
Council

14 March 2017

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Executive Director of People

Ward(s) affected:

None

Title:

Annual Pay Policy Statement 2017/2018

Is this a key decision?

No

Executive Summary:

Local Authorities are required by sections 38 and 39 of the Localism Act 2011 to produce an annual Pay Policy Statement. The statement must articulate the City Council's policies towards a range of issues relating to the pay of the workforce, particularly the most senior staff (or "chief officers") and the relationship of their pay to the lowest paid employees. The proposed annual Pay Policy Statement for 2017/2018 is attached as appendix 1.

Recommendations:

1. Council is recommended to approve the Annual Pay Policy Statement 2017/18 attached at Appendix 1.

List of Appendices included:

Appendix 1 Annual Pay Policy Statement 2017/18
Appendix 2 NJC Grading Structure 2016/17
Appendix 3 Local Government Pension Regulations Statement

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

Yes - 14th March 2017

Report title: Annual Pay Policy Statement 2017/2018

1. Context (or background)

- 1.1 The Localism Act 2011 requires all local authorities to produce an annual Pay Policy Statement, setting out the Council's policies regarding the pay and grading of the workforce, which must be approved by full Council. The annual Pay Policy Statement is particularly required to highlight the relationship between the pay and remuneration of the most senior staff (chief officers) and the general workforce. The City Council has clearly established policies and processes for the determination of the pay and grading of its employees and these are summarised in the proposed Pay Policy Statement.
- 1.2 The annual Pay Policy Statement also sets out the relationship between the highest and lowest paid employees. Guidance on the development of Pay Policy Statements states that authorities should explain their policy in respect of chief officers who have been made redundant and later re-employed or engaged under a contract of service, and also their approach to any shared arrangements in place. The City Council has a policy not to re-employ or re-engage chief officers and this will continue in the future.

Currently the City Council have a shared agreement with Solihull in regard to a 'chief officer' for our Procurement Services.

2 Options considered and recommended proposal

- 2.1 Council is recommended to approve the annual Pay Policy Statement for 2017/18 to ensure compliance with sections 38 and 39 of the Localism Act 2011.

3 Results of consultation undertaken

- 3.1 There is no requirement to consult on the Pay Policy Statement

4. Timetable for implementing this decision

- 4.1 The proposed Pay Policy Statement will be effective for the financial year 2017/18.

5. Comments from Director of Resources and Corporate Services

5.1 Financial Implications

The costs associated with the implementation of the Pay Policy are built into the City Council's budget planning process. One-off costs arising from the termination of employment are met from specific reserves set aside for this purpose.

Financial information on all posts where the full time equivalent salary is at least £50,000 pa (which includes chief officers as identified in the Pay Policy Statement) is published in the Council's Annual Statement of Accounts and published on www.coventry.gov.uk as part of the Transparency Act.

5.2 Legal implications

The City Council is required to have regard to the statutory guidance in relation to sections 38 and 39 of the Localism Act 2011, and to agree an annual Pay Policy Statement. It ensures that Coventry City Council meets its obligations under the Localism Act, Equal Pay Act and other relevant employment legislation (see Appendix 1 paragraph 3.1)

6. Other implications

- 6.1 How will this contribute to achievement of the Council's Plan?

To assist the effective delivery of key objectives and corporate priorities the City Council must ensure key principles provide the foundation for the determination of the pay and grading of employees.

6.2 How is risk being managed?

By adopting a Pay Policy Statement as attached at Appendix 1 the City Council would be compliant with sections 38 and 39 of the Localism Act 2011.

