



SOLIHULL METROPOLITAN BOROUGH COUNCIL PAY POLICY STATEMENT – 2019

1. Introduction and Purpose

1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out Solihull Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding those working in local authority schools) by identifying:

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the Remuneration Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to Full Council.

1.2 For the purpose of this document:

‘Workforce’ is defined as all Local Authority employees, excluding those working in schools.

‘Full Council’ is a formal meeting to which all 51 members of the Council are invited and is the body that approves the Council’s major plans and policies which are implemented by the Cabinet.

1.3 The ‘Chief Officers’ referred to in this statement are detailed in paragraphs 7.1a) –7.1c).

1.4 Once approved by Full Council, this policy statement will come into immediate effect and will be reviewed annually in accordance with the relevant legislation prevailing at that time. The Pay Policy Statement may be amended during the course of a financial year to reflect changes or developments in the Council’s pay policy. However, any amendments will only be made by resolution of Full Council. Any amended statement will be published as soon as is reasonably practicable.

2. Legislative Framework

2.1 In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part-time Employment (Prevention of Less Favourable Treatment)

Regulations 2000, The Agency Workers Regulations 2010 and, where relevant, the Transfer of Undertakings (Protection of Employment) Regulations.

- 2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality-proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
- 2.3 In accordance with the Equality Act 2010 the Council published its Gender Pay Gap Report based on pay information as at 31 March 2018. The report has to be published no later than 31 March each year.

3. Accountability and Decision Making

- 3.1 In accordance with the Constitution of the Council, the Remuneration Committee is authorised to determine any activity within its terms of reference, the parameters of the Pay Policy and the budget framework agreed by the Council. The full Terms of Reference of the Remuneration Committee are shown at Appendix B.

4. Pay Structure (see also Section 6)

- 4.1 The pay of Chief Officers is referred to in paragraph 7.1.
- 4.2 The Council currently (2017–18) uses the nationally negotiated pay spine as the basis for its local grading structure. Points 7-49 of the pay spine are determined nationally and points 50-76 were determined locally in April 2000, as part of the Single Status Collective Agreement.
- 4.3 The Council remains committed to adherence with national pay bargaining in respect of the national pay spine. The second year of a two year pay deal will be implemented in 2019. From 1 April 2019 the Council will introduce the new national pay spine; employees on the new scale points 1 to 6 (compressed from the previous scale points 7 to 17) will receive a pay increase ranging from 4.6% to 7.3%. Employees on new scale points 7 to 22 will receive increases ranging from 2.5% to 3.6%. This will create even increments of 2% between the new scale points 1 to 22. Employees on scale points 23 and above will receive an increase of 2%. Following the agreement of the new pay spine the nationally agreed points will be 1 – 43, with points 44 -70 determined locally. The locally agreed points will be increased in accordance with NJC Cost of Living Pay awards. This revised pay spine (see Appendix C) applies to the majority of the workforce. The Council is consulting with the Trade Unions on a revised grading structure based on the national pay spine.
- 4.4 There are two groups of staff (excluding Chief Officers) who are not covered by the pay structure shown at Appendix C. They are those staff who transferred into the Council and whose pay is protected in law under the Transfer of Undertakings (Protection of Employment) or who have historically been paid under Soulbury* terms and conditions.

**The Soulbury Committee was established in 1948 to provide voluntary collective bargaining machinery for advisory staff in local education authorities. The Council employs 2 staff members who are employed in accordance with Soulbury Terms and Conditions. In addition to the annual pay discussions, this Committee determines the national salary framework.*

- 4.5 In determining its grading structure and setting remuneration levels for all posts, the Council has taken account of the need to ensure value for money in respect of the use of public resources. This is balanced against the need to attract, retain and motivate competent and talented staff on a sustainable basis to deliver the required public services.
- 4.6 All pay related allowances paid as a means of remuneration for non-standard working patterns, are the subject of either nationally or locally negotiated rates, having been determined from time-to-time in accordance with collective bargaining machinery and/or as determined by Council policy.
- 4.7 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the most suitable candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capability. The Market Forces policy was agreed by the Remuneration Committee in January 2013.
- 4.8 Where necessary, the Council ensures the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the Local Government Sector.

