE** at the latest.



D-DAY 80TH ANNIVERSARY BEACON AND LAMP LIGHT LIGHTING CEREMONY



Bruno Peek CVO OBE OPR, Pageantmaster, provides insights into the arrangements for the upcoming D-Day 80th anniversary, and how local councils can actively participate.



D-Day history and commemoration

6 June 2024, marks the 80th anniversary of D-Day and the beginning of Operation Overlord, the most extensive naval, air, and land operation in history, involving the landing of around 156,000 Allied troops in Normandy, with some 130,000 of them touching down on the beaches of Normandy, as they sought to recapture Western Europe from the Nazis.

To honour the bravery and sacrifice of all those who secured the peace and freedom we enjoy today, beacons will be lit around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 9:15pm on 6 June. This will be followed by an event commemorating what is one of the most remarkable achievements in living memory.

We invite all town, parish, and community councils to join us in lighting beacons and hosting events to remember and honour the hundreds of thousands Allied casualties. This includes the nearly 37,000 ground forces and 16,000 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno, and Sword beaches.

Types of beacons

There are four types of beacons being lit for the occasion:

- Bonfire beacon
- Your D-Day 80 Bishops Frome Strawman
- Beacon Brazier
- Gas-Fuelled beacons

D-Day 80 Lamp Light of Peace

For local councils that would like to take part but are lacking resources or land to light a beacon, we encourage the purchase of a reusable 'Lamp Light of Peace'. A very cost efficient and simple way to take part, the lamp's ruby red colour represents the ultimate sacrifice made by brave men and women across the globe, and its flame the 'light of peace' that emerged from the



darkness of war. We would like these lamps to be lit at the same time as the beacons, and once lit for this occasion, they can be re-lit again at 11am on 11 November in 'Remembrance' for many years to come. The Lamps can be purchased and lit by care homes, hospitals, churches, hotels, pubs and families etc, enabling them to be part of this historic commemoration. Please visit <https://lamplightofpeace.co.uk/> for more details.

D-Day 80 Flag of Peace

The Nation will come together at 9am on 6 June to raise the 'Flag of Peace'. I encourage all town, parish and community councils, as well as other organisations, individuals, churches etc to take part in raising the official flag which can be purchased here: <https://newtonnewtonflags.co.uk/shop/>



D-Day 80 Empire Medal Pin Badge

Empire Medals has crafted a beautiful Pin Badge to commemorate D-Day 80, which can be purchased and worn by individuals during the build up to 6 June, and on the day itself. It can also be used as a personal tribute to past family members involved in D-Day and/or WWII as a whole. More information is available at <https://www.empiremedals.com/>.

Promotional tips:

- Extend an invitation to your Lord Lieutenant or local dignitary to light your beacon or lamp and undertake the Nation's Tribute at 9.15pm. Alternatively, organise a competition in partnership with local media, allowing the winner to light the beacon or lamp and deliver the Nation's Toast
- If appropriate - use social media channels to promote your event and post photographs of your beacon lighting ceremony
- Publicise your event. We will provide you with a Press Release template which you can customise. Send it to local media to enable them to get in touch with you directly.

IMPORTANT: All participants with a beacon or D-Day 80 Lamp Light of Peace need to register their involvement by providing the following information via email to brunopeek@mac.com no later than 30 May:

- Name of county
- Name of town, parish, city etc
- Name of contact
- Email
- Beacon
- Lamp Light of Peace
- Public or private event

Ensure you comply with all legal and safety requirements before lighting your beacon or lamp.

Timeline 6 June (British Summer Time):

- **8am** – Pipers playing Highland Laddie from selected locations (as part of D-Day 80 Pipers 80-Day Countdown commencing 18 March)
- **8am** - Town Criers participate in the D-Day 80 Proclamation
- **9am** - Nation comes together to raise 'Flag of Peace'
- **11am** - Schools undertake the Poem for Schools D-Day Heroes
- **6:30pm** – Join our World in Ringing Out for Peace (Central Council of Bell Ringers)
- **8:15pm** – Lamp Lights of Peace are lit on Utah, Omaha, Juno, and Sword beaches in Normandy, France
- **9:10pm** – The sound of bagpipes will grace the capital cities of the United Kingdom - London, Edinburgh, Belfast, and Cardiff just before the beacons ignite (as part of D-Day 80's Tribute to Scottish Piper William (Bill) Millin)
- **9:15pm** – Principal Beacon lighting in the United Kingdom, Channel Islands, and Isle of Man at Portsmouth. All communities in France and the UK are urged to pause and participate in The International Tribute, alongside lighting of beacons and lamps

Further information

For more detailed information, and to view and download the full 'Guide to Taking Part in D-Day 80', from where the above information is shared, please ensure you visit the official website www.d-day80beacons.co.uk.

Prime Minister Rishi Sunak is urging all communities to take part and you will be able to read his message on page 3 in the guide.

All information correct at time of print.

ITEM 9 - PERSONNEL AND ADMINISTRATION COMMITTEE – PROGRESS REPORT

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Feb 2024 meeting	Long Service awards	Funded proposal	Quote received just before the meeting - £368.68 – Committee requested cheaper quotes.
Min 33 – October 2023	Speak to Didcot stakeholders re working with youth	Initial discussion with TRAIN so far	Have spoken to TRAIN charity but next steps need to be clarified – motion for a working group to go to full council
Min 37 – October 2023	Employee Handbook full review	HR consultant to progress in new year	With the consultant – agenda item on employment law changes from 1 st April 2024
Min 37 – October	Review of all employment policies to ensure they complement the handbook	DTC to progress as the employee handbook review is completed	After consultant and P&A Committee approve the draft. On-going.
Min 44 – December	Setting up a Youth Council	Steering group to be set up	Cllr Jennings and Cllr Nohre to progress – motion going to full Council to set up a working group
Min 46 - December	Brief and costs for a self-guided app to promote local facilities	Not yet progressed due to work load	outstanding
November full Council	Motion to ban prizes of live animals on events held on DTC land	Not yet progressed due to work load	outstanding