6.3 What is the impact on the organisation?

This document outlines the key principles for Coventry City Council's Pay Policy for 2017/18 and therefore it is anticipated that there will be no significant impact

6.4 Equalities / EIA

As a consequence of the Equality Act and the National Joint Council (NJC) conditions of Service the City Council is committed to publishing equal pay information on an annual basis.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Members: Councillor Mutton	Cabinet Member Strategic Finance and Resources		13/2/17	13/2/17

Appendix 1

Coventry City Council – Annual Pay Policy Statement 2017/18

1. Introduction and Purpose

- 1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as [the] authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to setting the pay of its employees in accordance with the requirements of Section 38 of the Localism Act 2011(“the Act”).
- 1.2 Coventry City Council is committed to operating consistent and equitable pay arrangements for all employees. The Pay Policy Statement must set out the Authority’s policies for the financial year relating to:
- The remuneration of its key chief officers (this includes Chief Executive, Executive Directors, Directors and other senior Managers)
 - The remuneration of its lowest paid employees
 - And the relationship between them
- 1.3 The Pay Policy Statement must state:
- The definition of ‘lowest paid employees’ for the purposes of this statement
 - The Authority’s reasons for adopting this definition
- 1.4 The Statement must also include the level and elements of remuneration for each chief officer on the following:
- Remuneration on recruitment
 - Increases and additions to remuneration
 - The use of performance related pay
 - The use of bonuses
 - The approach to payment on their ceasing to hold office under or be employed by the authority
 - The publication of and access to information relating to their remuneration

2. Current Pay Structure

- 2.1 The Council uses the NJC Job Evaluation scheme and the nationally negotiated pay spine as the basis for its local grading structure. This determines the salaries of the vast majority (88.5%) of the non-school based workforce. The remainder are determined by using the methods contained within their relevant national terms and conditions.
- 2.2 The National pay spine for 2016/17 is illustrated in Appendix 2. Progression within the grading structure is based on automatic annual increments until the top of the grade is reached. This is currently a long standing traditional approach to paying increments. Any pay increases are negotiated nationally. The pay-scales at Appendix 2 may be adjusted with the announcement of the nationally agreed uplift for April 2017. This will be 1% for 2017/18.
- 2.3 A similar incremental approach is also applied to other groups of employees who are governed by relevant national negotiating bodies. These groups include Soulbury and JNC/Youth and Community schemes.
- 2.4 Increments for those centrally employed on teachers’ terms and conditions are based on performance.

- 2.5 The posts of Chief Officers are evaluated in accordance with the Hay job evaluation scheme. There is a planned review of this scheme in 2017/18.
- 2.6 The above policies apply except where the operation of the Transfer of Undertakings (Protection of Employment) Regulations, or other statutory provision, dictates otherwise.
- 2.7 Where a person is appointed under a 'contract for service' rather than as an employee, the Council's 'contracts for services' arrangements are in place to ensure that maximum value for money is secured.

3. Legal Context

- 1.1 This policy is in operation to ensure that Coventry City Council meets its obligations under relevant employment legislation. This includes the Localism Act, the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 1.2 With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of an equality-proofed job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.

4. Senior Management (Chief Officers) Remuneration

- 4.1 For the purposes of this statement, Chief Officers' is defined within S43 of the Localism Act and by Section 2 of the Local Government and Housing Act 1989 as the Chief Executive, Strategic Directors, Directors and Heads of Service. Each of these posts have been evaluated using a job evaluation scheme devised by HAY Management Consultants and is used widely in the public and private sectors within the UK.

4.2 Senior Management Hierarchy Table

<u>Position</u>	<u>Salary Grade</u>	<u>Hay Salary Range</u>
Chief Executive	CX1	£175,000 - £185,000
Acting Chief Executive	D1 (SCP3)	£114,623 - £125,538
Executive Directors	D1	£114,623 - £125,538
Director	D2	£102,785 - £111,369
Director of Public Health	Spot Salary	£120,000
Assistant Directors	AD1/AD2	£77,797 - £100,999
Head of Service	SM1/2/3	£46,099 - £72,503

- 4.3 The Chief Executive's salary is £176,750.000 and falls within a range of £175,000 to £185,000 or as may be otherwise determined by the Council. This salary was last reviewed within the appraisal process in August 2016.
- 4.4 An additional payment is made for Returning Officer duties. The role of Returning Officer and its fees are independent and are determined and paid by the Cabinet Office for all National and European elections, rather than the Council. The payment made to the Chief Executive for this role in 2016/17 was:

Local Elections/Police Commissioner/EU referendum = **£26,932.42**. This, added to the salary payment, totals **£203,682.42**

4.5 The remaining Chief Officer remuneration currently falls within a range of £46,099 to £125,538 or as may be otherwise determined by the Council – further details of remaining Chief Officer remuneration is published on our website (Coventry City Council Senior Salaries 50K + Chief Officers & Heads of Service) This will change with the nationally agreed 1% uplift for 2017/18.