5. Incremental Progression

- 5.1 There is no automatic progression through the incremental salary scale. Progression within the relevant grade is subject to achieving challenging objectives and routinely demonstrating corporately determined behavioural qualities, which are agreed in advance by managers and assessed annually. Any salary progression is dependent upon there being demonstrable evidence of achieving performance improvements and delivering defined targets.
- 5.2 The Council's Performance and Development Review (PDR) Framework provides the means of recognising and valuing the individual contribution of every employee within the organisation. The framework is designed to be a motivator of performance, reward high achievement and support continued career development. This scheme aims to support and maximise the potential of our workforce and is an enabler of the way we need to work to support the Council's purpose, to be an organisation that improves lives by delivering great services.
- 5.3 Refinements continue to be made to the 'Scheme Guidance' and 'Employee and Manager Responsibilities' so everyone is clear on what to expect as an employee and also their role in making PDR a meaningful experience. PDR has been recognised as one of the core pillars of mandatory competencies for managers, that is underpinned by the requirement for every manager's training

in this area to be refreshed every three years either through undertaking the core training or being assessed as competent in this professional area of expertise.

- 5.4 The framework enables every employee to:
- understand what is required of them in their role;
 - understand how their daily work and objectives link to performance plans and the Council's key priorities;
 - receive constructive feedback on their performance;
 - understand what is expected of them and what they can expect of each other as well as how their behaviours impact on others;
 - explore and agree their development needs and options.
- 5.5 As part of the Performance and Development Review Framework the maximum award an employee can receive is one increment. Where employees are at the top of their grade, a non-consolidated award that is equivalent to one increment can be paid. These awards are only made to employees who deliver strong performance and are exemplary in displaying the Council's behaviours. In 2018, 303 employees (12.83% of employees assessed) received this award.
- 5.6 From the Chief Executive down to first-level line managers, objective setting and measurement are part of the day-to-day skills of managing people. A programme of coaching and training has been established to support any employee who is required to review the performance of others. This is aimed at ensuring honest and regular feedback becomes the foundation of any performance conversation, and that all employees are treated fairly, equally and consistently.

6. Senior Management Hierarchy

Position	Salary Grade
Chief Executive	Chief Executive
Director of Resources and Deputy Chief Executive	Deputy CE
Director	Director 1
Director	Director 2
Assistant Director	AD
Head of Service	Band J
Head of Service	Band I

7. Senior Management Remuneration

- 7.1 For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act.

The posts falling within the statutory definition are set out below together with salaries effective from 1 April 2019 :

a) Chief Executive

The salary for the post is £154,950. The salary falls within a range of three incremental points between £147,255 and a maximum of £154,950.

Additional payments were made for Returning Officer duties. The Returning Officer fees are determined by Statutory Instrument and paid by the Cabinet Office for all National and European elections, rather than by the Council.

In 2018 a payment of £2,108 was made in respect of the 2016 Police and Crime Commissioner Election. This payment represents the outstanding balance due of 25%.

The duties of the Returning Officer are detailed in Appendix A.

b) Director of Resources and Deputy Chief Executive

The salary for the post is £131,602. The salary of the post falls within a range of three incremental points between £125,234 and a maximum of £131,602.

c) Directors and Corporate Leadership Team Members

Grade	No. of Posts	Salary Range (£)
Director 1	3	116,515 – 122,294
Director 2	1	90,977 – 97,338

(Details of the Council's Corporate Leadership Team are provided in Appendix A.)

Other Directors

Grade	No. of Posts	Salary Range (£)
Assistant Director	11	81,471 – 86,914

d) Other Officers (Heads of Service and/or reports to a Director)

Post	No. of Posts	Salary Range (£)
*Consultant in Public Health, Adult Health & Wellbeing	1	73,870 – 76,771
Head of Service Band J	21	69,856 – 73,870
Head of Service Band I	14	60,688 – 63,734
Other staff reporting to Directors	2	47,536 – 57,657
	1	41,675 – 51,587
	1	33,799 – 42,683
	5	28,785 – 35,934
	1	21,166 – 29,636

* Temporary position (appointed on a fixed term contract).

The salaries quoted in section 7.1 are effective from 1 April 2019.

