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# Hampshire Pension Fund Administration Strategy

## 1 Introduction

- 1.1 Hampshire County Council is the administering authority for the Local Government Pension Scheme (LGPS) on behalf of the employers participating in the LGPS through the Hampshire Pension Fund (HPF). The LGPS is governed by statutory regulations.
- 1.2 HPF provides a high quality pension service to members and employers, to ensure members receive their correct pension benefits. This is best achieved where HPF and the employers are clear about their roles and responsibilities and work in partnership.
- 1.3 This strategy statement:
  - sets out the roles and responsibilities of HPF and the employers
  - specifies the level of services HPF and the employers will provide to each other
  - explains the performance measures used to evaluate them
  - is an agreement between HPF and the employers

## 2 Pension Administration Strategy

- 2.1 This strategy is an agreement between the Hampshire Pension Fund and all participating bodies. All parties commit to the following principles:
  - provide a high quality and low cost pension service to members
  - continually develop efficient working arrangements
  - meet HPF's service standards
  - an annual report of performance
  - take responsibility to provide accurate and timely information
  - keep the pension administration strategy under review and revise where appropriate.
- 2.2 This strategy statement was produced by HPF in consultation with the employers and is effective from 16 December 2017 . It is hereby agreed that each of the parties as defined in this agreement and the scheme regulations, shall abide by the requirements of this agreement.
  - HPF shall monitor the requirements of this agreement and report its findings to the Hampshire Pension Fund Panel and Board.
  - Changes are subject to consultation with the employers. Variations must be agreed with HPF and confirmed in writing.
- 2.3 Please keep a copy of this strategy for your records. The original will be held at the offices of the Hampshire Pension Fund and will be made available to any scheme member, past or present, wishing to have sight of the document.

### 3 Roles and responsibilities

- 3.1 The quality of service to members depends on the supply of accurate and timely information.
- 3.2 Employer duties, responsibilities and discretions are listed in Appendix A to this agreement.
- 3.3 HPF's duties and responsibilities are listed in Appendix B to this agreement.

### 4 The Regulations – effect on strategy

- 4.1 This strategy sets out certain duties and responsibilities.
  - It does not override any provision or requirement in the Regulations or any overriding legislation.
  - The intentions of the Regulations in their application to current members, potential members, deferred members and retired members must be complied with.
- 4.2 This agreement is based on:
  - Current regulations:
    - the Local Government Pension Scheme Regulations 2013, and any amendments;
    - the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, and any amendments;
  - Any earlier LGPS regulations as they continue to apply
  - Overriding legislation including, but not limited to,
    - the Public Service Pension Act 2013
    - the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006
    - Occupation and Personal Pension Scheme (Disclosure of Information) Regulations 2013

### 5 Definitions

- 5.1 For the purpose of this Administration Agreement:
  - “**Administering Authority**”, ‘Hampshire Pension Fund (HPF) and the Fund means Hampshire County Council;
  - “**Employing authority**” or “**employer**” means an employer within the Hampshire Pension Fund; and
  - “**Scheme**” means the Local Government Pension Scheme, and
  - “**The Panel**” means the Hampshire Pension Fund Panel and Board’

## **6 Communication**

- 6.1 The HPF Communications Policy Statement outlines how the Fund communicates with all stakeholders, including employers.
- 6.2 HPF routinely provides information and resources for employers using
  - its website, [www.hants.gov.uk/pensions](http://www.hants.gov.uk/pensions) with an employers' section
  - an electronic newsletter called Pension Matters
  - an employer manual and other guides available on the HPF website.
- 6.3 HPF will make available to the employer an up to date list of LGPS publications which will be available from the HPF website or as otherwise indicated.
- 6.4 HPF will communicate to the employer on an ad hoc basis and as required in respect of matters relating to the LGPS.
- 6.5 HPF will ensure that sufficient information is issued in the form of newsletters, booklets and other materials to satisfy the requirements of The Occupational, Personal and Stakeholder Pension Schemes (Disclosure of Information) (Amendment) Regulations 2013.
- 6.6 HPF will notify the employer of changes to administrative procedures that may arise as a result of changes in pension scheme regulations and update standard documentation on the HPF website.
- 6.7 HPF will issue electronic forms, newsletters, booklets and such other materials as are necessary in the administration of the LGPS, for members and the employers.
- 6.8 Employers should provide contact details at least annually, and whenever a named contact changes, on the Employer Contacts and Authorisation form.
- 6.9 Employers may provide information about members to HPF in a variety of ways, including electronic and paper forms or directly updating electronic pension records. Forms used must be up to date, and are available on the HPF website. Employers who update electronic pension records directly are fully supported via initial and refresher training and day to day support.

