



## Seaford Town Council

### **Seaford Town Council Full Council Agenda – 13<sup>th</sup> October 2022**

#### **To the Members of the Full Council**

Councillors S Adeniji, N Adil, D Argent, L Boorman, M Brown, J Cash, S Dunn, J Edson, M Everden, MA Hayder, R Hayder, O Honeyman, R Honeyman, J Lord, J Meek, B Payne, R Reed, G Rutland, L Wallraven and B Webb.

A meeting of the **Full Council** will be held at **The View at Seaford Head,**

Southdown Road, Seaford, BN25 1HG **on Thursday, 13<sup>th</sup> October 2022** at 7.00pm, which you are summoned to attend.

Adam Chugg,

Town Clerk

5<sup>th</sup> October 2022

#### **PLEASE NOTE:**

- **The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**

### **AGENDA**

#### **1. Apologies for Absence**

To consider apologies for absence.

#### **2. Disclosure of Interests**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

#### **3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

## 4. Minutes

To note the following minutes, approving or not approving recommendations as required:

4.1	Full Council	14 <sup>th</sup> July 2022	<a href="#">14.07.22 Full Council Minutes DRAFT</a>
4.2	Finance & General Purposes	6 <sup>th</sup> September 2022	<a href="#">06.09.22 Finance &amp; General Purposes Minutes DRAFT</a>
	N.B. There are two recommendations within these minutes, relating to adoption of policies (minute reference F19/09/22 and F20/09/22). These recommended policies feature elsewhere on this agenda for consideration and as such, will not be adopted at this points of approving the draft minutes.		
4.3	Golf & The View	30 <sup>th</sup> August 2022	<a href="#">30.08.22 Golf &amp; The View Minutes DRAFT</a>
4.4	Planning & Highways	21 <sup>st</sup> July 2022	<a href="#">21.07.22 Planning &amp; Highways Minutes DRAFT</a>
4.5	Planning & Highways	11 <sup>th</sup> August 2022	<a href="#">11.08.22 Planning &amp; Highways Minutes DRAFT</a>
4.6	Planning & Highways	1 <sup>st</sup> September 2022	<a href="#">01.09.22 Planning &amp; Highways Minutes DRAFT</a>
4.7	Planning & Highways	28 <sup>th</sup> September 2022	<a href="#">28.09.22 Planning &amp; Highways Minutes DRAFT</a>

## 5. [Civic Update Reports](#)

- a. To consider report 88/22 presenting the Mayor's update and details of engagements attended (pages 7 to 9).
- b. To give an opportunity for an update from the Young Mayor's office.

## 6. Town Council Working Group Reports

A standard agenda item to accommodate reports from active Town Council Working Groups. N.B. There are no working group reports for this meeting.

## 7. Outside Body Representative Reports

A standard agenda item to enable Town Councillors appointed as representatives of outside bodies of the Town Council to give brief verbal updates on relevant business / activities of the outside body, for noting only.

## 8. District & County Councillor Update Report

To give an opportunity for an update from councillors at a District or County level on business and activities that effect Seaford and the local area.

## **9. Town Clerk's Update Report – October 2022**

To consider report 89/22 updating Full Council on key Town Council work and work priorities for the Town Council (pages 10 to 14).

## **10. Cost of Living and Seaford**

To consider report 95/22 providing an update on measures being taken in response to the cost of living challenges and setting the scene for the 2023 - 2024 budget to be taken forward, highlighting the importance of aligning this with the needs of, and challenges faced by, the local community where cost of living is concerned (pages 15 to 18).

## **11. Update on Town Council Policies**

To consider report 87/22 providing Full Council with an update on the policy database, scheduled review dates and review process (pages 19 to 24).

## **12. Recommendation to Adopt the Revised Bad Debt Policy**

To consider report 90/22 presenting the revised Bad Debts Policy recommended for adoption from the Finance & General Purposes Committee (pages 25 to 29).

## **13. Recommendation to Readopt the Local Government Pension Scheme Employer's Discretion Policies**

To consider report 91/22 presenting the Local Government Pension Scheme Employer's Discretion Policies recommended for re-adoption from the Finance & General Purposes Committee (pages 30 to 44).

## **14. Exclusion of the Press & Public**

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item of business for the reason as set out below.

*The resolutions of the items will be recorded publicly in the minutes of this meeting.*

*The Proper Officer considers that discussion of the following item is likely to disclose exempt information as defined in the Local Government Act 1972 and Freedom of Information Act 2000 and may therefore need to take place in private session. The exempt information reasons are shown alongside the item below.*

*Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.*

## **15. Martello Toilets Update EXEMPT**

To consider exempt report 92/22 presenting an update relating to the Martello Toilets project (exempt pages 1 to 11).

*Reason for exemption: to consider commercially sensitive arrangements relating to the financial and business affairs of the Town Council's properties, the majority of which are intended for future publication.*

*Explanation of Reason: under the Freedom of Information Act 2000 s43(1), disclosure of this report would likely prejudice the commercial interests or activities of any party. In addition, as covered under the Freedom of Information Act 2000 s22, this is intended for future publication.*

## AGENDA NOTES

### **For further information about items on this Agenda please contact:**

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk)

Telephone: 01323 894 870

### **Circulation:**

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

### **Public Access:**

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 28. The Town Council therefore asks that you contact

[meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

### **Public Access to the Venue:**

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

### **Public Participation:**

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.

4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

## **Public Comments**

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to [meetings@seafordtowncouncil.gov.uk](mailto:meetings@seafordtowncouncil.gov.uk) or by post to the Town Council offices.

## **Health & Safety Measures:**

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



## Seaford Town Council

<b>Report No:</b>	<b>88/22</b>
<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Mayor's Report October 2022</b>
<b>By:</b>	<b>Heidi Brown, Office Manager</b>
<b>Purpose of Report:</b>	<b>To present the Mayor's update report and details of engagements attended</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
To note the content of the report.

### 1. Information



1.1 Details of mayoral engagements since the last Full Council meeting in July can be found at Appendix A below, along with the Mayor's update.

### 2. Financial Appraisal

2.1 There are no direct financial implications as a result of this report.

### 3. Contact Officer

3.1 The Contact Officer for this report is Heidi Brown, Office Manager.

Office Manager	
Town Clerk	

## **Report 88/22 Appendix A**

### **Mayor's Report to 13<sup>th</sup> October 2022 Full Council**

#### Mayor's Engagements

9<sup>th</sup> July - Seaford Rotary- Seaford Young Musician of the Year 2022- Seaford Baptist Church

10<sup>th</sup> July - A celebration of Sea Sunday Church Service - St Andrews Church Bishopstone

13<sup>th</sup> July - Sussex Mayors Association lunch- West Hove Golf Course

21<sup>st</sup> July - Summer Drinks Reception to celebrate Cuckmere Haven- South Hill Barn.