The Council is the 'host' employer for three regional roles graded Head of Service and above. These are: WMCA (West Midlands Combined Authority) Programme Lead for Skills Employment and Productivity (Assistant Director grade), PVVP (Preventing Violence against Vulnerable

People) Programme Manager (Band J) and System Support Manager for the regional Future Social Work Programme (Band I).

8. Recruitment of Chief Officers

- 8.1 When recruiting to all posts, the Council takes full and proper account of its own Recruitment and Equality & Diversity policies.
- 8.2 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of market forces supplements in accordance with its relevant policies.
- 8.3 Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

9. Additions to Salary of Chief Officers

- 9.1 The Council does not apply any bonus payments to its Chief Officers.

10. Payments on Termination

- 10.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, (within the terms of the Local Government Pension Scheme) is set out within its policy statements in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2008 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2008 (amended for the 2014 changes to the Pension Scheme). These statements are shown in Appendix D.
- 10.2 In cases where severance payments are over £100,000, Full Council approval is required. Currently, all severance packages, where the total cost exceeds the annual salary (plus on-costs), require the agreement of Remuneration Committee members (the Director of Resources and Deputy Chief Executive has delegated authority to approve these after consultation with members of the Remuneration Committee). Any severance packages above £100,000 are considered by the Remuneration Committee prior to being presented to Full Council.

11. Publication

- 11.1 Upon approval by the Full Council, this statement will be published on the Council's Website. In addition, for posts where an employee reports to the Chief Executive, the Council's Annual Statement of Accounts will include a note setting out the total amount (gross) of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses;
- any compensation for loss of employment and any other payments connected with termination;
- any other emoluments;
- total remuneration.

12. Lowest Paid Employees

12.1 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement. The lowest paid Council employees are those on Band A (£17,364 – 18,065 per annum).

The National Living Wage will increase from £7.83 to £8.21 per hour from 1 April 2019. This equates to a minimum annual salary of £15,839.

12.2 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector (2010)'. The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. One of the key drivers behind the use of the multiple was concern due to the growth in the pay of senior managers and, specifically, in relation to the rest of the workforce. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median salary of the whole of the authority's workforce.

12.3 The pay levels with effect from 1 April 2019 within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:8.6 based on the top of the salary band. In last year's Pay Policy Statement the multiple was 1:9.4 (based on April 2017 rates). The median salary (based on April 2018 rates is £25,463 and the multiple between the median full time equivalent earnings and the Chief Executive is 1:6. This is a reduction from 1:6.2 in 2017.

12.4 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information, as appropriate.

12.5 The Council employs Apprentices who are engaged on a training contract. The salary paid to these employees does not fall within the nationally negotiated pay spine and they are not included within the definition of 'lowest paid employees'.

13. Trade Union Facility Time

- 13.1 The Council plans to spend £58,011 on Trade Union facility time during 2018/19 (based on current salary scales). This represents 0.07% of the total salary bill, a figure that is unchanged from 2017/18.
- 13.2 Solihull Council currently charges Trade Unions for administering the deduction of membership subscriptions from employees' pay.
- 13.3 The Trade Union (Facility Time Publication Requirements) Regulations came into force on the 1 April 2017. The regulations place a legislative requirement on relevant public sector bodies to collate and publish, on an annual basis, a range of data on the amount and cost of facility time provided to trade union officials. In accordance with the Regulations the Council published the first set of information for the period 1 April 2017 to 31 March 2018. The information is published on the council's web site, in addition to the central government website no later than 31 July each year.

The Corporate Leadership Team

Solihull Council employs approximately 2,900 employees (excluding schools), has a proposed annual revenue budget for 2019/20 of £142.5 million (indicative) and provides a wide range of public services to 214,000 residents.

The Corporate Leadership Team is responsible for managing the activities of the Council's workforce and for advising elected members on the potential implications of their decisions. By law, senior Council employees are not allowed to participate in any party political activity.

The team consists of a:

Chief Executive

Director of Resources and Deputy Chief Executive

Director of Managed Growth and Communities

Director for Adult Care and Support

Director for Children's Services and Skills

Director of Public Health

An outline of the responsibilities of the roles of the Corporate Leadership Team is provided below.

