

**To Councillors:** A Baker, M Gemmell Smith, A Layland, M McArthur (Chair), S McGregor, M Stockdale, B Todd.

Notice is hereby given of a Personnel Committee Meeting to be held in Doggetts Barn on 13 June 2025 at 11:00 am, which Councillors are summonsed to attend.

Town Clerk  
9 June 2025

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

## Agenda

*In view of the confidential nature of Agenda Items 5, 6, 6.1, 6.1.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 7, 7.1, 8 to be discussed, the Chair will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.*

<b>1</b>	<b>To receive apologies for absence</b>	<b>2</b>
<b>2</b>	<b>Declarations of interest or predetermination</b>	<b>2</b>
<b>3</b>	<b>To receive, approve and sign the minutes of the Personnel Meeting held on 10 March 2025 (pages 2023-088/1-4).</b>	<b>2</b>
<b>4</b>	<b>Matters arising not covered elsewhere</b>	<b>2</b>
<b>5</b>	<b>[CONFIDENTIAL] Budget 2025-26 update</b>	<b>2</b>
<b>6</b>	<b>[CONFIDENTIAL] To discuss Personnel matters</b>	<b>3</b>
	6.1 [CONFIDENTIAL] To receive update on staff attendance/absence for 2025/26	3
	6.1.1 [CONFIDENTIAL] To note impact on annual leave and staff levels over the year	3
	6.2 [CONFIDENTIAL] To consider options due to staff long-term absences	4
	6.3 [CONFIDENTIAL] To receive an update on other staff matters	4
	6.4 [CONFIDENTIAL] To ratify the additional hours for the Tourism Officer	4
	6.5 [CONFIDENTIAL] To receive a request and confirm a six-week sabbatical period of leave for an employee	5
	6.6 [CONFIDENTIAL] To approve the expenditure for an occupational health assessment for Community Warden for a return to work, estimated expenditure £600	5
	6.7 [CONFIDENTIAL] Health Assured	5
<b>7</b>	<b>[CONFIDENTIAL] Groundstaff staffing update</b>	<b>6</b>
	7.1 [CONFIDENTIAL] To confirm making offer to Ian McPherson on a permanent contract and confirm pay scale	6
<b>8</b>	<b>[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours</b>	<b>6</b>
<b>9</b>	<b>Kent Pension Fund - Pooling of Town &amp; Parish Council - Formal Consultation - Deadline: 4 August 2025</b>	<b>7</b>


# Meeting Papers & Report

1 **To receive apologies for absence**

2 **Declarations of interest or predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **To receive, approve and sign the minutes of the Personnel Meeting held on 10 March 2025 (pages 2023-088/1-4).**

 Personnel | 10 March 2025 v.1 - Minutes (Pages 2023-088/1-4)

4 **Matters arising not covered elsewhere**

*In view of the confidential nature of Agenda Items 5, 6, 6.1, 6.1.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 7, 7.1, 8 to be discussed, the Chair will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.*

5 **[CONFIDENTIAL] Budget 2025-26 update**

*Confidential item omitted from public papers.*

6 **[CONFIDENTIAL] To discuss Personnel matters**  
*Confidential item omitted from public papers.*

6.1 **[CONFIDENTIAL] To receive update on staff attendance/absence for 2025/26**  
*Confidential item omitted from public papers.*

6.1.1 **[CONFIDENTIAL] To note impact on annual leave and staff levels over the year**  
*Confidential item omitted from public papers.*

6.2 **[CONFIDENTIAL] To consider options due to staff long-term absences**  
*Confidential item omitted from public papers.*

6.3 **[CONFIDENTIAL] To receive an update on other staff matters**  
*Confidential item omitted from public papers.*

6.4 **[CONFIDENTIAL] To ratify the additional hours for the Tourism Officer**  
*Confidential item omitted from public papers.*

6.5 **[CONFIDENTIAL] To receive a request and confirm a six-week sabbatical period of leave for an employee**

