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23 January 2007

S U M M O N S

MEETING: Personnel Sub Board
DATE: Wednesday, 31 January 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

hinda Edwards

BOROUGH SOLICITOR

MEMBERS OF THE SUB BOARD

The Mayor, Councillor Mrs Cully (ex-officio)
Chairman of P & O Board (Cllr Cully) (ex officio)

Councillor Carter
Councillor Clinton
Councillor Gill

Councillor Hook
Councillor Smith
Councillor Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

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IMPORTANT NOTICE:

- **The Summons, Agenda and accompanying Reports can be provided in large print, on tape, in Braille or in other languages on request**
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AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE
2. ELECTION OF CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006-7
3. ELECTION OF VICE-CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006/7
4. DECLARATIONS OF INTEREST
All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.
5. MINUTES
To confirm the Minutes of the Sub Board meeting held on 20 September 2006 (copy attached)
6. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Sub Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday 29 January 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).
7. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Sub Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday 29 January 2007).
8. A REVIEW OF EMPLOYMENT CONTRACTS IN HOUSING OPTIONS SECTION

To seek approval for the temporary contracts of eight posts in Housing Options Section to be made permanent

Part II

Contact:
Andy Elder
Housing
Services
Manager
Ext 5372

Personnel Sub Board
31 January 2007

9. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER

Part II

To appoint a Review Sub Group to conduct personal review interviews with the Chief Executive and Borough Treasurer

Contact:
Mrs K Inch
Ext 5224

10. EARLY RETIREMENT SCHEME

Part II

To seek adoption of the Council's Early Retirement Scheme and Statement of Policy on Discretionary Payments in view of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the revised statutory redundancy payments scheme.

Contact:
Mrs K Inch
Ext 5224

11. ANY OTHER ITEMS

-which by reason of special circumstances the Chairman considers should be considered as a matter of urgency

12. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

**PART B ITEMS
FOLLOWING THE EXCLUSION OF PRESS AND PUBLIC**

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
13.	EARLY RETIREMENT <i>To seek approval for a request for early retirement.</i>	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public	Part II Ian Lycett Chief Executive Ext: 5305
14.	MANAGERS REMUNERATION <i>To seek approval for the payment of performance increments for three Managers</i>	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public	Part II Ian Lycett Chief Executive Ext: 5201

Agenda item no. 8

Board/Committee:	PERSONNEL SUB-BOARD
Date of meeting:	31 JANUARY 2007
Title:	A REVIEW OF EMPLOYMENT CONTRACTS IN THE HOUSING OPTIONS SECTION
Author:	HOUSING SERVICES MANAGER/SN
Status:	FOR DECISION

Purpose

This report sets out the background as to why eight officers in the Housing Options Section have temporary contracts and why it is now recommended that these contracts be converted to permanent contracts.

Recommendation

That the posts listed below are amended from temporary status to permanent employment contracts:

Post designation	TEAM	JOB TITLE	Funding Stream
HS52B	Supporting People Team	Homeless Support Officer	Hampshire County Council grant
HS55E	Supporting People Team	Homeless Support Officer	
HS52C	Supporting People Team	Homeless Support Officer	
HS55K	Temporary Accommodation	Administration Officer	Temporary Accommodation reasonable charges
HS55H	Temporary Accommodation	Administration Officer	
HS55G	Lettings Team	Housing Options Officer (medical/social assessments)	Existing Housing Budgets
HS55L	Lettings Team	Visiting Officer	
HS55J	Housing Options	Housing Options Officer	DCLG*

*DCLG - Department for Communities & Local Government, additional homeless grant paid to all Council's due to the Statutory Instrument Number 2051. In Gosport's case this is £20,000 per annum.

1. Background

- 1.1 Since at least the year 2000, the Housing Options Service has responded to an increasing customer load through an evolving, and expanding staffing complement. The majority of posts created since 2000 have been funded from external grant sources or through the levying of a reasonable charge (Section 206 Housing Act 1996) on temporary accommodation rent accounts. Six of the eight posts listed above are funded this way.

