

## **PENSION FUND COMMITTEE – 3 DECEMBER 2010**

### **WRITE OFF'S**

#### **Report by Assistant Chief Executive and Chief Finance Officer**

#### **Introduction**

1. In November 2007 a change was made to the Scheme of Financial Delegations to allow write offs, under £7,500, chargeable to the pension fund to be approved by the Assistant Head of Finance (Shared Services) acting as Director and the Head of Finance (Corporate Finance) acting as s151 Officer. Under the Scheme of Financial Delegation, such write offs need to be reported to this Committee for information.
2. For debts between £7,500 and £10,000 chargeable to the pension fund approval would need to be sought from the Assistant Chief Executive and Chief Finance Officer. These write offs will also need to be reported to this Committee for information.
3. Debts in excess of £10,000 would require approval of Pension Fund Committee

#### **Current Cases**

4. The Assistant Head / Head of Finance (Shared Services) and (Corporate Finance) have approved the write off of £444.87, chargeable to the pension fund in respect of the following cases.
  - Member died May 2010 – pension overpaid for one day amounting to £2.94.
  - Member died June 2010 –pension of £11.35 overpaid.
  - Member died in August 2010 – after receiving all documents it was found that the guaranteed minimum pension (GMP) information held was incorrect. This information is used to calculate the level of pensions increase which had resulted in an overpayment (back to 2006) of £65.99.
  - Overpayment of a child's pension amounting to £364.59. This arose because payment of the pension was made for eight months after age 17 without evidence of continuing in education. Since 2006 recovery of this amount has been followed up on a regular basis, but all agreements to make repayment have not been honoured. Legal Services have now advised that the case should be closed and the amount written off.

**RECOMMENDATION**

5. **The Pension Fund Committee is RECOMMENDED to note this report.**

SUE SCANE

Assistant Chief Executive and Chief Finance Officer

Background papers: Nil

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