25<sup>th</sup> July - Seaford Photographic Exhibition - St Leonards Church

31<sup>st</sup> July - The Mayor's Civic Service

14<sup>th</sup> August - The 80<sup>th</sup> Anniversary Dieppe Raid Memorial Service- Newhaven

15<sup>th</sup> August - The Chairman's Summer Reception - Herstmonceux Castle

24<sup>th</sup> August - Ukraine Independence Day celebration- Seaford Rugby Club

25<sup>th</sup> August - Seaford Art Club Exhibition- The Crypt

2<sup>nd</sup> September - The Celebrate Cuckmere Haven Art Exhibition- South Hill Barn

9<sup>th</sup> September - Signed the Book of Condolences for the passing of the Queen, and laid flowers at the memorial area in Crouch gardens.

11<sup>th</sup> September - Attended the reading of the proclamation ceremony for King Charles III by the High Sheriff of East Sussex at Lewes County Hall.

Read the Preamble and the Proclamation for King Charles the third in Seaford - St Leonards Church. This was an honour to do.

17<sup>th</sup> September - Signed the book of condolences at Freshfield Cottage Care Home

18<sup>th</sup> September - Attended the Civic service of Commemoration, marking the death of Her Late Majesty Queen Elizabeth II at St Leonard's Church

24<sup>th</sup> September - Attended the Thanksgiving Service for Bob Peedle MBE at Seaford Baptist Church

24<sup>th</sup> September - Attended the Seahaven Emergency food projects event - at Denton Island centre.



## Deputy Mayor's Engagements

2<sup>nd</sup> July - Seaford Choral Society - Seaford Baptist Church

9<sup>th</sup> July - Peacehaven Fair - The Big Park

15<sup>th</sup> July - Seaford Head School fun run

24<sup>th</sup> July - The Seaford Martello Rotary calendar launch - Martello Tower

20<sup>th</sup> August - Harley House Distillery garden party - Seaford

The Deputy Mayor and I have been representing Seaford at many events over the past couple of months.

Many thanks to everyone who has acted as the Mayor's consort.

I am in correspondence with the Mayor's charities to continue to work with them.

Councillor Olivia Honeyman

Mayor of Seaford 2022 to 2023



## Seaford Town Council

<b>Report No:</b>	<b>89/22</b>
<b>Agenda Item No:</b>	<b>9</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Town Clerk's Update Report – October 2022</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To update Full Council on key Town Council work and work priorities for the Town Council.</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To note the contents of the report.

### 1. Introduction

- 1.1 At the May Full Council, the key work for this municipal year was approved, and this report provides an update against these priorities.

### 2. October Update

- 2.1 *Taking forward key work from 2021 - 2022, including:*

**(a) Martello Toilets**

Value Engineering and re-tendering processes have been taken forward. Full Council is considering a report at this meeting.

**(b) Tennis Courts**

Following on from the successful opening in May, a further report is on this agenda.

**(c) HM The Queen's Platinum Jubilee Celebrations/Operation London Bridge**

As councillors will be aware, in June everything that was agreed and budgeted for was carried out successfully, from the Beacon Ceremony to Jubilee Tea.

Moving forward, following the vote taken at the June Full Council, the next steps towards the renaming of Martello Fields are underway.

Officers are liaising with Trees for Seaford about plans for autumn tree planting as part of The Queen's Green Canopy.

Following on from the sad passing of The Queen and the accession of King Charles, the team and councillors did a great job to successfully implement Operation London Bridge, and show all due respect and mourning for the monarch.

Councillors were also kept fully informed throughout.

**(d)** *Ukraine*

No further updates since the last meeting.

**(e)** *Bönningstedt Gabion Wall*

Work is underway to complete a review of the damage caused by the storms and to enable the necessary re-building to take place before the winter.

An update will be on the agenda of the November Full Council meeting.

**(f)** *Further strengthening the Town Council's finances*

I asked the RFO to present an initial report on the effects of inflation to the June Finance & General Purposes meeting; which was presented and noted. More work will be done later in the year ahead of setting the next budget.

**(g)** *Implementing the outcomes of The View Working Group*

Following on from the discussion and vote at the last Full Council meeting, the Expression of Interest was issued in early July. The View Working Group have been reviewing the results and identifying appropriate options to bring back to Full Council in due course.

**(h)** *Partnership work on green spaces*

The Planning Officer continues to progress the relevant discussions and agreements.

We have also progressed our application for Fields in Trust status for the three sites (being The Salts, The Crouch and Martello Fields) and will keep councillors posted on the outcomes. Since the last meeting, Fields in Trust staff have visited the town and the proposed sites and we hope to have further news soon i.e. a proposal for the Council to consider.

**(i)** *17<sup>th</sup> Green Plans*

Work has continued behind the scenes to prepare for taking plans forward.

**(j)** *Newlands S106*

Following on from the report and vote at the June Full Council, the necessary liaison has been taking place with the District Council so that this motion can be enacted.

**(k)** *Local Plans*

Our Planning Officer has kept the Planning & Highways Committee updated.

**2.2** In addition, we will work on all of the following:

**(a)** *Deliver the scheme of work for projects agreed by the Community Services Committee for the 2022 - 2023 Municipal Year.*

A number of important projects have been taken forward.

**(b)** *Prepare for the 2023 election.*

This evening, we host a workshop for prospective new councillors. This is part of publicity and awareness-raising work being led by the Office Manager. I also highlighted this in my recent interview on Seahaven FM.

**(c)** *Re-convene the Assets Working Group.*

Given the amount of work relating to Planning being undertaken this year, the Group will be re-convened in early 2023.

**(d)** *Develop a new Communications Protocol to maximise the effectiveness of how councillors and officers work together.*

I will bring a report to the November Full Council.

**(e)** *Implement the new Climate Change Sub-Committee.*

The first three meetings will be on October the 27<sup>th</sup>, January the 12<sup>th</sup> and April the 6<sup>th</sup>.

**(f)** *Work to develop more 'shovel ready' projects to improve Seaford's chances of attracting external funding.*

Discussions with partners have continued, and also we have been following up on some bid opportunities, including Veolia Community Fund and also Warmth Banks.

**(g)** *Deepen our understanding of the current provision of community spaces in the town so as to make the best of what we have, understand*

*unmet need, and work towards how best to deliver what the town needs over time.*

We are gathering feedback on this as part of our community survey taking place at the moment.

**(h)** *Undertake community and stakeholder engagement on priorities for the town and the Town Council.*

The community survey is underway.

In the new year, we will gather officer and stakeholder feedback.

The results of all this work will inform the new Strategic Plan that Council will work on in the summer.