5. Recruitment of Chief Officers

5.1 The determination of the remuneration offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The Council's policy and procedures with regard to the recruitment of Chief Officers' is set out within the Council's Constitution.

5.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the Council's Hay pay and grading structure. Chief Officer's jobs are allocated to a salary range based on a number of factors including the level of knowledge, skills and experience required and the responsibilities and accountabilities associated with the position.

5.3 Where the Council is unable to recruit to a post, it will consider the use of temporary market force supplements. Where the Council remains unable to recruit chief officers under an employment contract, or there is a need for interim cover for a Chief Officer post, the Council will consider engaging individuals under 'contracts for service'.

5.4 The Council considers that decisions on large salary packages (£100,000 and above) should be subject to accountability and scrutiny. The Council considers that it would be preferable for scrutiny of these decisions to take place in committee rather than by full Council, and that the Audit and Procurement Committee is the appropriate forum. This committee is skilled and experienced in subjecting specific decisions to scrutiny, and will be able to test the strength of the explanations put forward for particular appointment/severance packages. The Council believes that the Audit and Procurement Committee will be able to do this better than full Council and make those decisions in consultation with the Cabinet Member for Strategic Finance and Resources.

6. Increases and additions to Remuneration of Chief Officers

6.1 The Council does not apply any bonuses to its Chief Officers.

6.2 Salary progression for Chief Officers is based upon an annual performance based assessment.

6.3 It is the Council's policy to pay temporary and reviewable 'market supplement' to Chief Officer salary levels within the NJC framework where there is clear and demonstrable evidence that the salary level otherwise attached to the post creates substantial recruitment or retention difficulties. The range of market supplement payments range from £5,000 to £13,000. Currently, nine Chief Officers are receiving market supplements in addition to their basic salary.

6.4 The gross fees paid to senior officers (other than the Returning Officer) covered in the pay policy for elections and referendums in 2016/2017 totalled £18,974.26. Payments for European, Police Commissioner and national elections and referendums are recoverable from central government and the City Council meets the costs of local elections. Where more than one type of election takes place at the same time, costs are shared proportionately. The fees include those paid to the Returning Officer and senior staff for carrying out the responsibilities required to deliver these elections.

7. Payments on Termination

7.1 The Council's approach to discretionary payments on termination of employment of Chief Officers in a redundancy situation is set out within the Security of Employment Agreement in accordance with the Discretionary Compensation Regulations 2006 which give all Councils the ability to determine redundancy payments. This Agreement sets out the processes to be used in cases of redundancy (for example consultation and redeployment possibilities).

7.2 The Council does not apply the added years' arrangements available under the Local Government Pension Scheme. This is where an employer may resolve to increase the total membership of an active member. A member's total additional membership, including additional membership in respect of different employments, must not exceed 10 years. An employer may also make decisions on awarding augmented service for up to six months after termination of employment in cases of redundancy, in the interests of efficiency of the employing authority's functions or at the ending of a joint appointment because the other appointment holder has left. This discretion will not be exercised by the City Council in any circumstances. Coventry City Council has no discretion over the pension benefit amounts payable to Chief Officers who are made redundant and who are entitled under the scheme regulations to be paid their pension benefits.

7.3 In some rare and exceptional circumstances, it may be more appropriate and in the Council's best interests to reach mutual agreement to end employment. Such reasons can include speed and minimising the risk of significant uncertainty and disruption. In reaching an agreement in a process of negotiation it is likely that the payment will be specific to the individual's circumstances.