Chief Executive

The Chief Executive is the Senior Officer who leads, and takes responsibility for, the work of the paid staff of the Council. The role of Chief Executive is a full-time appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointed by Full Council.

The Chief Executive works closely with elected members to deliver:

- Leadership - working with elected members to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams.
- Strategic Direction - ensuring all staff understand and adhere to the strategic aims of the Council and follow the direction set by the elected members.
- Policy Advice - acting as the principal policy adviser to the elected members of the Council to lead the development of workable strategies which will deliver their political objectives.
- Partnerships – supporting the leadership and development of strong local and regional partnership working to achieve improved outcomes and better public services for local people.
- Operational Management - overseeing financial and performance management, risk management, people management and change management within the Council.

Director of Resources and Deputy Chief Executive (Section 151 Officer)

The Director of Resources and Deputy Chief Executive is responsible for all the Corporate Services of the Council. He also undertakes the Chief Executives' duties in his absence. As the Council's nominated Section 151 Officer, the Director has statutory responsibility for ensuring the financial health and probity of the Local Authority. As well as deputising for the Chief Executive they also lead the Council's strategic approach to financial planning and management; council tax and business rates collection and benefits administration; facilities and asset management; strategic land projects; Human Resources and information and communications technology.

Following the deletion of two Director posts in 2015, this post now has responsibility for Democratic Services (including Monitoring Officer responsibility), Legal, Equality and Diversity, Corporate Performance, Policy and Information, Organisational and Workforce Development, Corporate Procurement, Audit, Communications, Business Intelligence and Improvement and financial responsibilities for Solihull Community Housing.

Director of Managed Growth & Communities

The Director has overall responsibility for all services associated with: place shaping; managing the environment, public protection, neighborhood services; transport and highways; regeneration; promoting the economy and sustainable growth, and development in the Borough. The Director also has lead responsibility for the UK Central Programme. Following the Council's Functional Review, this post now has responsibility for community related services, Libraries, Information and Arts Services, Customer Services, Community and Voluntary Sector Relations/Solihull Partnership and Homelessness.

Director for Adult Care and Support

The Director is responsible for providing strategic leadership in the planning, commissioning and provision of Social Care services for older people, those who are suffering mental health problems or have disabilities, and protecting those who are vulnerable, from harm. The Director is also responsible for leading on the support that people require enabling them to live independently.

Director for Children's Services and Skills

In accordance with the statutory guidance, the Director of Children's Services and Skills is responsible for safeguarding and promoting the welfare of children within the Borough, promoting the upbringing of such children by their families and ensuring the provision of a range and level of services appropriate to their needs, including education, undertaking the functions of the Council as Head of the Adoption Agency and employment and skills.

Director of Public Health

The Director of Public Health has overall responsibility for the health of the people of Solihull, for health improvement and the reduction of health inequalities, and for providing strategic leadership in the development and commissioning of public health programmes and services.

Role of the Returning Officer

The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer who is appointed by the Council, under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one of a personal nature, and distinct and separate from their duties as an employee of the Council.

The Returning Officer is responsible for:

- the nomination process for candidates and political parties;
- provision and notification of polling stations;
- appointment of Presiding Officers and polling clerks;
- appropriate administration and security of polling stations;
- preparation of all ballot papers;
- the actual count and declaration of results;
- issue, receipt and counting of postal ballot papers;
- all candidates' election expenses returns;
- presentation of final account;
- reclamation of funding from external bodies, as prescribed.

**Remuneration Committee
Terms of Reference**

Terms of Reference

(Revised December 2018)

Authority

The Committee is authorised to determine any activity within its Terms of Reference and within the parameters of the Pay Policy and budget framework agreed by Council.

Duties

1. To formulate and recommend to Council a Pay Policy for the remuneration of the Chief Executive, Directors and Heads of Service, having particular regard to the Council's strategic objectives, equality duties and the need for transparency of process.

