

| Discretion | Regulation | Exercised by | Decision |
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| Whether to agree to an admission agreement with a Care Trust, NHS Scheme employing authority or care Quality Commission | R4(2)(b) | | In cases where a pass through arrangement has been agreed this decision has been delegated to Service Manager, Pensions with details being reported to the Pension Fund Committee. In all other cases a report will be submitted to the Pension Fund Committee for decision. |
| Whether to agree to an admission agreement with a body applying to be an admission body | R5(5) & RSch 2, Part 3, para 1 | | In cases where a pass through arrangement has been agreed this decision has been delegated to Service Manager, Pensions with details being reported to the Pension Fund Committee. In all other cases a report will be submitted to the Pension Fund Committee for decision. |
| Whether to terminate a transferee admission agreement in the event of - insolvency, winding up or liquidation of the body - breach by that body of its obligations under the admission agreement - failure by that body to pay over sums due to the Fund within a reasonable period of being requested to do so | RSch 2, Part 3, para 9(d) | | A report will be submitted to the Pension Fund Committee to advise of options available and to seek approval for course of action. |
| Define what is meant by “employed in connection with” | RSch 2, Part 3, para 12(a) | | The Committee has determined that this would mean that work would be same as prior to any TUPE and relate to Oxfordshire. |
| Whether to turn down a request to pay an APC/SCAPC over a period of time where it would be impractical to allow such a request (e.g. where the sum being paid is very small and could be paid as a single payment) | R16(1) | | Pension Fund Committee has delegated this decision making to officers |
| Whether to require a satisfactory medical before agreeing to an application to pay an APC / SCAPC | R16(10) | | Pension Fund Committee has determined that in cases where payment is made over a period of 12 months, or less no medical assessment is required. However, a medical assessment is required in all other cases. |

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| Whether to turn down an application to pay an APC / SCAPC if not satisfied that the member is in reasonably good health. | R16(10) | | In cases where a medical assessment causes concern this will be referred to the Pension Fund Committee for decision. |
| Whether to charge member for provision of estimate of additional pension that would be provided by the Scheme in return for transfer of in house AVC/SCAVC funds (where AVC/SCAVC arrangement was entered into before 1/4/14) | TP15(1)(d) & A28(2) | | The Pension Fund Committee has determined that since information is provided at retirement there is no need to introduce a charge. |
| Decide to whom any AVC/SCAVC monies (including life assurance monies) are to be paid on death of the member | R17(12) | | This links to TP17 (5) to (8) & R40 (2), R43(2) & R46(2). Pension Fund Committee has delegated decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Pension account may be kept in such form as is considered appropriate | R22(3)(c) | | Pension accounts will kept in line with regulatory and system requirements |
| Decide, in the absence of an election from the member within 12 months of ceasing a concurrent employment, which on-going employment benefits from the concurrent employment which has ceased should be aggregated (where there is more than one on-going employment) | TP10(9) | | That all records are merged with next record, as determined by start date of employment |
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| Whether to require any strain on Fund costs to be paid “up front” by employing authority following payment of benefits under R30(6) (flexible retirement), R30(7) (redundancy / business efficiency), or the waiver (in whole or in part) under R30(8) of any actuarial reduction that would otherwise have been applied to benefits which a member voluntarily draws before normal pension age or to benefits drawn on flexible retirement | R68(2) | | That all costs associated with these decisions are paid in a lump sum once payment has been processed. |
| Whether to require any strain on Fund costs to be paid “up front” by employing authority following waiver of actuarial reduction under TPSch 2, para 2(3) | TPSch 2, para 2(5) | | That all costs associated with these decisions are paid in a lump sum once payment has been processed. |
| Whether to extend the time limits within which a member must give notice of the wish to draw benefits before normal pension age or upon flexible retirement | R32(7) | | The Pension Fund Committee has determined that a period of 3 months’ notice should be given in line with regulations. |
| Decide whether to commute small pension | R34(1) | | The Pension Fund Committee has determined that small pension values can be commuted, at member request, in line with HMRC rules and limits. |
| Approve medical advisors used by employers (for ill health benefits) | R36(3) | | The Pension Fund Committee has delegated this approval process to Officers |
| Whether to use a certificate produced by an IRMP under the 2008 Scheme for the purposes of making an ill health determination under the 2014 Scheme. | TP12(6) | Employer (or Admin. Authority where Employer has become defunct) | The Pension Fund Committee has approved this use of 2008 certificate. |

