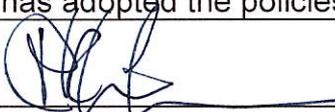


Employers are now legally required to offer pension provision to staff. Reepham Town Council registered with the Norfolk Pension Fund in 2016 for the provision of a Pension for the office staff. Since 1997 the LGPS Fund required employers to have a Pension Policy which sets out how it will exercise the various discretions provided by the scheme. The policy needs to be reviewed regularly, revised if necessary and the Norfolk Pension Fund notified of any changes.

Name of Employer	REEPHAM TOWN COUNCIL has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	Ms H.K.E. Selwyn
Date	19 / 11 / 25

POLICY STATEMENT

COMPULSORY ITEMS:

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

Reepham Town Council may fund (either wholly or in part) an active member's Additional Pension Contribution (APC) contract. Requests will be assessed on a case by case basis and should be made in writing to the Town Council Employment Committee. Reepham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage to the Council. However when an APC is used to cover a period of unpaid leave Reepham Town Council is required to automatically pay 2/3rds of the cost with the member paying the rest, providing the APC request is made within 30 days of the member returning from leave.

Awarding Additional Pension : Regulation 31

An employer may increase a member's benefits by awarding additional pension up to a maximum of £6,500 on agreement of the Council. Reepham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage to the Council.

Flexible Retirement : Regulation 30(6)

Reepham Town Council may give consent for a member aged 55 or over who reduces their grade or hours of work (or both) to receive all or part of their benefits immediately even though they have not left the Council's employment, on agreement of the Council. Reepham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative

advantage to the Council.

Waiving of Actuarial Reduction : Regulation 30(8)

If the benefits payable on retirement before normal pension age would normally be reduced for early payment Reepham Town Council may agree to waive all or part of the reduction on agreement of the Council. Reepham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage to the Council.

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)

N/R

NON-COMPULSORY ITEMS:

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

Members who transfer from another LGPS employer, either directly or after a break, must have their two periods of membership aggregated provided they do so while still an active member in the new post. Reepham Town Council will allow the member twelve months from the aggregation to opt out to keep their periods of membership separate.

Shared Cost AVCs : Regulation 17(1)

Reepham Town Council may contribute towards a shared cost AVC scheme, an AVC scheme where the employer pays contributions as well as the member. Reepham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage to the Council.

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, Reepham Town Council has discretion (within the terms of these regulations) to direct all or part of their LGPS pension rights should be forfeited and / or paid over to the employer or specified dependants of the member.

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

<p>There is a three-stage dispute procedure for members who disagree with any LGPS decision made by their employer. The first stage is handled by Reepham Town Council who must appoint an Adjudicator, who may be appointed internally or externally. In every notification of any decision made under the Regulations Reepham Town Council must 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.</p>

Transfers of Pension Rights: Regulation 100(6)

<p>Members who have previous pension rights in a different pension scheme may transfer them into the LGPS. Reepham Town Council will allow them to opt to do so within twelve months of joining it.</p>

Members' Contribution Rates: Regulation 9(3)

<p>Reepham Town Council has to allocate members into the appropriate contribution band at the beginning of each financial year. If a member's pay moves into a different band during a financial year, Reepham Town Council has discretion to implement the new band immediately.</p>

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

<p>The Clerk and the Finance Officer are eligible for the scheme (providing they meet the scheme requirements)</p>

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

N/R

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

N/R

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