**(i)** *In summary, be a small and dedicated team, working with our Councillors and as hard as we can for the betterment of Seaford.*

### **2.3** Other Key Work

- a) It was quite a summer, with fires, a sink hole, and the waste discharges near Splash Point. We are grateful to the Fire Service for all their help to successfully contain the fires on the golf course. I was interviewed about the fires on BBC Sussex. We also helped raise awareness of the discharges, including interviews on Channel 4 news and Heart FM. So, the Council has successfully raised its profile recently. In addition, the team have now put in place the necessary steps to respond to any further discharges.
- b) I am very grateful to the Planning Officer for his support to Lewes District Council on Talland Parade.
- c) As councillors will be aware, a lot of time has been needed to manage responses to enquiries and concerns about the Football Club proposal for a fence on the Crouch. Officers have diligently followed due process in their responses. We await an updated proposal from the Football Club for the Council to consider.
- d) We had to consider a proposal from the owners of the Coastguard Cottages for some urgent work to repair defences. We liaised with Natural England and made sure all the necessary permissions were in place before the work began.

- e) Following the recent Netflix filming at Seaford Head, the Council is working with Sussex Wildlife Trust and others to review and update the Filming Policy. The updated Policy will be brought to Council to consider.

### **3. Conclusion**


- 3.1 I trust this paper gives councillors a good understanding of the key areas of work and priorities for the Town Council and my role.
- 3.2 I have endeavoured to provide the transparency and accountability councillors need, and strike the right balance between strategic and operational priorities required by the role.

### **4. Financial Appraisal**

- 4.1 There are no direct financial implications as a result of this report.

### **5. Contact Officer**

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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## Seaford Town Council

<b>Report No:</b>	<b>95/22</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>'Cost of Living Crisis' and Seaford Town Council</b>
<b>By:</b>	<b>Adam Chugg, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To provide an update on measures being taken in response to the cost of living challenges and set the scene for the 2023 - 2024 budget to be taken forward, highlighting the importance of aligning this with the needs of, and challenges faced by, the local community where cost of living is concerned</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To note the work the Town Council is already carrying out to support its local community and the Town Council's response to the cost of living crisis, including additional measures to be considered whilst setting the budget for 2023 - 2024.</li></ol>

### 1. Context of the report

- 1.1 All councillors will be aware of the additional costs being faced by our residents this winter, and the impact this may have, especially to the most vulnerable.
- 1.2 Putting any party political considerations to one side, the Town Council, in its civic leadership role, may wish to review the support it already gives to our local community, and identify any additional steps it may wish to consider when setting the budget for 2023 - 2024.
- 1.3 The Town Council will also be mindful of how best inflationary pressures are managed by the Council.
- 1.4 Therefore, this report summarises the work already undertaken or in hand, and measures being taken for the future.

## **2. What the Council is Already Doing to Support its Local Community**

### **2.1 *Grants***

The Town Council has an annual community grants programme, that, in 2022 - 2023, made awards totalling £20,000. In addition, the Town Council has a 3-year funding arrangement with the Citizen's Advice Bureau.

### **2.2 *Outside Body Representatives***

Councillors act as outside body representatives on many of the community groups and organisations in the town, providing a vital linking role between the Town Council and these local community groups, helping the Town Council to be aware of its local communities needs and challenges faced.

### **2.3 *Strengthen Finances***

The Town Council has worked hard to improve our finances and levels of reserves, which helps us to minimise precept (the amount of council tax paid by local taxpayers) and thereby benefit the town.

### **2.4 *Councillors***

In addition, individually many councillors are undertaking vital work in the community that is especially important in these challenging times.

## **3. Looking Ahead**

### **3.1 *Managing the Town Council's Costs***

**3.2** The Town Council is already looking at further measures to manage costs, including the following:

**(a)** Projects will be checked against budget. Before any expenditure is committed, the Town Council will consider:

- Should the project go ahead/be deferred?
- Do we need this now?
- Are there any other sources of additional funding available?

**(b)** The CMT (managers group) are meeting to identify how best to work with their teams to ensure sensible use of energy.

**(c)** The Town Council will also keep a close eye on fuel invoices and costs and considering any actions to take.

**(d)** All of these steps will be incorporated into the budget setting and management work being undertaken in the months ahead.



(e) The clear benefit to the community from this work is that it minimises the Town Council's precept.

### **3.3** *2023 – 2024 Budget Setting*

The 2023 – 2024 draft budgets are currently being carefully constructed and assessed. It will be vital that Full Council and its Committees are able to scrutinise the draft budgets and clearly understand where potential financial savings could be made to enable precept to be minimised, or even see expenditure reassigned for higher priority purposes.

### **3.4** *Grants*

Full Council and its Committees, when setting the 2023 – 2024 budget, may also wish to consider the grants support amounts and any amended or additional priorities for grants applicants in the future.

### **3.5** *Warmth Banks*

These are public buildings where residents can spend time in warm surroundings without having to bear the costs of heating their homes. Officers are liaising with Lewes District Council and East Sussex County Council to work for the best options for Seaford. Councillors will be kept updated.

### **3.6** *Communications*

The Town Council will use its communication channels to share updates and support that is available to local residents and businesses, such as its social media channels, councillor and staff local networking channels, community notice boards and the Town Council's website.

## **4. Conclusion**


**4.1** This report provides Full Council with information relating to current support offered to the local community and additional measures underway. The report also highlights the importance of ensuring the 2023 – 2024 budget setting process is aligned with the needs of our residents given the additional challenges faced by many now and in the months to come.

## **5. Financial Implications**

**5.1** There are no direct financial implications from this report, although Full Council is being asked to consider measures as it enters the budget setting process that could reduce the Town Council's financial reliance on its local taxpayers.

## 6. Contact Officer

6.1 The Contact Officer for this report is Adam Chugg, Town Clerk

Town Clerk	
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## Seaford Town Council

<b>Report No:</b>	<b>87/22</b>
<b>Agenda Item No:</b>	<b>10</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Update on Town Council Policies</b>
<b>By:</b>	<b>Georgia Raeburn, HR &amp; Governance Manager</b>
<b>Purpose of Report:</b>	<b>To provide Full Council with an update on the policy database, scheduled review dates and review process</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
<ol style="list-style-type: none"><li>1. To note the contents of the report.</li><li>2. To approve the policy database as presented and the review dates identified within.</li></ol>

### 1. Policy Database

- 1.1 The Town Council has a full suite of policies governing its operations and ensuring complete transparency and openness about these processes.
- 1.2 Due to the disruption to 'normal' operations in recent years, some policy reviews have been forced to be delayed until such a date when they can be completed.
- 1.3 Officers maintain a policy database to keep a track of the policies and the various review dates. Officers have now reviewed the policy database and assigned updated review dates to each policy with the aim of creating a realistic target for policy reviews over the coming years.
- 1.4 The updated database can be found at Appendix A – this has been presented in the order of review date for ease of reading.