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| Decide whether deferred beneficiary meets criteria of being permanently incapable of former job because of ill health and is unlikely to be capable of undertaking gainful employment before normal pension age or for at least three years, whichever is sooner | R38(3) | Employer (or Admin. Authority where Employer has become defunct) | A report will be submitted to the Pension Fund Committee to advise of issues to be considered and to seek a decision. |
| Decide whether a suspended ill health tier 3 member is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health | R38(6) | Employer (or Admin. Authority where Employer has become defunct) | A report will be submitted to the Pension Fund Committee to advise of issues to be considered and to seek a decision. |
| Decide to whom death grant is paid | TP17(5) to (8) & R40(2), R43(2) & R46(2) | | Pension Fund Committee has delegated decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Decide, in the absence of an election from the member, which benefit is to be paid where the member would be entitled to a benefit under 2 or more regulations in respect of the same period of Scheme membership | R49(1)(c) | | Pension Fund Committee has delegated decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Whether to set up a separate admission agreement fund | R54(1) | | The Pension Fund Committee determined no such fund should be set up |
| Whether to have a written pensions administration strategy and, if so, the matters it should include | R59(1) & (2) | | Administration Strategy in place |
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| Whether to obtain revision of employer's contribution rate if there are circumstances which make it likely a Scheme employer will become an exiting employer | R64(4) | | Pension Fund Committee has delegated decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Decide whether to obtain a new rates and adjustments certificate if the Secretary of State amends the Benefits Regulations as part of the "cost sharing" under R63 | R65 | | A report will be submitted to the Pension Fund Committee to advise of issues to be considered and to seek a decision |
| Decide frequency of payments to be made over to Fund by employers and whether to make an administration charge. | R69(1) | | Payments required to be paid monthly by 19 th of month following deduction. Administration charges will be made in line with Administration Strategy. |
| Whether to issue employer with notice to recover additional costs incurred as a result of the employer's level of performance. | R70 & TP22(2) | | Administration charges will be made in line with Administration Strategy. |
| Decide form and frequency of information to accompany payments to the Fund | R69(4) | | Paperwork to be provided detailing monthly payments by 19 th of the month following deduction. |
| Whether to charge interest on payments by employers which are overdue | R71(1) | | Charges will be made in line with Administration Strategy. |
| Decide procedure to be followed by administering authority when exercising its stage two IDRPs functions and decide the manner in which those functions are to be exercised | R76(4) | | Pension Fund Committee has delegated these roles to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
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| Whether administering. authority should appeal against employer decision (or lack of a decision) | R79(2) | | Pension Fund Committee has delegated this matter to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Specify information to be supplied by employers to enable administering. authority to discharge its functions | R80(1)(b) & TP22(1) | | Pension Fund Committee has delegated this matter to Officers . |
| Whether to pay death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration where payment is less than amount specified in s6 of the Administration of Estates (Small Payments) Act 1965 | R82(2) | | Pension Fund Committee has delegated the decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee |
| Whether, where a person (other than an eligible child) is incapable of managing their affairs, to pay the whole or part of that person's pension benefits to another person for their benefit. | R83 | | Report will be submitted to PFC for decision |
| Date to which benefits shown on annual benefit statement are calculated | R89(5) | | End of Scheme Year – 31 March |
| Agree to bulk transfer payment | R98(1)(b) | Employer / Admin. Authority / trustees of new scheme | Delegated to officers in conjunction with Fund Actuary |
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| Agree set aside of bulk transfer assets / cash and acquisition of rights in new scheme | R98(4)(a) | Employer / Admin. Authority / trustees of new scheme | Delegated to officers in conjunction with Fund Actuary |
| Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS | R100(68) | Employer and Admin. Authority | Pension Fund Committee determined to endorse employing authority decision |
| Allow transfer of pension rights into the Fund | R100(7) | | The Pension Fund Committee determined to continue to all transfers in of previous pension rights. |
| Where member to whom B10 applies (use of average of 3 years pay for final pay purposes) dies before making an election, whether to make that election on behalf of the deceased member | TP3(6), TP4(6)(c), TP8(4), TP10(2)(a), TP17(2)(b) & B10(2) | | The Pension Fund Committee has determined that Officers should use best option for member |
| Make election on behalf of deceased member with a certificate of protection of pension benefits i.e. determine best pay figure to use in the benefit calculations (pay cuts / restrictions occurring pre 01.04.08) | TP3(6), TP4(6)(c), TP8(4), TP10(2)(a), TP17(2)(b) & TSch 1 & L23(9) | | The Pension Fund Committee has determined that Officers should use best option for member |
| Decide to treat child as being in continuous education or vocational training despite a break | RSch 1 & TP17(9) | | The Pension Fund Committee has determined that a gap year does not constitute a break in continuous education. |
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| Decide evidence required to determine financial dependence of cohabiting partner on scheme member or financial interdependence of cohabiting partner and scheme member | RSch 1 & TP17(9)(b) | | Pension Fund Committee has delegated the decision making to Officers unless a contentious case, in which instance the decision would be referred to the Pension Fund Committee. Note: this is now only required in event of member's death |
| Extend time period for capitalisation of added years contract | TP15(1)(c) & TSch1 & L83(5) | | The Pension Fund Committee confirmed that time periods should not be extended. |