## **7 Performance measurement and reporting**

- 7.1 Pensions Services will monitor, measure and report compliance with the agreed service standards. This information will be reported to the Panel, and improvement plans put in place if necessary.
- 7.2 Where this information reveals problems in employers meeting the standards, HPF will consult and work with the relevant employers to improve compliance and performance levels by providing appropriate support, guidance, and training.
- 7.3 Where as part of the annual return process or any other monitoring activity, there are concerns about the accuracy of an employers data, the employer will be required to undertake a data cleanse exercise and make a declaration that they have fulfilled all of their requirements to notify the fund of changes. Details of the data cleanse requirements will be provided as part of the annual returns process.
- 7.4 Where poor performance affects Pension Services meeting statutory deadlines, consideration will be given to the requirement to report this to the Pension Regulator.

## 8 Costs

- 8.1 The Fund Actuary determines employer contribution rates for the three years following each triennial valuation. The rates and adjustments certificate provides details of all payments which are due from employers in the fund.
- 8.2 The costs of the standard administration service, including actuarial fees for the triennial valuation, are charged directly to HPF. These administration costs are taken into account by the Fund Actuary when assessing the employers' contribution rates.
- 8.3 Where Pension Services incur additional administration costs due to the pension implications of an Employer restructuring (eg outsourcing, creation of a company, change of legal status etc) a separate additional administration charge will be made. The charge will be based on estimated staff time and will be notified to the employer before any work is carried out.
- 8.4 Where additional actuarial or legal services are required by, or result from the decisions and actions of, the employer, the employer will be required to reimburse HPF for the costs involved. Where appropriate, an estimate of these costs will be provided and the employer's agreement obtained before proceeding to instruct the service provider.
- 8.5 If HPF incurs interest charges as a result of a late notification of retirement from the employer, it may recharge to the employer the interest incurred on the late payment of the lump sum.
- 8.6 Employers may also be required to pay for additional work, including estimates which are in addition to the agreed allocation, or for requesting work to be completed faster than the normal service standards. The employer's agreement to the charge will be obtained prior to the work being carried out.

## 9 Penalties

- 9.1 Commitment to the principles of this statement (see 2.1) should mean that any non-compliance is addressed promptly, with no need to resort to a penalty. However, the following actions are possible:
  - Where payment over of contributions is late more than once in any 12 month period, HPF will issue the employer with a written notice of unsatisfactory performance and may charge interest on the late payment at a daily rate equal to the Bank of England's base rate plus 1%
  - Persistent failure to comply with contributions payment requirements will result in HPF informing The Pensions Regulator as required of Scheme Administrators by the Pensions Act 2004.
  - Where the employer fails to comply with their scheme duties, including failure to pay contributions due, HPF reserves the right to notify the member(s) involved and to notify all members employed by the employer in the event of serious or persistent failure.
  - If additional and disproportionate resources are deployed by HPF because of an employer's poor performance, the cost of the additional resources may be re-charged to the employer according to powers available under scheme regulations. Written notice will be given of the reasons for the re-charge, how the cost was calculated, and the part of this statement which, in HPF's opinion, was contravened.
  - Where orders or instructions issued by The Pensions Regulator, the Pensions Ombudsman or other regulatory body require financial compensation or a fine to be paid by HPF, or by

any officer responsible for it, and it is due to the default, omission or otherwise negligent act of the employer, the sum concerned will be recharged to the employer.