- 1.2 The nature of grant funding can sometimes mean that only short-term funding is assured. Likewise, at the beginning of new rent accounting systems there is a higher risk that what is expected in terms of income might not be achieved. For these reasons the above posts were initially put on temporary employment contracts, with the intention of reviewing the employment contracts if and when a higher degree of financial security was achieved. It is now the case that a higher degree of financial security has been achieved. This report examines what has changed to now justify the issuing of permanent employment contracts.
- 1.3 Personnel Services have advised that temporary contracts of employment should only be used where they can be justified, for example, where the work required is of a temporary nature, or there is only temporary funding. (This is in accordance with the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which also **now** provide that where employees have been on fixed term contracts for four years or more, the fixed term contract will become permanent unless its continued use can be justified.)
- 1.4 Unison has supported the conversion of these contracts to a permanent status.

2. Report

2.1 Supporting People Team

There have been three stages at which the status of funding has changed. At each stage the funding has become more secure but it is only when the third stage was completed that long-term funding was established. The three stages are set out below.

- Stage 1 (2002 – 2003): Creation of existing team and establishment of future grant level through Transitional Housing Benefit mechanism.

At this stage the future income the team could expect was unknown and accordingly temporary employment contracts were issued.

- Stage 2 (2003 – (2006) Confirmation of grant level and service contract pending review of the service.

At this stage a known future date where the service could be ended was known so funding was properly viewed as temporary.

- Stage 3 (2006 onwards) Confirmation that the service has successfully passed its review and confirmation of ongoing contract circa £130,000 grant per annum.

The long-term funding of this team has now been confirmed (effectively a permanent contract subject to typical service standard controls and strategic relevance; all tests that have been passed). It is now possible to review the employment contracts for those affected.

2.2 Temporary Accommodation Team

The funding of staff posts from income derived from rent accounts is a matter that needs to be risk managed. The reason why these posts in the Temporary Accommodation Team were originally on a temporary contract was because there was a risk that income would not be generated to the extent required. These reasonable charges have been in operation for over two years now. Income from charges on rent accounts has been confirmed to the levels required to fund the posts listed. As such those posts have long-term funding in place and can therefore be changed to permanent contracts.

2.3 Lettings Team

The two posts within this team were originally located in the Housing Options Team but have been transferred to the Lettings Team for operational reasons. Both posts were created using existing Housing Services budgets. The reason these posts were initially classified as temporary was because of the creation of the other eight posts discussed in this report. It was felt that significant risks were being taken in the creation of all of these posts and if one or more funding streams ended there would need to be a rationalisation. Accordingly, other posts created at this time were placed on temporary contracts to ensure all options remained available should one or more funding stream fail.

2.4 Department for Communities & Local Government funded post

The rationale for temporary employment contract set out above in paragraph 2.3 applies equally for this post. The annual grant funding from this source is a total of £46,000, of which:

- £20,000 arises from the Statutory Instrument. The DCLG has stated that as long as the Statutory Instrument remains in force so will this level of funding. The relevant statutory instrument encompasses the expansion of categories of person to whom a council has an accommodation duty under homelessness. There is no foreseeable prospect of this Statutory Instrument being deleted (it represents the most significant change to homeless law since at least 1977)

- £26,000 arising from incentives to deliver preventative advice and reductions in temporary accommodation. Clearly there are conditions attached to this component of the funding which have to be met each year. The majority, but not all of this money is used for external agency grant funding.

The direct employment costs of this post are £22,896 (2006/07). As can be seen, £20,000 is effectively assured in the long term and the residual is met from the second component of the funding. Given the low residual funding required (£2,896) from yearly funds it is recommended that this post also be converted to permanent employment contract.

- 2.5 It is becoming increasingly difficult to attract and retain high quality staff in the Housing Options team as we are unable to provide people with reasonable security of employment, on a similar basis to the majority of other staff in the Council. Staff on temporary contracts are also disadvantaged in the housing market as they are unable to secure mortgages due to the insecurity of their employment with the Council.
- 2.6 It is felt, taking into account all the competing issues, that it is both fair and reasonable to convert these posts to permanent positions.