7.4 The Council considers that decisions on large severance packages, which may be in relation to redundancy pay, early retirement and/or settlement agreements (£100,000 and above) should be subject to accountability and scrutiny. The Council considers that it would be preferable for scrutiny of these decisions to take place in committee rather than by full Council, and that the Audit and Procurement Committee is the appropriate forum. This committee is skilled and experienced in subjecting specific decisions to scrutiny and will be able to test the strength of the explanations put forward for particular severance decisions.

The Council believes that the Audit and Procurement Committee will be able to do this better than full Council and make those decisions in consultation with the Cabinet Member for Strategic Finance and Resources. The Audit and Procurement Committee have embraced the expectation of greater scrutiny in exit payments proposed in the Treasury consultation on 'Exit Payments in the Public Sector' and forthcoming legislation, to increase the scope of payments and remuneration it expects to be brought to the Committee for approval.

7.5 The City Council will not re-employ or re-engage previous employees within five years, if they have left as part of the voluntary redundancy/early retirement programme. It is not envisaged that any Chief Officer who leaves the Council with a severance or redundancy payment will be considered for further employment with Coventry or for the hiring of their services in another capacity unless there are special circumstances. This scheme principal was agreed and formed part of the proposal to Council for ER/VR Round 4 in 2014 and continues to form part of any current ER/VR scheme.

8. Publication

8.1 Upon approval by the full Council, this statement will be published on the Council's Website.

9. Lowest Paid Employees

- 9.1 The Council will begin to align the pay of the lowest paid workers/employees to the Local Government Pay Spine which is slightly higher (4%) than the Government's National Living Wage. The Council will pay the annual pay award of 1% to its lowest paid workers, in line with the rest of the workforce, in April 2017. The existing hourly rate of £8.25 will therefore provide an increase to a new Coventry living wage hourly rate of £8.33. This will apply to those on pay spine 6 –11. Those employees who are on spinal point 12, will get a slightly greater increase of £8.36 per hour.
- 9.2 The City Council employs a small number of modern apprentices who are not included within the definition of "lowest paid employees" as they are employed under specific trainee contract terms.
- 9.3 The Code of Recommended Practice on Data Transparency and the Localism Act recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the Council's workforce. This is a means of measuring the relationship between pay rates across the workforce and that of senior managers. One of the key drivers behind the use of the multiple was concern due to the growth in the pay of senior managers in relation to the rest of the workforce. The use of median earnings was considered to be a more relevant measure and was a recommendation by the Hutton Review of Fair Pay in the Public Sector.
- 9.4 The current Council pay levels define the following rates of pay:-
- ☐ Chief Executive = £176,750
 - ☐ Median employee = £21,057
 - ☐ Lowest paid employee = £15,916.59
- 9.5 The current Council pay levels define the following pay multiples:-
- ☐ Chief Executive to lowest paid employee = **1:11.1**
 - ☐ Chief Executive to median employee = **1:8.39**
- 9.6 This pay multiple figure in 9.5 between the highest paid and the lowest paid is within the recommended boundary which was suggested by Lord Hutton in his 'Review of Fair Pay in the Public Sector', which is 1:20.
- 9.7 As part of its overall and on-going monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.

10. Monitoring and Review

- 10.1 Once approved by Full Council, the Pay Policy statement will come into effect and will be reviewed annually in accordance with the relevant legislation at the time.

11. Further Information

- 11.1 Coventry City Council will continue to progress its workforce reform programme, part of which is to improve the governance and the transparency in regard to our employment costs. Further information will be the subject of future papers to Cabinet and Council respectively.
- 11.2 Coventry City Council will ensure compliance with the HMRC revised IR35 off payroll working legislation for the engagement of individuals either directly or through an agency/third party.