- Where, as a result of the employer's failure to notify HPF of the final retirement details in a timely manner, payment of any retirement lump sum is not made within 30 days from the date of the member's retirement, HPF may issue the employer with a written notice of unsatisfactory performance and may charge the employer for the interest payment made.
- Where it is proven that the employer is not responsible for any fine or penalty imposed by The Pensions Regulator or any other statutory body as a result of non-compliance of this Service Level Agreement, any such charge will automatically default to HPF.
- From time to time, HPF offer training and support to employers through 'Employer Days' and workshops. There is no charge made to an employer for attending this event, however HPF reserves the right to charge a late cancellation fee of £100 + VAT, where at least one week's notice has not been given of non attendance.

## 10 Hampshire Pension Fund contacts

|  |
|--|
| <b>Member and general employer queries</b>   |
| Pensions customer support team<br>01962 845588<br><a href="mailto:pensions@hants.gov.uk">pensions@hants.gov.uk</a><br>Website <a href="http://www.hants.gov.uk/finance/pensions">www.hants.gov.uk/finance/pensions</a> |
| <b>Technical employer queries</b>  |
| Employer services team<br><a href="mailto:servdev.pensions@hants.gov.uk">servdev.pensions@hants.gov.uk</a>   |
| <b>End of year and associated matters</b>  |
| Employer services team<br><a href="mailto:pensions.eoy@hants.gov.uk">pensions.eoy@hants.gov.uk</a>   |

## Appendix A - Employer Responsibilities

The main duties of the employers as set out in the Regulations are set out in the table below, together with timescales for completion where appropriate.

| <b>Employer responsibility</b>  | <b>Timescale</b>   |
|---|--|
| <p>Decide who is eligible to become a member of the LGPS and the date from which membership of the LGPS starts).<br/>Notify HPF of the new member details and provide employee with details of the pension scheme.</p>  | <p>Within 10 working days following the end of the month in which the employee joined the LGPS.</p>  |
| <p>Determine the rate of employee contributions to be deducted from the employee's pensionable pay and, where the employee holds more than one post, the rate that should be applied to each post. This should be reviewed at least annually or more often where employer policy states</p> | <p>For the first pay period in which the employee joins the LGPS</p>   |
| <p>Move employees into the 50:50 section</p> <p>Provide an amendment form to advise of change to/from 50:50 section</p>   | <p>From the next pay period after receiving the employee's request</p> <p>Within 10 working days following the change</p>  |
| <p>Collect and pay to the HPF the deduction of, the correct rate of pension contributions payable by the employee and the employer, including any additional employee contributions of any kind.</p>  | <p>Payment over to HPF by 19<sup>th</sup> of the month following deduction (22<sup>nd</sup> if electronic)</p>   |
| <p>Complete monthly remittance form containing detail of the contributions payment.</p>   | <p>Send to Pensions Services with payment of contributions every month</p>   |
| <p>Collect and pay over AVC contributions to the specified AVC provider in accordance with statutory timescales Notify HPF of a member's election to pay, vary or cease AVCs.</p>   | <p>Payment over to AVC provider by 19<sup>th</sup> of the month following deduction (22<sup>nd</sup> if electronic)</p>  |
| <p>Refund contributions through the payroll to any employee who opts out of the scheme with less than 3 months membership.</p> <p>Notify HPF of opt out and refund through payroll by providing a copy of the opt out form</p>  | <p>From the next pay period after receiving the employee's request to opt out</p> <p>Within 10 working days following the end of the month in which the employee left the scheme</p> |

| <b>Employer responsibility</b>  | <b>Timescale</b>   |
|---|--|
| Calculate assumed pensionable pay for any employees who met this requirement under the regulations.   | As required  |
| Leavers (excluding retirements/casuals)<br>When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly.     | Within 10 working days following the end of the month in which the employee was last paid  |
| Leavers (casuals)<br>When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly.                           | Within 10 working days following the end of the month the employer is aware they have left or were last paid   |
| Retirements<br>When an employee's LGPS membership ends on the grounds of retirement, determine the reason for retirement and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly. | Within 20 working days before an employee's retirement date  |
| Use an independent registered medical practitioner qualified in occupational health medicine in determining requests for ill health retirement.   | As required  |
| Write, publish and maintain a policy on areas of the regulations in which employers can exercise their discretion.  | In accordance with regulations and then regular review.<br><br>Notify HPF and members of any changes to those policies within one month of setting a policy and the changes taking effect. |
| Appoint a person to consider applications from members regarding decisions, acts or omissions and to decide on those applications.  | On entry to the HPF and review as required   |
| Provide annual information to HPF with full details of the contributions paid by members in the year.<br>Respond to queries on the annual return raised by HPF.   | By 30 April each year<br>Respond to queries within 10 working days of receipt  |
| The employer will maintain employment records for each member for the purposes of determining membership and entitlement to benefits.<br><br>The employer must keep a full pay history for the 13 years, ending 31 March, before the member leaves the scheme.                            | As required  |