3. Risk Assessment

- 3.1 When assessing whether a post should be either permanent or temporary a number of issues need to be considered by the Council. The likelihood of on-going funding to support a post is considered alongside our legal obligations and the ability to be able to recruit and retain high quality staff.
- 3.2 The funding streams which support the posts in the Housing Options team are better secured than in the past.
- 3.3 All but one of the officers who will be affected by the proposed change to their employment status have been employed by the Council for more than 2 years already. They are now entitled to full employment protection in the same way as if they were permanent. They can claim unfair dismissal if their employment is terminated, this applies to all staff after 1 years' continuous employment. They can also be entitled to redundancy payments after 2 years' continuous employment, with the obligation on the Council to look for suitable alternative employment for redeployment purposes should the employment come to an end.

4. Conclusion

- 4.1 This Council has followed a prudent course since 2000 in providing temporary employment contracts due to the risk factors associated with some posts in the Housing Options team.

- 4.2 It is now reasonable that the staff responsible for the development of a high quality homelessness prevention service, acknowledged by the Hampshire County Council Supporting People recent accreditation and review of the service, should now be given permanent contracts of employment.

Financial Services comments:	The proposed conversion of the contacts from a temporary to permanent basis is unlikely to result in any significant increase in financial risk exposure. This is due to both the new legislation relating to Fixed -Term Contracts and the more secure external funding outlook.
Legal Services comments:	None for the purposes of this report
Service Improvement Plan implications:	The Homelessness Review and Action Plan aims to achieve a break-even temporary accommodation strategy
Corporate Plan	None
Risk Assessment	As set out in Section 3 of the report
Background papers:	REVIEW OF THE GOSPORT HOMELESS CUSTOMERS SUPPORT TEAM, June 2003 Housing Board.
Appendices/Enclosures:	None
Report author/Lead Officer:	Andy Elder / Steve Newton

Agenda item no. 9

Board/Committee:	PERSONNEL SUB-BOARD
Date of meeting:	31st JANUARY 2007
Title:	REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER
Author:	HEAD OF PERSONNEL
Status:	FOR DECISION

Purpose

In accordance with National Conditions of Service for Chief Executives of Local Authorities, there should be an annual performance appraisal, conducted by senior representatives of the Council. Personnel Sub-Board have authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Borough Treasurer.

Recommendation

That the Sub-Board appoint a Review Sub-Group to conduct a personal review interview with the Chief Executive and with the Borough Treasurer.

1. Background

- 1.1** National Conditions of Service for Chief Executives of Local Authorities provide for an annual performance appraisal for the setting of both general and specific objectives for the year ahead, and review of performance in achieving previously set objectives. The focus of the process should also be on clarifying what the Chief Executive is expected to achieve and identifying any continuing personal development needs to maintain a high level of performance.
- 1.2** The setting of objectives should be by consensus between the Chief Executive and senior representatives of the Council appointed for the purpose.
- 1.3** There is no requirement for such formal interviews for Directors, whose performance is reviewed by the Chief Executive. However, the practice of carrying out informal interviews for Directors has been welcomed by both Members and the Officers themselves for a number of years.
- 1.4** The former Chief Executive's performance was reviewed on 7th March 2006 by a Sub-Group consisting of Councillors K.

Gill, A. Hayward and D. Wright. The Sub-Group interviewed the Borough Treasurer and Deputy Chief Executive prior to the Chief Executive's review.

2. Report

- 2.1** The Borough Treasurer's informal meeting with Members would normally be arranged after his formal review with the Chief Executive.
- 2.2** The Chief Executive's personal review interview would then normally take place following Members' meeting with the Director.
- 2.3** The Action Plan previously agreed with the former Chief Executive, together with a submission from the current Chief Executive, will be used as the basis for the interview, which will be arranged for March or April, once a Panel has been nominated.

3. Risk assessment

- 3.1** It is important that annual reviews are carried out so that the Chief Executive and Borough Treasurer are aware of what is required of them, and have any training or development needs identified, with resources made available to meet such needs.
- 3.2** Failure to carry out an annual appraisal of the Chief Executive's performance is a breach of the conditions of service for that officer.

4. Conclusion

- 4.1** The annual appraisal interviews for the Chief Executive and Director are due in March/April.
- 4.2** The Sub-Board are invited to nominate senior representatives to undertake those interviews.