Within the terms set out in the Pay Policy agreed by the Council:

2. To consider and approve severance payments to any member of staff subject to the following:
 - I. Where the total severance cost is less than the annual cost of the post, the Director of Resources & Deputy Chief Executive has delegated authority to approve the severance cost.
 - II. Where the cost exceeds the annual cost of the post but is less than £100,000, delegated authority is granted to the Director of Resources & Deputy Chief Executive to approve the severance cost, after consultation with members of the Remuneration Committee and after receiving confirmation that a majority of members of the Committee support the decision. Any severance payments agreed under this provision will be reported in the public part of the next Remuneration Committee meeting.
 - III. Severance cases which exceed £100,000 require the approval of Full Council.
3. To consider and, where appropriate, approve all requests for market forces payments for a period of up to three years and review ongoing need.
4. To advise on the Council's position with regards to proposals relating to nationally agreed pay awards.
5. To undertake reviews of relevant pay markets as and when required, and judge where to position Solihull Council in relation to other local authorities, taking into account what they are paying, relative performance and affordability.
6. To approve changes to employee benefits that do not require an amendment to the Pay Policy.
7. To ensure that all provisions regarding disclosure of remuneration are fulfilled.

Membership

The membership of the committee will be subject to "political balance" requirements and includes:-

- The Leader of the Council (Chair)
- The Deputy Leader of the Council (Deputy Chair)
- Five other nominated elected members
- An Independent Local Business Leader (Co-opted Non-Voting member)

The Director of Employment Services (West Midlands Councils) shall normally be in attendance to advise the Committee.

Quorum

No business shall be transacted unless five members of the Committee are present, including the Chair or Deputy Chair.

Frequency of Meetings

The Committee shall meet at least twice annually, but otherwise as required. The Chair may convene a meeting at any time.

Reporting

The decisions of the Remuneration Committee meetings, other than those requiring the approval of full Council, shall be reported to the Council for information.

REVISED PAY SPINE AND BANDINGS

New Spinal Point		Salary 2019/20.		New Spinal Point		Salary 2019/20.	
		£				£	
	1	17,364			39	41,675	
	2	17,711	A		40	42,683	
B	3	18,065			41	43,662	
	4	18,426			42	44,632	
	5	18,795			43	45,591	
	6	19,171			44	46,525	G
	7	19,554			45	47,536	
	8	19,945			46	48,552	
	9	20,344	C		47	49,560	
	10	20,751			48	50,570	
	11	21,166			49	51,587	
	12	21,589		H	50	52,594	
	13	22,021			51	53,610	
	14	22,462			52	54,622	
	15	22,911			53	55,630	
	16	23,369			54	56,642	
	17	23,836			55	57,657	
	18	24,313			56	58,668	
	19	24,799			57	59,677	
D	20	25,295			58	60,688	
	21	25,801			59	61,705	I
	22	26,317			60	62,712	
	23	26,999			61	63,734	
	24	27,905			62	64,742	
	25	28,785			63	65,750	
	26	29,636			64	66,760	
	27	30,507			65	67,828	
	28	31,371			66	68,838	
	29	32,029	E		67	69,856	
	30	32,878			68	70,870	J
	31	33,799			69	72,068	
	32	34,788			70	73,870	
	33	35,934					
	34	36,876					
F	35	37,849					
	36	38,813					
	37	39,782					
	38	40,760					

**LOCAL GOVERNMENT PENSION SCHEME POLICY STATEMENT
1st APRIL 2014**

Policy Statement for all Eligible Employees

Under the Local Government Pension Scheme Regulations, each scheme Employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

This Statement is applicable to all individuals, excluding Councillors of Solihull Metropolitan Borough Council (The Council), who are eligible to be members of the Local Government Pension Scheme (LGPS).

Discretions to be applied under the LGPS Regulations 2013 and LGPS (Transitional Provisions and Savings Regulations 2014).

REGULATION 16(2)e, 16(4)d and 17

Explanation

Where an active scheme member wishes to purchase extra annual pension of up to £6,500 (figure as at 1st April 2018) by making Additional Pension Contributions (APCs), the Employer can choose to contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).

Policy

Under Regulation 17 of the LGPS Regulations 2103, the Council will exercise the discretion to allow Local Government Pension Scheme members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.

REGULATION 30(6) and TP11(2)

Explanation

A member who is aged 55 or over and, with their Employer's consent, reduces their hours and/or grade, can then, but only with the agreement of the Employer, make an election to the administering authority for all or part payment of their accrued benefits without having retired from that employment.

If payment of benefits occurs before age 65, the benefits are actuarially reduced in accordance with guidance issued by the government actuary.