- 1.5 Members will note that the reviews for this current municipal year have been assigned specific review dates – these correlate to dates already scheduled within the meetings timetable. The database also sets out where a review will be taken through a committee prior to going to Full Council.
- 1.6 Reviews for future years have mostly been listed by review year rather than date (other than those policies reviewed annually, which have a date assigned). Once the meeting timetable is adopted for the next year, officers will then assign specific review dates to the policies due for review in the coming year.
- 1.7 There are some policies where a specific review date has not been identified. Where this is the case, there is an explanatory note in the comments column.
- 1.8 To assist with scheduling review dates going forwards, a ‘future review frequency’ has also been assigned to each policy. There may be times when this frequency is deviated from (such as legislation change causing an earlier review of a policy) but this provides a useful guide for officers with review frequencies.

## **2. Policy Adoption Process**

- 2.1 In recent years, the process for the adoption of policies has been as follows:
  - (a) Officers create a draft/revised policy in line with the review timetable and having done the necessary research and communication with stakeholders to adequately inform the review process.
  - (b) This is presented by officers to the relevant committee or Full Council meeting for consideration, with any changes tracked and an explanation of changes being presented.
  - (c) If going through a committee, the committee is asked to review the policy and recommend that Full Council adopts the policy (either as presented or with changes discussed in the committee meeting).
  - (d) Full Council then considers this recommendation at its next available meeting. The recommended policy is presented with the agenda with a brief covering report and is NOT adopted at the point of the meeting where the committee meeting minutes are approved.

- (e) If the policy is presented straight to Full Council, this will be presented in the usual process for items of business on the agenda.
- (f) The newly adopted policy is published by officers and the policy database/review timetable updated accordingly.

2.2 Officers feel comfortable with this process but welcome any thoughts or feedback that councillors may have on the above.

### 3. Policy Templates

3.1 It is officer's intentions to standardise the Town Council's policies, with a template front sheet. This will be used for all policies and will set out the key information for that policy, including:

- (a) Policy Title and reference
- (b) Date last adopted
- (c) Next review date
- (d) Possible reasons to prompt an earlier review
- (e) Previous adoption dates
- (f) Author
- (g) An easy identification in the footer of each page of the policy

3.2 An example of this front sheet template can be found at Appendix B.


3.3 Officers will update policies with this front sheet as and when able to and certainly when presenting new or revised policies for adoption.

### 4. Financial Appraisal

4.1 There are no direct financial implications as a result of this report.

### 5. Contact Officer

The Contact Officer for this report is Georgia Raeburn, HR & Governance Manager.

HR & Governance Manager	
Town Clerk	

Ref.	Title	Status	Adoption date	Full Council Review Date/Year	Committee & Review Date	Responsible officer	Future Review Frequency (Yrs)	Comments
<b>2022 - 2023 Reviews</b>		<b>18 REVIEWS</b>						
F10	Bad Debt Policy	Adopted Policy	Aug-20	Oct-22	F&GP, Sep-22	RFO	3	
P8	LGPS (Pension) Employer Discretion Policy	Adopted Policy	Jun-20	Oct-22	F&GP, Sep-22	RFO	5	
P3	Disciplinary Procedure	Adopted Policy	Nov-16	Nov-22	-	HRGM	3	
P6	Grievance Policy	Adopted Policy	Nov-16	Nov-22	-	HRGM	3	
P14	Acceptable Use of Computers, Internet and Email Facilities	Adopted Policy	May-18	Nov-22	-	HRGM	4	
C4	Complaints Procedure	Adopted Policy	Jun-18	Jan-23	-	HRGM	4	
Co 1	Communications Strategy	New policy to be written	-	Jan-23	-	OM / ATC	tbc	
F4	Financial Regulations	Adopted Policy	May-22	Jan-23	-	RFO	1	
FI 2	FOI Requests Procedure	Adopted Policy	Oct-18	Jan-23	-	HRGM	3	
FS 3	Corporate Sponsorship Policy	Adopted Policy	Jun-18	Jan-23	Comm. Serv, Dec-22	PFM	5	
FS 4	Memorial & Donation Policy	Adopted Policy	Aug-18	Jan-23	Comm. Serv, Dec-22	PFM	5	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-22	Mar-23	F&GP, Mar-23	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-22	Mar-23	F&GP, Mar-23	RFO	1	
P1	Appraisal Scheme Policy	Adopted Policy	Jun-18	Mar-23	Personnel, Feb-23	HRGM	3	
P16	Additional Hours Policy	Adopted Policy	Jun-18	Mar-23	Personnel, Feb-23	HRGM	3	
FI 1	Data Protection Policy	Adopted Policy	Oct-18	Mar-23*	-	HRGM	5	* Will await outcome of proposed Data Reform legislation in early-2023
FS 13	Concession and Street Trading Policy	New policy to be written	-	Mar-23	Comm. Serv, Mar-23	PFM	tbc	
M6	Single Use Plastics Policy	Adopted Policy	May-21	TBC**	Climate Change, tbc	ATC	tbc	* Need to await Climate Change SC decision on when to review policy
<b>2023 - 2024 Reviews</b>		<b>18 REVIEWS</b>						
C6	Scheme of Delegation	Adopted Policy	May-22	May-23	-	HRGM	1	
C7	Standing Orders	Adopted Policy	May-22	May-23	-	HRGM	1	
F4	Financial Regulations	Adopted Policy	Jan-23	Jan-24	-	RFO	1	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-23	Mar-24	F&GP, tbc	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-23	Mar-24	F&GP, tbc	RFO	1	
C9	Disaster Recovery Policy	Adopted Policy	Aug-19	2023-2024	-	RFO	tbc	Policy in need of complete review of fitness for purpose
C1	Strategic Plan	Adopted Policy	Oct-18	2023-2024	-	TC / ATC	tbc	
P17	Child Protection Policy	Adopted Policy	Oct-18	2023-2024	Personnel, tbc	HRGM	5	May be merged with newly planned Safeguarding Policy
P20	Staff Handbook	Adopted Policy	Mar-19	2023-2024	Personnel, tbc	HRGM	3	
P?	Parental Bereavement Leave Policy	New policy to be written	-	2023-2024	Personnel, tbc	HRGM	tbc	
P?	Recruitment Policy	New policy to be written	-	2023-2024	Personnel, tbc	HRGM	tbc	
P?	Safeguarding Policy (whole Council)	New policy to be written	-	2023-2024	-	HRGM	tbc	
P?	Menopause Policy	New policy to be written	-	2023-2024	-	HRGM	tbc	
F7	Grants Policy	Adopted Policy	May-21	2023-2024	F&GP, tbc	FM	3	
FI 3	FOI Publication Scheme	Adopted Policy	Oct-20	2023-2024	-	HRGM	3	
FS 10	Tree Policy	Adopted Policy	Aug-18	2023-2024	Comm. Serv, tbc	PFM	5	
FS 12	Busking Policy	Adopted Policy	Mar-18	2023-2024	Comm. Serv, tbc	PFM	5	
M 3	Traveller Policy	Adopted Policy	Aug-18	2023-2024	Comm. Serv, tbc	P&FM	3	
<b>2024 - 2025 Reviews</b>		<b>20 REVIEWS</b>						
C6	Scheme of Delegation	Adopted Policy	May-23	May-24	-	HRGM	1	
C7	Standing Orders	Adopted Policy	May-23	May-24	-	HRGM	1	
F4	Financial Regulations	Adopted Policy	Jan-24	Jan-25	-	RFO	1	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-24	Mar-25	F&GP, tbc	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-24	Mar-25	F&GP, tbc	RFO	1	
C8	Safety, Health & Environment Policy	Adopted Policy	Oct-21	2024-2025	-	INSP	3	Review 2024 or after an incident
CC 1	Awards Policy	Adopted Policy	Oct-18	2024-2025	-	ATC	5	
CC 2	Code of Conduct for Members	Adopted Policy	Oct-19	2024-2025	-	HRGM	varies	Or sooner if LDC review takes place
CC 3	Honorary Freedom of the Town Policy	Adopted Policy	Oct-18	2024-2025	-	ATC	5	
CC 4	Mayors Portfolio	Adopted Policy	Oct-21	2024-2025	-	ATC	4	Review in second year of new Council office
CC 5	Members Allowances	Adopted Policy	Aug-21	2024-2025	F&GP, tbc	ATC/RFO	4	Review in second year of new Council office
CC 6	Committee Chairs Management Group Policy	Adopted Policy	May-21	2024-2025	-	ATC	4	Review in second year of new Council office
Co 2	Council Representation on Outside Bodies	Adopted Policy	May-21	2024-2025	-	ATC	4	Review in second year of new Council office
Co 4	Petition Policy	Adopted Policy	Jun-18	2024-2025	-	ATC	5	Or review internally after next petition
FS 14	Diversity & Inclusion Policy - Tennis	Adopted Policy	Jan-22	2024-2025	Comm. Serv, tbc	PFM / HRM	5	Or review when LTA policy reviewed
FS 15	Safeguarding Policy - Tennis	Adopted Policy	Jan-22	2024-2025	Comm. Serv, tbc	PFM / HRM	5	Or review when LTA policy reviewed
P2	Dignity at work policy	Adopted Policy	Nov-16	2024-2025	Personnel, tbc	HRGM	5	
P4	Equal Opportunities policy	Adopted Policy	Jan-20	2024-2025	Personnel, tbc	HRGM	5	
P11	Training and Development Policy	Adopted Policy	Jan-20	2024-2025	Personnel, tbc	HRGM	3	
P12	Maternity, Paternity and Adoption Policy	Adopted Policy	Aug-18	2024-2025	Personnel, tbc	HRGM	5	