| Employer responsibility  | Timescale   |
|--|---|
|  |   |
| Notify HPF of a member's death and next of kin's details.  | Within five working days of the member's death.   |
| Supply details required for completion of an estimate.   | Within 10 working days of the member's request  |
| Distribute annual benefit statements and any other notifications to active members as requested by HPF.  | Within 20 working days of receipt   |
| <p>Notify HPF of any TUPE transfer.</p> <p>Complete TUPE forms for each member transferring.</p>   | <p>Notify HPF of the transfer as soon as possible in advance of the transfer date.</p> <p>Part A of the TUPE form completed within 10 working days following the end of the month in which the transfer took place.</p>   |
| <p>Notify HPF of any outsourcing arrangements which impact on employees eligible to the LGPS</p> <p>Where an admission agreement is required, the Scheme employer should complete an 'Outsourcing data capture' form, transferring 'staff data capture' form and 'Undertaking of costs' form</p> <p>Ensure admission agreement is finalised</p> <p>Provide individual TUPE forms for transferring staff to HPF</p> | <p>As soon as possible but no later than 20 working days before change</p> <p>As soon as possible but no later than 20 working days before change</p> <p>No later than date of transfer</p> <p>Part A of the TUPE form completed within 10 working days following the end of the month in which the transfer took place</p> |

| <b>Employer responsibility</b>  | <b>Timescale</b>   |
|---|--|
| <p>Notify HPF of a change of payroll provider by completing a 'Employer Change of payroll provider' form</p> <p>Submit individual 'Change of payroll provider' forms to HPF for all transferring employees</p> <p>Provide notification of new payroll numbers (if applicable) to HPF</p> <p>Complete a mid year return if date of change is not 1 April</p> | <p>As soon as possible but no later than 20 working days before change</p> <p>Within 20 working days post transfer</p> <p>Within 20 working days post transfer</p> <p>Within 40 working days post transfer</p> |

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## Appendix B - HPF Responsibilities

The overriding responsibility of HPF is to maintain the Hampshire Pension Fund in accordance with the regulations.

HPF will provide the following within the timescales shown. A reduced timescale may be agreed in exceptional cases at an employer's request.

| <b>HPF responsibility</b>   | <b>Timescales</b>                                 |
|---|---|
| Invest pension contributions and account for and manage the Pension Fund's assets.  | Daily.  |
| Allocate all contributions submitted by the employer to their respective income codes and reconcile the total contributions paid on a yearly basis.   | Annually.   |
| Appoint Additional Voluntary Contributions provider(s).   | As required.                                      |
| Appoint an actuary for the purposes of the triennial valuation of the Fund and to provide periodical actuarial advice when required.  | As required, in line with procurement provisions. |
| Provide accurate, timely data to the Fund actuary.  | As required.                                      |
| Correspond with and commission any information required of the Fund Actuary on behalf of the employer.  | As required.                                      |
| Arrange for the triennial valuation of the Pension Fund and provide the employer with a copy of the valuation report and the annual report and statement of accounts.   | Every three years.                                |
| Arrange for the annual accounting report to be provided to all employers requiring such a report.   | Annually.   |
| Publish and review the Pension Fund's Policies and Funding Strategy Statement, and prepare annual report and accounts.  | Annual review and publication.                    |
| <p>Notify the employers of any significant changes to:</p> <ul style="list-style-type: none"> <li>• Regulations that might affect members in their employ;</li> <li>• policies made by the administering authority under the Regulations; or</li> <li>• procedures adopted by it in accordance with this strategy.</li> </ul> <p>Advice will be given to the employers in respect of matters arising from the interpretation and implementation of the Regulations.</p> | As required.                                      |
| Maintain a complaints procedure including the appointment of a specified person to act as a local referee at Stage 2 of the dispute process.  | As required.                                      |