The Employer may choose to waive the reduction in whole or in part. If the Employer chooses to do so, then the cost of waiving the reduction in whole or in part has to be paid to the fund.

Policy

Each specific case will be judged on its own merits, having fully considered service delivery and financial costs.

This discretion will be exercised by the Director of Resources and Deputy Chief Executive within his/her delegated authority or, if appropriate, the Council's Remuneration Committee.

REGULATION 30(8)

Explanation

The Employer has discretion to waive any actuarial reductions that would otherwise apply under Regulation 30(5) and Regulation 30(6) for active members, deferred members and suspended tier 3 ill-health pensioners who elect to receive early payment of benefits prior to normal pension age.

Policy

Each specific request will be assessed on its own merits. Where the Council determines that the benefits should not be reduced the cost would need to be funded by a lump-sum contribution into the pension fund. This discretion will only be exercised in cases where it can be demonstrated that the Council can fund the cost of release within a three year period.

This discretion will be exercised by the Director of Resources within his/her delegated authority or if appropriate the Council's Remuneration Committee.

TP REGULATION 1(1)(c) of SCHEDULE 2

Explanation

The Employer has discretion to apply the 85 year rule protection to members who choose to voluntarily draw their benefits on or after age 55 and before age 60, (under paragraph 1(1)(c) or Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

Policy

The Council has not approved "switching on" of the 85 year rule. Waiving of actuarial reductions will only be considered where there is a clear financial or operational advantage to the Council.

This discretion is exercised by the Director of Resources within his/her delegated authority or, if appropriate, the Council's Remuneration Committee.

REGULATION 31

Explanation

The Employer has discretion to grant extra annual pension of up to £6,500 to an active scheme member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.

Policy

The Council will judge each case on its merits, having fully considered service delivery and financial costs.

This discretion is exercised by the Council's Remuneration Committee.

DISCRETIONS TO BE APPLIED UNDER THE LOCAL GOVERNMENT (EARLY TERMINATION OF EMPLOYMENT) (DISCRETIONARY COMPENSATION) (ENGLAND AND WALES) REGULATIONS 2008

REGULATION 5 (POWER TO INCREASE STATUTORY REDUNDANCY PAYMENTS) ABOVE THE WEEKLY PAY LIMIT CONTAINED WITHIN THE EMPLOYMENT RIGHTS ACT 1996

Explanation

Employers have the discretion to use actual weekly pay, if this is greater than the statutory maximum weekly pay, contained within the Employment Rights Act 1996 (as amended) when calculating a redundancy payment.

Policy

The Council will use actual weekly pay, if this is greater than the maximum stated in the act, for the purposes of calculating a redundancy payment.

REGULATION 6 (DISCRETIONARY COMPENSATION FOR REDUNDANCY)

Explanation

Employers have the discretion to pay compensation up to a maximum of 104 weeks' pay to an employee who ceases to be employed by reason of redundancy. This applies only where the council has not awarded an increase in total pension membership under regulation 12(b) of the Local Government Pension Scheme Regulations 1997 (as amended). Where a redundancy payment under the Employment Rights Act 1996 (as amended) (ERA), is also made then the equivalent to it shall be deducted from the compensation.

Policy

The Council will pay compensation at a level of 2 times the number of weeks' redundancy as calculated using the Statutory Redundancy Payments ready reckoner (occurring on or after 1 October 2006) up to a maximum of 60 weeks.

Where a redundancy payment is also made under the ERA then the equivalent to it shall be deducted from the above compensation.

OCCUPATIONAL PENSIONS SCHEMES (INTERNAL DISPUTE RESOLUTION PROCEDURES REGULATIONS 1996 (AS AMENDED))

Explanation

Responsibility for determinations of complaints regarding awards made under the Local Government Early Termination of Employment) (Discretionary Compensation) England and Wales) Regulations 2008 (as amended) now rest with your Employer. Your Employer must specify the job title and address of the person to whom applications should be directed. In the first instance you should write to the "stage 1" person, if you are then still dissatisfied with that decision you may write to the "stage 2" person.

Name of Employer: Solihull Metropolitan Borough Council.