*Confidential item omitted from public papers.*

6.6 **[CONFIDENTIAL] To approve the expenditure for an occupational health assessment for Community Warden for a return to work, estimated expenditure £600**

*Confidential item omitted from public papers.*

6.7 **[CONFIDENTIAL] Health Assured**

*Confidential item omitted from public papers.*

7 **[CONFIDENTIAL] Groundstaff staffing update**  
*Confidential item omitted from public papers.*

7.1 **[CONFIDENTIAL] To confirm making offer to Ian McPherson on a permanent contract and confirm pay scale**  
*Confidential item omitted from public papers.*

8 **[CONFIDENTIAL] To receive an update on office hours, visitors to office and staffing hours**  
*Confidential item omitted from public papers.*

9 **Kent Pension Fund - Pooling of Town & Parish Council - Formal Consultation - Deadline: 4**

## **August 2025**

### **Introduction**

In preparation for the 31 March 2025 triennial valuation results, the Kent Pension Fund (the Fund) is formally consulting with town and parish councils currently participating in the Fund, and other interested parties (e.g. borough, district and city councils), on proposals to form a Local Government Pension Scheme (LGPS) funding pool (the Pool) specifically for town and parish councils as at 31 March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1 April 2026.

### **Responding to this consultation**

Responses are invited during the above consultation period via email to [kentpensionfundconsultation@kent.gov.uk](mailto:kentpensionfundconsultation@kent.gov.uk)

### **Background**

The Local Government Pension Scheme (LGPS) is a Defined Benefit pension scheme in which the funding risks lies with the employer and not with the individual members. Employer admission to the LGPS is currently governed by the Local Government Pension Scheme Regulations 2013 (as amended from time to time).

The Fund is not formally segregated so individual employers do not have legal ownership of any of the Fund's assets. However, in order to set contribution rates for individual employers, the Fund Actuary notionally allocates assets in the Fund to employers based on how much has been paid in and out of the Fund in relation to the employer's membership, and allocates a proportionate share of the investment returns achieved on the Fund's assets (which may be positive or negative). Employer contributions are set by calculating the cost of benefits accruing to the employer's employee members (net of employee contributions) and making adjustments as required where the notional asset share is more or less than the value of the employer's liabilities.

Town and parish councils do not participate as employers in the Fund by default as do for example, bodies such as county, borough, district or city councils. Instead town and parish councils may resolve to join the Fund by making a written resolution in accordance with Regulations 2, 3 and Schedule 2 Part 2 of the Regulations LGPS regulations Schedule 2 PART2 2. As a town or parish council participating in the Fund, you have been included in this consultation.

There are currently 61 town or parish councils participating in the Fund who vary in membership, size and by the longevity of their participation in the Fund. However, most are small employers with a small number of active members. In order to deliver greater stability of contributions for employers (which is easier to achieve based on a greater number of members), as well as reduce the burden on the Fund of administering separate contribution rates for all 61 councils, we are proposing to "pool" contributions for town and parish councils. In simple terms this means calculating a single contribution rate across the group.

Further details of the proposals and why we are suggesting pooling are set out in the attached note which has been prepared with input from the Fund Actuary.

### **Next steps**

In advance of the expected consultation on the Funding Strategy Statement, the Fund is offering a formal period of consultation, allowing you to comment, ask questions regarding and to give feedback on the proposed pooling of the individual funds of town and parish councils for funding purposes.

The attached Report explains the options regarding pooling and the consequences of those options.

**We would be grateful if you could now take the time to read and consider the attached report on the pooling of town and parish councils.**

Please let us have your views, feedback, comments, or questions as early as possible, but in any event no later than **4 August 2025**. After this date the responses to the consultation will be considered before a final decision is made by the Kent Pension Fund Committee.

If, after considering the outcome of the consultation process, the Pension Fund Committee, decide to proceed with entering into a Pooling arrangement it is anticipated that those arrangements will be implemented on and from 1 April 2026 in line with the operative date of the 31 March 2025 triennial valuation results.

How do Members want to proceed?

Confidential Annex 3 (omitted from public documents):