| <b>HPF responsibility</b>  | <b>Timescales</b>   |
|--|---|
| Write, publish and maintain a policy on areas of the regulations in which employers can exercise their discretion.   | In accordance with regulations and then regular review.<br><br>Notify employers and members of any changes to those policies within 30 working days of the changes taking effect. |
| Answer enquiries made by members   | Within 5 working days or sooner where possible<br><br>Where an enquiry will take longer than 5 days to resolve, HPF will notify the member and keep the member updated.           |
| Set up a record for each new member and issue a statutory notification.  | Within 20 working days from when notified of their membership.  |
| Issue annual benefit statements on member self service to active members or via their employer where written notification is received to opt out of member self service          | By 31 August after relevant annual return information from the employer is received and uploaded  |
| Provide an estimate of pension benefits on request from the employer, and details of any capital costs to be paid by them.   | Within 15 working days of receipt of all relevant information   |
| Amend a member's record.   | Within <b>15</b> working days from when the change was notified.  |
| Calculate benefits due when a member leaves employment and send details to the member.   | Within 15 working days for retirements, or within 40 working days for deferred benefits, on receipt of all information needed to make the final calculation                       |
| Send a benefit statement to all deferred members showing the accrued benefits to the date of leaving and the other options available to them in accordance with the Regulations. | Annually by 31 August   |

| <b>HPF responsibility</b>  | <b>Timescales</b>   |
|--|---|
| Pay retirement lump sums.  | Within 10 days of the retirement date or of receipt of all information from the employer and member if later. |
| Provide details of the final capital costs to be paid by the employer into the Pension Fund.   | Within 10 working days of completing the calculation.   |
| Calculate and process transfers of members' pension rights inwards and outwards.   | Within 15 working days of receipt of all information  |
| Acknowledge in writing the death of a member.  | Within 5 working days of being notified of the death.   |
| Supply survivor beneficiaries with notification of their entitlements including the method of calculation.   | Within 15 working days of all the information being received.   |
| Pay any death grant due and set up dependant on pensioner payroll.   | Within 10 working days of completing the calculation of entitlement   |
| Apply pensions increases annually to the relevant pensions in payment and deferred pensions retained in the Fund in accordance with the Pensions Increase (Review) Order issued by the Government. | Annually  |

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## Appendix C – Administering Authority discretions and delegated authority for approval

The table below sets out how the Hampshire Pension Fund (HPF) chooses to exercise its discretions under the LGPS regulations, together with the delegated authority for approval where a further decision exists.

|    | <b>Discretion</b>  | <b>Regulation</b>   | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|----|--|---|---|---|
| 1. | Whether to agree to an admission agreement with a Care Trust, NHS Scheme employing authority, Care Quality Commission or any other body applying to be an admission body   | <b>R4(2)(b),<br/>R5(5) &amp;<br/>RSch 2, Part<br/>3, para 1</b> | HPF will enter into an admission agreement where the requirements that it has set down and issued to prospective bodies are met.  | Team Manager – Service Development      |
| 2. | Whether to terminate a transferee admission agreement in the event of: <ul style="list-style-type: none"> <li>- Insolvency, winding up or liquidation of the body</li> <li>- Breach by that body of its obligations under the admission agreement</li> <li>- Failure by that body to pay over sums due to the Fund within a reasonable period of being requested to do so</li> </ul> | <b>RSch 2, Part<br/>3, para 9(d)</b>                            | HPF will decide any case on its merits.   | Director of Corporate Resources         |
| 3. | Define what is meant by ‘employed in connection with’  | <b>RSch 2, Part<br/>3, para12(a)</b>                            | HPF admission agreements specify this as the employee spending at least 50% of his time employed by the admission body carrying out duties relevant to the provision of the services. | N/A                                     |
| 4. | 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)   | <b>R16(1)</b>   | HPF has not set a minimum payment threshold.  | N/A                                     |
| 5. | Whether to require a satisfactory medical before agreeing to an application to pay an APC / SCAPC  | <b>R16(10)</b>  | HPF does not require those applying to take out an APC to pass a medical.   | N/A                                     |
| 6. | Whether to turn down an application to pay an APC / SCAPC if not satisfied that the member is in reasonably good health.   | <b>R16(10)</b>  | HPF will turn down an application if there are sound reasons to believe the applicant is not in good health   | Head of Pensions                        |