Ref.	Title	Status	Adoption date	Full Council Review Date/Year	Committee & Review Date	Responsible officer	Future Review Frequency (Yrs)	Comments
<b>2025 - 2026 Reviews</b>		<b>14 REVIEWS</b>						
C6	Scheme of Delegation	Adopted Policy	May-24	May-25	-	HRGM	1	
C7	Standing Orders	Adopted Policy	May-24	May-25	-	HRGM	1	
F4	Financial Regulations	Adopted Policy	Jan-25	Jan-26	-	RFO	1	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-25	Mar-26	F&GP, tbc	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-25	Mar-26	F&GP, tbc	RFO	1	
C2	Agenda & Minute Policy	Adopted Policy	Oct-20	2025-2026	-	HRGM	5	
FI 4	Document Retention Policy	Adopted Policy	Oct-21	2025-2026	-	HRGM	3	
P15	Gifts & Hospitality Policy	Adopted Policy	Aug-21	2025-2026	-	HRGM	4	
P18	Display Screen Equipment Users Policy	Adopted Policy	Jan-19	2025-2026	Personnel, tbc	HRGM	5	
P19	Staff Travel Expenses Policy	Adopted Policy	Jan-19	2025-2026	Personnel, tbc	HRGM	5	
Co 6	Public Participation Policy	Adopted Policy	Oct-21	2025-2026	-	HRGM	5	
F11	Purchase Ordering and Payment for Goods & Services Policy	Adopted Policy	May-22	2025-2026	-	RFO	3	
FS 2	Events Policy (including booked entertainment)	Adopted Policy	Jan-22	2025-2026	Comm. Serv, tbc	PFM	4	Hire rates are to be updated within the policy annually by officers
M 1	No Cold Calling Policy	Adopted Policy	Oct-21	2025-2026	-	HRM	5	
<b>2026 - 2027 Reviews</b>		<b>8 REVIEWS</b>						
C6	Scheme of Delegation	Adopted Policy	May-25	May-26	-	HRGM	1	
C7	Standing Orders	Adopted Policy	May-25	May-26	-	HRGM	1	
F4	Financial Regulations	Adopted Policy	Jan-26	Jan-27	-	RFO	1	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-26	Mar-27	F&GP, tbc	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-26	Mar-27	F&GP, tbc	RFO	1	
C10	Coat of Arms Policy	Adopted Policy	Jan-20	2026-2027	F&GP, tbc	ATC	5	
P9	Sickness Policy	Adopted Policy	May-22	2026-2027	Personnel, tbc	HRGM	3	
P13	Parental Leave Policy	Adopted Policy	Jan-20	2026-2027	Personnel, tbc	HRGM	5	
<b>2027 - 2028 Reviews</b>		<b>7 REVIEWS</b>						
C6	Scheme of Delegation	Adopted Policy	May-26	May-27	-	HRGM	1	
C7	Standing Orders	Adopted Policy	May-26	May-27	-	HRGM	1	
F4	Financial Regulations	Adopted Policy	Jan-27	Jan-28	-	RFO	1	
F5	General & Financial Risk Assessment	Adopted Policy	Mar-27	Mar-28	F&GP, tbc	RFO	1	
F9	Annual Investment Strategy	Adopted Policy	Mar-27	Mar-28	F&GP, tbc	RFO	1	
CC 8	Co-option Policy	Adopted Policy	May-22	2027-2028	-	ATC	5	Or after co-option process has been used
M7	Seaford Town Neighbourhood Plan	Adopted Policy (LDC)	Feb-20	2028 / TBC*	-	ATC	tbc	* Report to P&H in 2022 re review process
<b>Others</b>		<b>5 REVIEWS</b>						
M 4	Twinning Policy	Adopted Policy	Aug-18	n/a	-	ATC	-	No review date - will review when/if a group wants to restart the Twinning Association
P21	Reservist Policy	Adopted Policy	Jul-22	TBC*	Personnel, tbc	HRGM	1	* Annual check of MOD Example Policy for need to review this policy document.
CC 7	National and Local Mourning Procedure EXEMPT	Exempt Adopted Policy -	Jan-20	TBC*	-	ATC	varies	* Will be reviewed as and when the national policy is revised
Co 3	Notice Board Policy	Adopted Policy	Jun-15	TBC*	-	ATC	-	* To be merged with Communications Strategy
Co 5	Press and Media Policy	Adopted Policy	May-16	TBC*	-	ATC	-	* To be merged with Communications Strategy

