

Since 1997, the LGPS legislation has required every Employer to issue a written pension policy on how it will exercise the various discretions provided by the scheme; to keep it under review; and to revise it as necessary.

The LGPS Regulations require all employers who were active on 1 April 2014 to provide an updated pension policy which needs to have been published and notified to the Norfolk Pension Fund by 1 July 2014. Please use our standard form - SR85 (or provide the same information in your own format if you prefer) and return it to us by the due date or within one month of any changes you make to your policy. New Employers should publish their pension policy within one month of joining the scheme.

Help on completing this form can be found in our guide 'LGPS Employer's Pension Policy – A Guide for Scheme Employers' (G060) and in your 'Employers' Pension Handbook' (G001).

Your pension policy should show the basis on which the employer would make its decisions on the various discretions. The government has advised that employers should not 'fetter their discretion'; i.e. policies should not be so rigid or restrictive as to prevent flexibility where a (possibly unanticipated) situation requires it.

You may wish to consult your employees or their representatives before making or changing your policy statement.

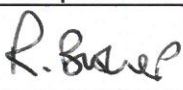
Once you've issued a pension policy, you should arrange for it to be reviewed from time to time, particularly if and when there's a change to any of your stated policies. If the review results in any alteration to your pension policy, the new version must be published and a copy sent to NPF within one month of the changes being made.

The next two pages set out the various employer discretions from April 2014.

The first five are required by law to be included in your pension policy.

The requirement is in Reg 60(1) of the LGPS Regulations 2013 and Reg 66 (1) of the LGPS (Administration) Regulations 2007.

The remainder need not be included but we would recommend it, especially for our larger employers; we appreciate that it might seem a bit cumbersome for those with only a few of members.

Name of Employer	SWAFFHAM TOWN COUNCIL has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	RICHARD BISHOP
Date	9th December 2015

POLICY STATEMENT

COMPULSORY ITEMS:

Funding of Additional Pension : Regulations 16(2e) 16(4d)

Swaffham Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed position of the Personnel Committee after consideration of the costs that would apply.

Awarding Additional Pension : Regulation 31

Swaffham Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed position of the Personnel Committee after consideration of the costs that would apply.

Flexible Retirement : Regulation 30(6)

Swaffham Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that might apply. The Personnel Committee will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.

Waiving of Actuarial Reduction : Regulation 30(8)

Swaffham Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Personnel Committee.

Early Payment of Pension discretion is not required for Employers who joined the LGPS on or after 1 April 2014

Early Payment of Pension : Regulation 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007 (Two decisions to be made)

Swaffham Town Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as a result of the expressed permission of the Personnel Committee after considering the costs that would apply.

NON-COMPULSORY ITEMS:

Membership Aggregation : Regulation 22(7b) (8b)

Swaffham Town Council will only allow an extension to the 12-month period to separate previous LG service where it can be reasonably shown that the member was not provided with the required information within 6 months of starting.

Shared Cost AVCs : Regulation 17(1)

Swaffham Town Council will not consider shared cost AVCs.

NON-COMPULSORY ITEMS (continued):

Forfeiture of Pension Rights : Regulation 91, 92, 93

If a member leaves as a result of a conviction for an offence in connection with their LGPS employment or as a result of their own criminal, negligent or fraudulent act in connection with that employment, Swaffham Town Council has discretion (within the terms of these regulations) to direct all or part of their LGPS pension rights which should be forfeited and / or paid over to the Town Council as the employer or specified dependants of the member.

Appointment of Adjudicator for Member Disagreements : Regulation 74(1)

There is a three-stage dispute procedure for members who disagree with any LGPS decision made by Swaffham Town Council, with the first stage handled by the Town Council. The Town Council will appoint an Adjudicator, internal or external at the time of the dispute. In every decision of any decision made under the Regulations the Town Council will inform the person concerned of the job title and address of the person appointed under Regulation 74(1) to whom any application may be made for adjudication.

Transfers of Pension Rights : Regulation 100(6)

Swaffham Town Council will only allow an extension to the 12-month period to combine previous non-LG service where it can be shown that the member was not provided with the required information within 6 months of starting.

Members' Contribution Rates : Regulation 9(3)

Swaffham Town Council will review all employees' contribution bands when there has been contractual change to member's salary or hours at some point during the year. A member's contribution rate will not be reviewed as the result of one-off additional payments.

Admission Policy ('designating bodies' only) : Regulation 3(5)

Employees of Swaffham Town Council will have the option to join as members of the LGPS following a satisfactory Probationary period, approved by the Personnel Committee as set out in the employees Statement of Particulars and / or Contract of Employment.

The following two discretions are not required for Employers who joined the LGPS on or after 1 April 2014

Absence Contribution Time Limit : Regulation 22 (2) of the LGPS (Administration) Regulations 2007

Not applicable to Swaffham Town Council.

Membership Aggregation : Regulation 16(4)(b)(ii) of the LGPS (Administration) Regulations 2007

Not applicable to Swaffham Town Council.

You should publish your pension policy.

Please also send a copy (on this form or in your own format if preferred) to :

Norfolk Pension Fund, Lawrence House, St Andrews Hill, NORWICH, NR2 1AD

It would be helpful if you would send NPF an electronic copy to :

pensions.systems@norfolk.gov.uk