Financial implications:	None
Legal implications:	None
Service Improvement Plan implications:	The appraisal interviews enable S.I.P. to be discussed and assessed
Corporate Plan:	Actions agreed should be directly related to the Corporate Plan
Risk Assessment:	Paragraph 3
Background papers:	National Conditions of Service for Chief Executives of Local Authorities
Appendices/Enclosures:	
Report author/Lead Officer:	Kathy Inch

AGENDA ITEM NO. 10

Board/Committee:	Personnel Sub-Board
Date of Meeting:	31st January 2007
Title:	Early Retirement Scheme
Author:	Chief Executive
Status:	FOR DECISION

Purpose

To advise the Committee of the necessity to update the Council's Early Retirement Scheme and Statement of Policy on Discretionary Payments in view of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the revised statutory redundancy payments scheme, and seek approval for the revised Scheme and Statement of Policy.

Recommendation

That the Committee approve the adoption with immediate effect of the revised Early Retirement Scheme and Statement of Policy on Discretionary Payments attached hereto as Appendix A.

1 Background

- 1.1 The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 took effect from 1st October 2006. Changes have also been made to the statutory redundancy payments scheme under the Employment Rights Act 1996 consequent on the introduction of the Employment Equality (Age) Regulations 2006.
- 1.2 As a result of these changes, it is necessary to review and update the Council's Early Retirement Scheme, and Statement of Policy on Discretionary Payments, to ensure compliance with the law.
- 1.3 Further Regulations will follow setting out the "new look" Local Government Pension Scheme, as a result of which it may be necessary to further revise the Scheme and Policy Statement.

2 Report

- 2.1 The changes made to the statutory redundancy pay scheme are as follows:

Upper and lower age limits for right to statutory redundancy pay

removed

Final year "taper" removed

For redundancies on or after 1 October 2006, amounts are calculated on the following basis:

Up to age 21 – 0.5 weeks' pay for each completed year of service

22-40 years of age – 1 week's pay for each completed year of service

41+ years of age – 1.5 weeks' pay for each completed year of Service

Maximum length of service which may be taken into account – 20 yrs

Maximum payment – 30 weeks

Maximum amount of payment - £290 per week

- 2.2 The new Regulations cover situations of redundancy and also early retirements in the interest of efficiency of the service, and provide as follows:

Retain the discretionary power to waive the weekly pay ceiling of the statutory amount so that redundancy can be calculated on actual pay, A discretionary power to award a one-off lump sum of up to 104 weeks' pay inclusive of any statutory redundancy payment (this was previously limited to 66 weeks)

Remove the power to award added years (this was previously able to be applied to those in the Pension Scheme aged 50 or over).

- 2.3 The Regulations require that a policy be developed and published including the criteria to be taken into account in determining compensatory payments.

- 2.4 The Council's current policy includes:

Use of actual week's pay rather than statutory redundancy payment, Up to 66 weeks' pay for redundancy/efficiency retirements for those under 50,

Maximum 30 weeks' pay (redundancy only) and compensatory added years OR up to 66 weeks' pay and no added years for those aged 50 or over,

Calculation of added years on the basis of 1 year for each 5 years of service pro rata up to maximum of 10.

2.5 **Proposals for revised policy**

- 2.5.1 It is clear from the Regulations that we can no longer differentiate on the basis of the age of employees except in redundancy situations where the statutory redundancy calculator provided by the Department of Trade and Industry has been deemed by the Government to be permitted under the EU Directive on Age.

- 2.5.2 We can no longer use compensatory added years (after 31st

March 2007), but we can augment service in the Pension Scheme, since this was already embodied in our policy, by a maximum of 6 2/3 years for employees of any age where employment is terminated early by reason of redundancy or early retirement in the interests of efficiency of the service (or where a joint appointment is terminated).
(It is understood that compensatory added years may be re-introduced by the new Regulations.)

2.5.3 It is therefore recommended that the revised policy includes the following:

Continued use of actual week's pay for calculation

Augmentation of service up to 6 2/3 years used as an alternative to the lump sum (or part of it) for those in the Pension Scheme depending on individual circumstances (to avoid any unlawful discrimination)

In order to ensure transparency and compliance with the law in situations of redundancy, use a multiplier of 3.45 related to the statutory scheme with the maximum amount of compensation being 104 weeks (including statutory redundancy payment)

Continue current policy of not offsetting statutory redundancy payment against pensions or lump sums.