**Policy Ref. Guide:**

- C Corporate
- CC Civic & Councillors
- Co Communications & Engagement
- F Finance
- FI Communications & Engagement (*was previously Freedom of Information*)
- FS Facilities & Services
- M Miscellaneous
- P Personnel

**Review Frequency Rough Guide:**

- 1 = required annually
- 3 = operational
- 4 = best practice to have each Council administration review once
- 5 = strategic / led by external factors



Seaford Town Council

**[POLICY TITLE]**

<b>Policy Ref.</b>	[REF]
<b>Date Last Adopted</b>	[DATE]
<b>Date of Next Review</b>	[YEAR/DATE]
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"><li>• [EXAMPLES: Use of the policy and areas for improvement identified</li><li>• Change in legislation and/or codes of practice]</li></ul>
<b>Previous Adoption Dates</b>	[DATE 1] [DATE 2] [DATE 3]
<b>Author</b>	[OFFICER]





## Seaford Town Council

<b>Report No:</b>	<b>90/22</b>
<b>Agenda Item No:</b>	<b>12</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Recommendation to Adopt the Revised Bad Debts Policy</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Finance &amp; General Purposes recommendation to Full Council to adopt the revised Bad Debts Policy</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To adopt the Bad Debts Policy as per the Finance & General Purposes Committee recommendation presented with report 90/22.

### 1. Information



- 1.1 At its meeting on 6<sup>th</sup> September 2022, the Town Council's Finance & General Purposes Committee reviewed the Bad Debts Policy and minor amendments that were being recommended by officers to update the policy in line with current, and best, procedure.
- 1.2 The Committee resolved to recommend that Full Council adopts the revised policy as presented.
- 1.3 The revised policy is therefore included, with tracked changes, at Appendix A and is recommended for adoption as presented, with a review date of September 2025.

### 2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report.

### 3. Contact Officer

3.1 The Contact Officer for this report is Karen Singleton, Responsible Financial Officer (RFO)

RFO	
Town Clerk	



## Seaford Town Council

### Bad Debt Policy

<b>Policy Ref.</b>	F10
<b>Date Last Adopted</b>	October 2022
<b>Date of Next Review</b>	October 2025
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Use of the policy and areas for improvement identified</li> <li>• Change in legislation and/or codes of practice</li> </ul>
<b>Previous Adoption Dates</b>	26.06.2015 02.06.2015 01.02.2016 22.06.2016
<b>Author</b>	HR & Governance Manager

## Bad Debt Policy

### 1. Introduction

This policy outlines Seaford Town Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulations.

### 2. Policy Objectives

The aim of this policy is to make clear the procedure that Seaford Town Council will follow to identify, minimise and recover potential bad debts and write off any debts which cannot be recovered.

### 3. Credit Control

All income due will be collected in accordance with Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance & General Purposes Committee and where necessary, Full Council.

Unpaid income and bad debts shall be treated in the following manner:

- Invoices which remain unpaid after 30 days will receive a telephone call or email reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 45 days will receive a letter reminding the customer that the invoice remains unpaid.
- Invoices which remain unpaid after 60 days will receive a letter reminding the customer that the invoice remains unpaid and that all of the town councils' financial information, including bad debts, is reported to Council and published on its website to the Finance & General Purposes Committee.
- Invoices which remain unpaid after 90 days will receive a letter reminding the customer that the invoice remains unpaid, ~~that all of the town councils' financial information, including bad debts, is published on its website and~~ and notifying of the withdrawal of the service provided and that. ~~This letter will also include a statement that~~ Seaford Town Council will actively pursue all outstanding debts through the legal system.
- All letters will be accompanied by a statement of account from the town council's financial system.

### 4. Write off bad debts

Seaford Town Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and all reasonable legal procedures.

The Town Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice. Whilst writing off bad debts is a non-routine function; all practical means should be taken to recover outstanding amounts due to the Town Council before the RFO recommends writing off a bad debt to the Finance & General Purposes Committee. Before this decision is made, due diligence consideration should include the following: -

- The cost of recovery against the amount owed.
- The likelihood of success.
- Where the correct credit control procedures followed.
- Could procedure and practices be improved.

Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee, who have delegated powers to write off bad debts of up to £3,000; any larger debts must be reported to Full Council. The write off schedule should contain the following information:

- Customer Reference.
- Invoice number.
- Date of invoice.
- Amount of debt.
- Reason for write off.
- Recovery history.
- Date of write off.
- Authorisation of write off.

#### **5. Year-end write offs**

The RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end.



## Seaford Town Council

<b>Report No:</b>	<b>91/22</b>
<b>Agenda Item No:</b>	<b>13</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>13<sup>th</sup> October 2022</b>
<b>Title:</b>	<b>Recommendation to Readopt the Employer Pension Discretions Policies</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To present the Finance &amp; General Purposes recommendation to Full Council to readopt the Employer Pension Discretions Policies</b>

<b>Recommendations</b>
<b>Full Council is recommended:</b>
1. To readopt the Employer Pension Discretions Policies as per the Finance & General Purposes Committee recommendation presented with report 91/22.

### 1. Information



- 1.1 At its meeting on 6<sup>th</sup> September 2022, the Town Council's Finance & General Purposes Committee reviewed the Employer Pension Discretions Policies.
- 1.2 Officers had reviewed the policy documents and were recommending no changes. Due to the complexity of the policy documents and possible need for a more in depth introduction, the report presented by officers to the Committee can be found at Appendix A.
- 1.3 The Committee resolved to recommend that Full Council readopts the policy documents as presented, with no changes required.
- 1.4 The policy recommended for readoption is included at Appendix B and is recommended for adoption as presented, with a review date of September 2025.

## 2. Financial Appraisal

- 2.1 There are no direct financial implications as a result of this report, if the policy is readopted as presented.
- 2.2 The report Appendix A sets out in more detail the possible financial implications if changes were made to the policy documents. Please note however that the recommendation from Committee is that no changes be made and as such, there would be no financial implications.

## 3. Contact Officer

- 3.1 The Contact Officer for this report is Karen Singleton, Responsible Financial Officer (RFO)

RFO	
Town Clerk	

## Report 91/22 – Appendix A

<b>Report No:</b>	<b>63/22</b>
<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes (F&amp;GP)</b>
<b>Date:</b>	<b>6<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>Pensions Discretions Policies Review</b>
<b>By:</b>	<b>Karen Singleton, Responsible Financial Officer (RFO)</b>
<b>Purpose of Report:</b>	<b>To review the Town Council's Pensions Discretions policies</b>

### **Recommendations**

#### **The Finance & General Purposes Committee is recommended:**

1. To recommend that Full Council adopts the Pensions Discretions policies as presented with report 63/22.

## **1. Summary**

- 1.1** The Council's Pensions Discretions policies have been reviewed by the RFO, as per the Policy Schedule, and there are no changes required.
- 1.2** The RFO has checked with East Sussex County Council who are the administering authority for the pension fund and no changes have been made since the policies were adopted in 2020.
- 1.3** There are five separate policies and these are included in Appendices 1-5. They are recommended for adoption as presented, with a review date of September 2025. The committee can recommend changes to the policies to Full Council should it feel that it is appropriate to do so.