Appendix Two – Grading Structure (NJC)

Grading Structure – Effective from 1st April 2016 until 31st March 2017

Sp Pt	Salary	Hourly Rate	303 G1	352 G2	415 G3	458 G4	497 G5	535 G6	569 G7	615 G8	669 G9	670 + G10
55	48245	25.0067										
54	47422	24.5801										
53	46607	24.1577										
52	45799	23.7389										
51	44962	23.3050										
50	44134	22.8758										
49	43387	22.4887										
48	42474	22.0154										
47	41551	21.5370										
46	40619	21.0539										
45	39660	20.5569										
44	38789	20.1054										
43	37858	19.6228										
42	36937	19.1454										
41	36019	18.6696										
40	35093	18.1897										
39	34196	17.7247										
38	33106	17.1597										
37	32164	16.6715										
36	31288	16.2174										
35	30480	15.7986										
34	29854	15.4741										
33	29033	15.0486										
32	28203	14.6184										
31	27394	14.1991										
30	26556	13.7647										
29	25694	13.3179										
28	24717	12.8115										
27	23935	12.4062										
26	23166	12.0076										
25	22434	11.6282										
24	21745	11.2710										
23	21057	10.9144										
22	20456	10.6029										
21	19939	10.3349										
20	19238	9.9716										
19	18560	9.6202										
18	17891	9.2734										
17	17547	9.0951										
16	17169	8.8992										
15	16772	8.6934										
14	16481	8.5425										
13	16191	8.3922										
12	15823	8.2015										
11	15507	8.0377										
10	15238	7.8983										
9	14975	7.7619										
8	14771	7.6562										
7	14615	7.5754										
6	14514	7.5230										

The Local Government Pension Scheme Regulations 2007 (as amended) Statement of Policy

October 2008

Under Regulation 66 of the Local Government Pension Scheme (LGPS) Administration Regulations 2007 (as amended), each employer must formulate, keep under review and publish their policies on certain discretions contained within the LGPS Regulations.

This Statement is applicable to all employees of Coventry City Council who are eligible to be members of the LGPS and, where applicable, deferred or pensioner members.

1. Regulation 30 BReg – Members request for early payment of benefits **Explanation**

From age 55*, members who leave/ have left local government employment have the right to apply for early payment of their retirement benefits subject to the consent of their employer. However, members aged 60 and over do not need their employer's consent.

The pension benefits must be reduced in accordance with guidance provided by the Government actuary. Employers may determine on compassionate grounds that the benefits are not reduced.

For a member who joined the Scheme prior to 1 October 2006, where the member's age and membership (in whole years) satisfies the 'Rule of 85', then benefits would not be reduced. For a member who joined the Scheme on or after 1 October 2006, then reduced benefits would be payable if taken before age 65.

*Where a person was an active member on 31 March 2008 and makes an election before 31 March 2010, benefits can be paid if aged 50 or over.

Coventry City Council's Policy

- **Active Members (current employees)** - The City Council will allow early retirements on the grounds of redundancy/efficiency of the service. This discretion will otherwise only be used in rare and exceptional circumstances. It should be demonstrated that the City Council could fund the cost of release within a three-year period.

It would need to be funded by a lump-sum contribution into the Pensions Fund by the City Council. Each specific request raised under this Regulation will be judged equally and fairly on its own merits.

- This discretion will be exercised by those officers nominated to approve existing severance packages.
- Deferred Members – Early release of retirement benefits may be allowed in exceptional circumstances. The former employee must make an application in writing to the City Council. Each specific case will be judged equally and fairly on its own merits and where appropriate approved by the appropriate Cabinet Member.
- Waiver or reduction – Each specific case will be judged equally and fairly on its own merits and where appropriate approved by the appropriate Cabinet Member. Any cost would need to be funded by a lump-sum contribution into the Pension Fund by the City Council.

2. Regulation 12 BReg – "Augmentation" Increase in total membership of an active member

Explanation

An employer may resolve to increase the total membership of an active member. A member's total additional membership, including additional membership in respect of different employments, must not exceed 10 years.

An employer may make decisions on awarding augmented service for up to six months after termination of employment in cases of redundancy, in the interests of efficiency of the employing authority's functions or at the ending of a joint appointment because the other appointment holder has left.

Coventry City Council's Policy

This discretion will not be exercised by the City Council in any circumstances.