For efficiency cases (where legal protection would not apply if payments were related to the statutory redundancy scheme), consider the merits of each case, with the same maximum number of weeks' pay as applies in redundancy cases, taking into account:

- Overall reasonableness including the benefits to the Council tax payer by the employee leaving the Council's service
- Direct financial savings to be incurred by the employee leaving the Council's service
- The loss to the employee
- Employee relations considerations

2.6 Attached as Appendix 'A' is a draft Early Retirement Scheme and Statement of Policy on Discretionary Payments.

2.7 At Appendix 'B' is a note of the proposals on how payments will be calculated.

2.8 The Council's Local Joint Staff Committee meeting on 17th January 2007 approved the documents and recommended them to the Sub-Board for adoption.

3 Risk Assessment

3.1 The updating of the Council's policies ensures compliance with current

legislation, thus eliminating the risk as far as possible of any legal challenge.

- 3.2 The use of such policies provides the Council with the opportunity to compensate staff where there is a need for redundancy or early retirement in the interests of the efficiency of the service.

4 Conclusion

- 4.1 Changing Regulations require the updating of the Council's policy on early retirement, and the statement of policy on discretionary payments.
- 4.2 The revised policy incorporates the changes, still maintaining the ability to compensate staff for early termination of employment.

Financial Services comments:	There are no direct financial implications. The increased flexibility proposed may assist in achieving future efficiency savings.
Legal Services comments:	
Service Improvement Plan implications:	
Corporate Plan:	Assists with "Performance" and "People" elements of Corporate Plan
Risk Assessment:	Paragraph 3
Background papers:	South East Employers advice on revised Regulations
Appendices/Enclosures:	
Appendix 'A'	Draft Early Retirement Policy and Statement of Policy on Discretionary Payments
Appendix 'B'	Note on calculation of Discretionary Payments
Report author/Lead Officer:	Kathy Inch

GOSPORT BOROUGH COUNCIL

**EARLY RETIREMENT SCHEME AND
STATEMENT OF POLICY ON DISCRETIONARY PAYMENTS**

This statement is produced in accordance with Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. The Policy will be kept under review.

The Council keeps under review the level of public expenditure and particularly the largest single budget which relates to salaries, wages and employee related expenses.

Discretionary powers are available to the Council to compensate staff for loss of employment through redundancy or in situations where this is in the interests of the efficiency of the service. In exercising these discretionary powers, the Council will ensure that this is workable, affordable and reasonable, having regard to the foreseeable costs, and to the extent to which such exercise could lead to serious loss of confidence in the public service.

Each case will be considered by the Council's Personnel Sub-Board, who will have before them full details of the financial implications of any proposal, which must be capable of being met within existing approved budgets, and must be in the Council's interests. Each case will be considered on its merits, considering the overall reasonableness, savings to be made, and the loss suffered by the employee. In redundancy situations, the amount of compensation will be related to the DTI redundancy pay calculator, with a multiplier of

The Council will:

- Calculate any enhanced redundancy or compensation payment using actual week's pay, in accordance with Regulation 5
- Allow those who are members of the Local Government Pension Scheme to convert compensation payments into additional pensionable service, in accordance with the augmentation provisions, subject to a maximum of 6 2/3 years and to this being cost-neutral.

The Council can consent to immediate payment of benefits to an employee who requests this and retires voluntarily after age 55 from 2010 (age 50 up to that date) provided that the Council's Personnel Sub-Board considers that it is in the Council's interests to do so, and having regard to the Pension Fund's charge for early retirement being met within the existing approved budgets.

The Council can pay preserved benefits without reduction to an ex-employee over age 55 on compassionate grounds provided that the Council's Personnel Sub-Board, at its sole discretion, approves such action taking into account all the circumstances.

There is no policy to share the cost of additional voluntary contributions. Augmentation of service in the Scheme can apply to a member of staff of any age on redundancy or early retirement only.

The Council does not offset statutory redundancy payments against pension or lump sum payments.

EARLY AND FLEXIBLE RETIREMENT SCHEME

The Council accepts its responsibility to continually review the level of public expenditure and particularly the largest single budget which relates to salaries, wages and employee related expenses.