## **2. Background**

- 2.1** Employers participating in the Local Government Pension Scheme (LGPS) in England and Wales must formulate, publish and keep under review a statement of policy on all mandatory discretions (or where the discretion is non-mandatory, they are recommended to), which they have the power to



## Report 91/22 – Appendix A

exercise in relation to members of the CARE (Career Average Revalued Earnings) scheme and earlier schemes.

- 2.2** To support employers in the compliance of the regulations, the East Sussex Pension Fund has provided templates for both mandatory and non-mandatory discretions requiring a policy.
- 2.3** The Local Government Association (LGA) recommends including a further 8 non-mandatory discretions where a written policy should exist. The LGA considers it appropriate for scheme employers to have a written policy in order that both members and the administering authority (in Seaford's case, East Sussex County Council, 'ESCC') are clear on the employer's policy on these matters.
- 2.4** The following appendices are attached to this report are based on discretion templates provided by ESCC:
- Appendix 1 Employer Discretions 2014 Scheme mandatory
  - Appendix 2 Employer Discretions 2014 Scheme non mandatory
  - Appendix 3 Employer Discretions 2008 Scheme mandatory
  - Appendix 4 Employer Discretions 1998 Scheme mandatory
  - Appendix 5 Employer Discretions 1995 Scheme mandatory
- 2.5** In June 2020, the RFO completed the 'Employer's Policy on the exercise of this discretion' column which was discussed and adopted. Members are recommended to review the statements and to recommend that Full Council adopts the five policies with no changes.
- 2.6** When it comes to LGPS Pensions, most of the rules are set in law, but there are quite a few where the employer has the right to choose how they will deal with a certain set of circumstances. These are called employers' discretions. In general the discretions enhance what is provided by the basic rules offered to members of the scheme.
- 2.7** The Council is obliged by law to have a policy on each of these discretions. This enables ESCC to deal with pensioners and members of the LGPS in a way in which each employer would prefer.
- 2.8** Please contact the RFO prior to the meeting if you would like any further information on the individual policies.



## Report 91/22 – Appendix A

### 3. Financial Appraisal

- 3.1** This report has no direct financial implications, though could have significant financial implications if the policies were adopted in full. The high level cost of adopting some of these policies is disproportionate to the benefit received.
- 3.2** In general the reason for not adopting a policy is cost. If the Council adopted all of the discretions, then the potential cost to the Council would be a significant amount of money for many years. The total cost is not quantifiable as it would depend on the salary of the employee, how many years they have been in the LGPS and how long they live after the discretion is exercised. Due to cost, the Council has opted not to exercise many of the discretions or has said that it will consider them on a case by case basis. Then if the circumstances arise, the Council can choose what to do in those specific circumstances.
- 3.3** When staff retire and claim their pension in the normal way then this comes out of the normal pension fund pot. There are no charges occurred by the Council other than the percentage paid each month on scheme members' wages. This percentage is calculated on a triennial basis, by the schemes actuary, to cover the costs of expected future liabilities.
- 3.4** If the Council exercise some of the discretions with a cost attached then this is an additional charge to the Council and billed separately monthly or as a lump sum. E.g. if it was decided to top up someone's pension or pay it early, it could potentially be a cost to the Council for the next 30 years (until the member dies).

### 4. Contact Officer

The Contact Officer for this report is Karen Singleton, Responsible Financial Officer (RFO)

RFO	
Town Clerk	



## Seaford Town Council

### LGPS (Pension) Employer Discretions Policies

<b>Policy Ref.</b>	P8
<b>Date Last Adopted</b>	October 2022
<b>Date of Next Review</b>	October 2025
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"> <li>• Change in legislation and/or codes of practice</li> <li>• Change by East Sussex County Council with its pension discretions policies</li> </ul>
<b>Previous Adoption Dates</b>	18.06.2020
<b>Author</b>	Responsible Financial Officer

<b>Employer</b>	<b>Seaford Town Council</b>
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<b>Date of Policy Statement</b>	<b>13<sup>th</sup> October 2022</b>
<b>Date for Review</b>	<b>October 2025</b>

**Discretions under the Local Government Pension Scheme 2014**

These discretions are Employer discretions under The Local Government Pension Scheme Regulations 2013 (prefix **R**) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are required to formulate and publish a policy on.

<b>Regulation</b>	<b>Discretion</b>	<b>Employer’s Policy on the exercise of this discretion</b>
<b>The Local Government Pension Scheme Regulations 2013</b>		
<b>R16(2)(e)</b>	Where Additional Pension Contributions are to be paid by regular contributions in order to purchase additional pension, whether to fund in whole or in part a member’s additional pension contribution. The maximum additional pension which can be purchased is £7,026 with effect from 1 April 2019.	Seaford Town Council does not intend to exercise this discretion.
<b>R16(4)(d)</b>	Where an Additional Pension Contribution is to be paid by a lump sum contribution in order to purchase additional pension, whether to fund in whole or in part a member’s additional pension contribution. The maximum additional pension which can be purchased is £7,026 with effect from 1 April 2019	Seaford Town Council does not intend to exercise this discretion.
<b>R30(6) &amp; TP11(2)</b>	Whether to allow an active member who has attained the age of 55 or over, reduces their working hours or grade to receive immediate payment of all or part of their retirement pension to which the member is entitled in respect of that employment subject to an actuarial reduction.	Seaford Town Council does not intend to exercise this discretion.
<b>R30(8)</b>	Whether to waive in whole or in part any reduction in a member’s pension benefits as a result of a member who has not attained normal pension age but who has	Seaford Town Council Agrees to adopt this discretion based on compassionate grounds i.e.

## Report 91-22 Appendix B1

	<p>attained the age of 55 or over and has elected, under R30(5), to receive immediate payment of a retirement pension.</p> <p>Whether to waive in whole or in part any reduction in a member's pension benefits where a member flexibly retires under R30(6).</p>	<p>compelling domestic reasons which will affect the ability of the individual to continue with his/her present working arrangements, and/or ill health which does not meet the criteria for ill health requirement.</p>
<b>R31</b>	<p>Whether to award additional pension up to the maximum (£7,026 with effect from 1 April 2019) to an active member or a member who was an active member who was dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency within 6 months of the date the member's employment ended.</p>	<p>Seaford Town Council does not intend to exercise this discretion.</p>

<b>The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014</b>		
<b>TP Schedule 2, para 1(1)(c) and 1(3)</b>	<p>Whether to "switch on" the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60.</p>	<p>Seaford Town Council agree to adopt this discretion.</p> <p>Agreement to be determined through the Council's usual business case approval process.</p>
<b>TP3(1), TP Schedule 2, para 2(1), R30(8).</b>	<p>Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or, for periods of service to which the compassionate service discretion does not apply, to waive any actuarial reduction on any grounds.</p>	<p>Seaford Town Council Agrees to adopt this discretion based on compassionate grounds i.e. compelling domestic reasons which will affect the ability of the individual to continue with his/her present working arrangements, and/or ill health which does not meet the criteria for ill health requirement.</p>

<b>Employer</b>	<b>Seaford Town Council</b>
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<b>Date of Policy Statement</b>	<b>13<sup>th</sup> October 2022</b>
<b>Date for Review</b>	<b>October 2025</b>

### **Discretions under the Local Government Pension Scheme 2014**

These discretions are Employer discretions under The Local Government Pension Scheme Regulations 2013 (prefix **R**) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are recommended to formulate and publish a policy.