3. Regulation 13 BReg Power of Employing Authority to award additional pension

Explanation

An employer may resolve to award a member additional pension of not more than £5,000 per year, payable from the same date as their pension is payable under any other provisions of these regulations. Additional pension may be paid in addition to any increase of total membership resolved under Regulation 12.

Coventry City Council's Policy

This discretion will not be exercised by the City Council in any circumstances.

4. Regulation 18 BReg – Flexible Retirement

Explanation

A member who is aged *55 or over and with their employer's consent reduces their hours and/ or grade can then, but only with the agreement of their employer, make a written application to the administering authority (West Midlands Pension Fund) for payment of all or part of their accrued benefits without having retired from that employment.

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

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

*** Where a person was a member on 31 March 2008 and makes an election before 31 March 2010, benefits can be paid if aged 50 or over.**

Coventry City Council's Policy

Each specific case will be judged equally and fairly on its own merits, having fully considered service delivery and financial costs. The Council will normally only approve the payment of benefits where there is no additional cost to the Council.

5. Regulation 25 AReg – Shared Cost AVC

Explanation

Employers may resolve to establish and maintain a Shared Cost Additional Voluntary Contribution Scheme (SCAVC). Who can join, how much the employer and employee will jointly contribute and the type of benefits provided must be considered.

Coventry City Council's Policy

Coventry City Council does not propose to introduce a Shared Cost Additional Voluntary Contribution Scheme.

6. Regulation 22 AReg – Optional contributions during absence

Explanation

Employing authorities have the discretion to extend beyond 30 days the period where a member can make a written request to make contributions. These contributions will cover a period of absence where pension contributions would otherwise not have been made.

Coventry City Council's Policy

Coventry City Council will extend the period of 30 days in rare and exceptional circumstances or where it was beyond the member's control.

7. Regulation 16 AReg – Re-employed and rejoining deferred members

Explanation

Where a deferred member becomes an active member again, before becoming entitled to the immediate payment of retirement benefits in respect of former membership(s), he/she may elect to have former membership(s) aggregated with their current active membership. An election must be made in writing to the member's appropriate administrating authority (West Midlands Pension Fund) before the expiry of the period of 12 months, beginning with the date that the employee again became an active member (or any such longer period as the employer may allow).

Coventry City Council's Policy

Coventry City Council will extend the period of 12 months in rare and exceptional circumstances or where it was beyond the member's control.

8. Regulation 83 AReg – Inward transfers of pension rights **Explanation**

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

Coventry City Council's Policy

Coventry City Council will extend the period of 12 months in rare and exceptional circumstances or where it was beyond the member's control.

9. Regulation 3 BReg - Contributions payable by active members

Explanation

Employers will determine the contribution rate payable based on whole-time pensionable pay for existing members at 1 April 2008 or a subsequent date of commencement of employment/ date of rejoining the Scheme. The employee contribution rate will be in accordance with the following table:-

Band	*Range	Contribution rate
1	£0 - £12,000	5.5%
2	> £12,000 - £14,000	5.8%
3	> £14,000 - £18,000	5.9%
4	> £18,000 - £30,000	6.5%
5	> £30,000 - £40,000	6.8%
6	> £40,000 - £75,000	7.2%
7	> £75,000	7.5%

* On 1st April 2009, and each subsequent anniversary thereof, the range figures will increase as if they were pensions to which the Pensions (Increase) Act 1971[4] applied.

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

Coventry City Council's Policy

In the event of a material change to a member's pensionable pay in the course of a financial year Coventry City Council will redetermine the contribution band

10. Regulation 57 AReg – The Internal Dispute Resolution Procedure

Explanation

An Internal Dispute Resolution Procedure applies to active members of the LGPS and to others such as deferred and pensioner members, whose position may be affected by decisions taken by their former employer or LGPS administering authority.

Responsibility for determinations under the first stage of the procedure rests with a “specified person” appointed by the employer. The employer must specify the job title and address of the person to whom applications should be directed.

Coventry City Council's Policy

The specified person is:

Head of HR & OD
Coventry City Council
Earl Street
COVENTRY
CV1 5RX