In keeping with good employer practice, the Council has developed an early retirement scheme which helps facilitate the needs of the Council whilst preserving the individual rights of staff. The Trade Unions have played a key role in establishing the scheme and are closely involved in the process to ensure fairness.

The scheme enables the Council to objectively review service provision, organisation structure and staffing levels, to ensure value for money and optimum use of resources for the good of the public it serves. For staff, the scheme offers an opportunity to review their personal circumstances and provides benefits to compensate them where employment is ended.

Flexible Retirement

Flexible retirement is a means by which consideration can be given, where appropriate, to arrangements short of retirement thus enabling a gradual transition for the employee, with the opportunity for the Council to retain valuable knowledge and experience which can continue to be utilised and passed on.

This could be by reducing hours of work, by transferring to different work, dealing with a specific project, and/or supporting and coaching a new employee.

Where an employee would like consideration given to a reduction in working hours, the Procedure for Requesting More Flexible Working should be used. Where different duties or special project work is to be considered, this should be discussed with the line manager in the first instance. If the duties and responsibilities are to change substantially and for a period extending beyond a few months, the appropriate grade will be applied using the Job Evaluation Scheme.

Staff considering early retirement, or nearing retirement, are encouraged to attend a pre-retirement course. Details are available from the Personnel team.

Early retirement in the interests of efficiency

Where it would be in the interests of efficiency of the service for an employee to retire early (from age 55), and re-deployment is not possible or appropriate, a Manager may approach the employee, or an employee may make a request to their Manager, that early retirement be considered.

In such cases, subject to it being in the Council's interest and the additional cost being met within the existing approved budgets, the Council's Personnel Sub-Board can approve early retirement with compensation. The amount of compensation (which is subject to a statutory maximum) will be determined having regard to the overall reasonableness including benefits to the Council tax payer, the direct financial savings to be made and the loss to the employee, together with general employee relations considerations.

DISCRETIONARY PAYMENTS/EARLY RETIREMENT SCHEME

Where the employee is a member of the Local Government Pension Scheme, consideration can be given to converting the lump sum to additional service, subject to a maximum of 6 2/3 years and to this being cost-neutral.

Re-employment after retirement

Whilst staff will not normally be re-employed after retirement, it can be mutually beneficial for casual work to be undertaken where it is available. This involves work of a casual call-in nature, with no guarantee of work being offered and no obligation to agree to the request, for example to provide cover for an absent employee. The rate of pay would depend on the work being undertaken.

General

Staff are encouraged to discuss their future, particularly when considering early retirement, with their Manager. General advice about the scheme can be given by Personnel Services or Pay and Administration. Trade Union members are advised to seek guidance and assistance through their Trade Union Representative.

Any loans made by the Council to the employee must be repaid in these circumstances.

GOSPORT BOROUGH COUNCIL

DISCRETIONARY PAYMENTS

1. REDUNDANCY PAYMENT CALCULATIONS

Redundancy pay will be based on the actual weekly rate of pay, and on age and continuous service in local government, mirroring the statutory scheme with a multiplier of 3.45.

A maximum of up to 104 weeks' pay will apply (including any redundancy pay). The maximum to be used in **very exceptional** circumstances only.

Staff in LGPS can convert lump sum (or part of it) (excluding statutory redundancy pay) to augment service up to a maximum of 6 2/3 years.

2. EFFICIENCY PAYMENTS

A maximum of up to 104 weeks' pay (including any redundancy pay).
The maximum to be used in **very exceptional** circumstances only.

Payment will be based on the actual weekly rate of pay at the date of termination, and will be determined having regard to the merits of each case:

- Overall reasonableness including benefits to Council tax payer by the employee leaving the Council's service
- Direct financial savings to be incurred by the employee leaving the Council's service
- Loss to the employee
- Employee relations considerations

Those in LGPS have option of converting lump sum (or part of it) (excluding any statutory redundancy pay) to augment service up to maximum of 6 2/3 years.

3. AUGMENTATION

Maximum 6 2/3, dependent on the loss suffered by the employee for the loss of employment.

Augmentation to apply to a member of staff of any age but only in circumstances of redundancy or early retirement.

Discretionary Payments

Each circumstance to be considered on its merits, related to the loss incurred by the employee, but with a fair and equitable approach and no unlawful discrimination.