<b>Regulation</b>	<b>Discretion</b>	<b>Employer's Policy on the exercise of this discretion</b>
<b>R17 &amp; TP15(2A)</b>	Whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC) arrangement	Seaford Town Council does not intend to exercise this discretion.
<b>R16(16)</b>	Whether to extend the 30 day deadline for member to elect for a Shared Cost Additional Pension Contribution (SCAPC) upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)	Seaford Town Council does not intend to exercise this discretion.
<b>R100(6)</b>	Whether, <b>with the agreement of the Pension Fund administering authority</b> , to permit a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if they had not made such an election to do so within 12 months of first joining the LGPS in that employment	Seaford Town Council does not intend to exercise this discretion.
<b>R22(7) and (8)</b>	Whether to extend the 12 month time limit within which a member who has a deferred LGPS benefit in England or Wales following the cessation of employment (or cessation of a concurrent employment) after 31 March 2014 may elect not to have their deferred benefits aggregated with their new LGPS employment (or ongoing concurrent LGPS	Seaford Town Council does not intend to exercise this discretion.

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	employment) if the member has not made an election to retain separate benefits within 12 months of commencing membership of the LGPS in that new employment (or within 12 months of ceasing the concurrent membership)	
<b>TP10(6)</b>	Whether to extend the 12 month time limit within which a member (who has not elected to be treated as a member who, in the same employment, was contributing to the Scheme on both 31 March 2014 and 1 April 2014) who has a deferred LGPS benefit in England or Wales following the cessation of employment <b>before</b> 1 April 2014, to elect to aggregate their deferred benefits with their new LGPS employment that commenced on or after 14 May 2018	Seaford Town Council does not intend to exercise this discretion.
<b>R9&amp;R10</b>	How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the Scheme employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pay in the course of a Scheme year (1 April to 31 March)	Seaford Town Council will assess pay bands each April, in line with annual pay awards or increments or when there are significant material changes such as promotions or pay awards.
<b>R21(4)(a)(iv), R21(4)(b)(iv) and R21(5)</b>	<p>Whether, when calculating assumed pensionable pay when a member is:</p> <ul style="list-style-type: none"> <li>– on reduced contractual pay or no pay on due to sickness or injury, or</li> <li>– absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or</li> <li>– absent on reserve forces service leave, or</li> <li>– retires with a Tier 1 or Tier 2 ill health pension, or</li> <li>– dies in service</li> </ul> <p>to include in the calculation the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred. A 'regular lump sum payment' is a payment for which the member's Scheme employer</p>	Seaford Town Council does not intend to exercise this discretion.

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	<p>determines there is a reasonable expectation that such a payment would be paid on a regular basis</p>	
<p><b>R21(5A) and R21(5B)</b></p>	<p>When a member is:</p> <ul style="list-style-type: none"> <li>– on reduced contractual pay or no pay due to sickness or injury, or</li> <li>– absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or</li> <li>– absent on reserve forces service leave, or</li> <li>– retires with a Tier 1 or Tier 2 ill health pension, or</li> <li>– dies in service</li> </ul> <p>if, in the Scheme employer’s opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay when calculating APP, having had regard to the level of pensionable pay received by the member in the previous 12 months</p>	<p>Seaford Town Council does not intend to exercise this discretion.</p>



<b>Employer</b>	<b>Seaford Town Council</b>
<b>Date of Policy Statement</b>	<b>13<sup>th</sup> October 2022</b>
<b>Date for Review</b>	<b>October 2025</b>

### **Discretions under the Local Government Pension Scheme 2008**

Applicable to members who ceased active membership between 1 April 2008 and 31 March 2014

These discretions are Employer discretions under The Local Government Pension Scheme (Administration) Regulations 2008 (prefix **A**), LGPS (Benefits, Membership and Contributions) Regulations 2007 (prefix **B**), and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are **required** to formulate and publish a policy.

<b>Regulation</b>	<b>Discretion</b>	<b>Employer's Policy on the exercise of this discretion</b>
<b>TP1(1)(c) &amp; TP1(2) of Schedule 2</b>	Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.
<b>TP1(1)(c) &amp; TP1(2) of Schedule 2</b>	Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their suspended tier 3 ill health pension (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.
<b>B30(5) and TP2(1) of Schedule 2</b>	Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

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<b>B30A(5) &amp; T2(1) of Schedule 2</b>	Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to any suspended tier 3 ill health pension benefits which are brought back into payment before age 65	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.
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<b>Date of Policy Statement</b>	<b>13<sup>th</sup> October 2022</b>
<b>Date for Review</b>	<b>October 2025</b>

### **Discretions under the Local Government Pension Scheme 1998**

Applicable to members who ceased active membership between 1 April 1998 and 31 March 2008

These discretions are Employer discretions under The Local Government Pension Scheme 1997 Regulations (prefix **L**) and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (prefix **TP**) on which Employers are required to formulate and publish a policy.

<b>Regulation</b>	<b>Discretion</b>	<b>Employer's Policy on the exercise of this discretion</b>
<b>TP1(1)(f) &amp; TP1(2) of Schedule 2</b>	Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.
<b>L31(2)</b>	Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55 <sup>1</sup>	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.
<b>L31(5) &amp; TP 2(1) of Schedule 2</b>	Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

<sup>1</sup> It should be noted that benefits paid on or after age 50 and before age 55 will be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, and a Scheme sanction charge on any benefits built up after 5 April 2006.

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<b>Date for Review</b>	<b>October 2025</b>

**Discretions under the Local Government Pension Scheme 1995**

Applicable to members who ceased active membership before 1 April 1995

These discretions are Employer discretions under The Local Government Pension Scheme 1995 on which Employers are **required** to formulate and publish a policy.

<b>Regulation</b>	<b>Discretion</b>	<b>Employer’s Policy on the exercise of this discretion</b>
<b>D11(2)(C)</b>	Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds <sup>1</sup> .	The council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

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<sup>1</sup> It should be noted that benefits paid on or after age 50 and before age 55 will be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, but there would be no Scheme sanction charge.