The "stage 1 person" is: Mr. Adrian Cattell
Head of Human Resources
Solihull Metropolitan Borough Council
Council House
Manor Square
Solihull
West Midlands
B91 3QB

The "stage 2 person" is: Mr. Paul Johnson
Director of Resources and Deputy Chief Executive
Solihull Metropolitan Borough Council
Council House
Manor Square
Solihull
West Midlands
B91 3QB

DISCRETIONS TO BE APPLIED UNDER THE LGPS (BENEFITS, MEMBERSHIP AND CONTRIBUTIONS) REGULATIONS 2007 (AS AMENDED)

REGULATION 30A(3) Reg (MEMBER'S REQUEST FOR RE-INSTATEMENT OF A SUSPENDED TIER 3 ILL HEALTH PENSION)

Explanation

For a member on a suspended tier 3 Ill Health pension on or after age 55 and before age 60 (under regulation 30 A (3) of the LGPS Benefits, Membership and Contributions) Regulations 2007) an application for reinstatement will be granted.

Policy

Each specific case will be judged equally and fairly on its own merits.

REGULATION 12 BReg POWER OF EMPLOYING AUTHORITY TO INCREASE TOTAL MEMBERSHIP OF ACTIVE MEMBERS

Explanation

An Employer may agree to increase the total membership of an active member.

A member's total additional membership, including additional membership in respect of different employment, must not exceed 10 years.

Policy

Each specific case will be judged on its own merits, having fully considered service delivery and financial costs. The Remuneration Committee will exercise this discretion.

The Council is not obliged by the regulations to publish a statement on the following discretions, but has chosen to do so.

REGULATION 3 BReg (CONTRIBUTIONS PAYABLE BY ACTIVE MEMBER)

Explanation

Employers will determine the contribution rate payable based on whole-time pensionable pay for existing members at 1 April each year or at the commencement of employment.

Where there has been a material change to a member's pensionable pay in the course of the financial year, his employing authority may re-determine the contribution rate to be applied.

Policy

The Council will not amend the contribution band in the course of a financial year should there be a material change to a member's pensionable pay.

REGULATION 16 AReg (RE-EMPLOYED AND RE-JOINING DEFERRED MEMBERS)

Explanation

Where a deferred member becomes an active member again before becoming entitled to the immediate payment of retirement benefits in respect of his/her former membership, he/she may elect to have his/her former membership aggregated with his/her current active membership. An election must be made in writing to the member's appropriate

administering authority before the expiry of the period of 12 months, beginning with the date that he/she again became an active member (or any such longer period as his/her Employer may allow).

Policy

The Council will only extend the period of 12 months in exceptional circumstances or where it was beyond the member's control.

REGULATION 22 AReg (OPTIONAL CONTRIBUTIONS DURING UNPAID ABSENCES)

Explanation

Employing Authorities have the Discretion to extend the period beyond 30 days for a person to make contributions.

Policy

The Council will extend the period of 30 days in circumstances beyond the member's control or in exceptional circumstances. Such requests must be made in writing by the member.

REGULATION 83 AReg – INWARD TRANSFERS OF PENSION RIGHTS

Explanation

A person who becomes an active member (of the LGPS) who has relevant pension rights with a previous Employer, may request his/her fund authority to accept a transfer value for some or all of his/her former rights. An election must be made in writing before the expiry of the period of 12 months, beginning with the date that he/she became an active member (or any such longer period as his/her Employer may allow).

Policy

The Council will extend the period of 12 months only in exceptional circumstances or where it was beyond the member's control.

From 1 June 2004, an amended Internal Dispute Resolution Procedure applies to active members of the LGPS and to others such as deferred and pensioner members, whose position may be affected by the decisions taken by their former Employer or LGPS administering authority.

REGULATION 57 AReg (NOTIFICATION OF FIRST INSTANCE DECISIONS)

Explanation

Responsibility for determinations under the first stage of the procedure now rests with a "specified person" appointed by your (former) Employer. The Council must specify the job title and address of the person to whom applications should be directed.

Name of Scheme Employer: Solihull Metropolitan Borough Council

The specified person is: Mr. Adrian Cattell
Head of Human Resources
Solihull Metropolitan Borough Council
Council House, Manor Square
Solihull
West Midlands B91 3QB