

PENSION FUND COMMITTEE – 7 DECEMBER 2012

Pension Fund Scheme of Delegation

Report by Assistant Chief Executive and Chief Financial Officer

Introduction

1. This report is to seek Committee approval for two minor changes to the Pension Fund Scheme of Delegation which was last updated in June 2012.

Internal Dispute Resolution Procedure (IDRP)

2. The formal pension complaint procedure is a three stage process:
 - Stage 1 will be determined by either the scheme employer, or administering authority depending upon the nature of the complaint
 - Stage 2 is an independent review by person with delegated authority from this Committee
 - Stage 3 is referral to the Pension Ombudsman
3. Following the recent retirement of the Independent Stage 2 person, current arrangements have been reviewed and this report seeks Committee approval to agree that:
 - a. Stage 1 complaints to be determined by the administering authority will be delegated to the Pension Services Manager
 - b. Stage 2 complaints are to be determined by the Service Manager, Pensions, Insurance and Money Management
 - c. Both the Pension Services Manager and the Service Manager, Pensions, Insurance and Money Manager can determine non-contentious cases, after consultation with the Chairman of the Pension Fund Committee, to the value of £5,000, subject to reporting to the next meeting of the Pension Fund Committee.

Write Off Cases

4. The Committee is also asked to accept the change to the write off procedure to allow the Pension Services Manager to approve write off amounts of up to £500; subject to reports being made to this Committee.

RECOMMENDATION

The Committee is **RECOMMENDED** to:

- (a) approve the proposed changes to the Pension Fund's Scheme of Delegation, as set down at paragraph 3 of the report; and**
- (b) accept the change to the write off procedure to allow the Pension Services Manager to approve write off amounts of up to £500; subject to reports being made to this Committee.**

Sue Scane
Assistant Chief Executive and Chief Finance Officer

Background papers:

Contact Officer: Sally Fox Pension Services Manager, Tel: (01865) 797111

November 2012