|     | <b>Discretion</b>   | <b>Regulation</b>   | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|-----|---|---|---|---|
| 7.  | Whether to charge member for provision of an estimate of additional pension that would be provided by the Scheme in return for transfer in of in house AVC /SCAVC funds (where AVC / SCAVC arrangement was entered into before 1 / 4/ 14)   | <b>TP15(1)d &amp; A28(2)</b>  | HPF charges for estimates in accordance with its estimates policy.  | N/A                                     |
| 8.  | Decide to whom any AVC/SCAVC monies (including life assurance monies) are to be paid on death of the member   | <b>R17(12)</b>  | HPF will decide each case on its merits, after assessing all potential beneficiaries, but will take into account the member's valid expression of wish form.  | Team Manager - Operations               |
| 9.  | Pension account may be kept in such form as considered appropriate  | <b>R22(3)(c)</b>  | HPF will decide the form in which pension accounts are kept based on any published guidance, best practice and in an efficient manner.  | N/A                                     |
| 10. | Decide, in the absence of an election from the member within 12 months of ceasing a concurrent employment, which ongoing employment benefits from the concurrent employment which has ceased should be aggregated (where there is more than one ongoing employment)   | <b>TP10(9)</b>  | HPF will aggregate with the earliest remaining employment.  | N/A                                     |
| 11. | If an Employer has become defunct, the administering authority is required to make decisions on ill health and early payment of benefits. Including whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement or on benefits which a member voluntarily draws before normal pension age. | <b>R30(8)</b><br><b>TP12(6)</b><br><b>R38(3)</b><br><b>R38(6)</b><br><b>B30(2)</b><br><b>B30(5)</b><br><b>B30A(3)</b><br><b>B30A(5)</b><br><b>B31(4)</b><br><b>B31(7)</b> | HPF will exercise this discretion in accordance with, and to the extent of (if any) the policy and practice of the former employer. If no policy exists, HPF will not waive any reduction.<br>HPF will assess ill health retirement decisions, including the use of 2008 certificates, on a case by case basis. | Head of Pensions                        |



|     | <b>Discretion</b>   | <b>Regulation</b>   | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|-----|---|---|---|---|
| 12. | Whether to require any strain on Fund costs to be paid 'up front' by employing authority following payment of benefits under:<br>flexible retirement; redundancy / business efficiency; the waiver (in whole or in part) of any actuarial reduction that would have otherwise been applied to benefits which a member voluntarily draws before normal pension age; release of benefits before age 60. | <b>R68(2)</b><br><b>TPSch 2,</b><br><b>para 2(3)</b><br><b>L80(5) B30</b><br><b>or B30A</b>   | HPF requires employers to make upfront payment of strain charges following any decision to allow early payment of benefits (other than ill health).   | N/A                                     |
| 13. | 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.  | <b>R32(7)</b>   | No extension will be granted, unless appropriate to the individual circumstances of a case.   | Head of Pensions                        |
| 14. | Decide whether to commute small pension   | <b>R34(1)</b><br><b>B39 T14(3)</b><br><b>L49 &amp; L156</b>   | HPF will not allow commutation of small pension pots.   | N/A                                     |
| 15. | Approve medical advisors used by employers (for ill health benefits)  | <b>R36(3)</b><br><b>L97(10)</b>   | HPF requires employers to provide details of medical advisors used for assessing entitlement to ill health benefits and will liaise with any employer who is using a medical advisor of which HPF does not approve. | Head of Pensions                        |
| 16. | Decide to whom death grant is paid  | <b>TP17(5) to</b><br><b>(8)</b><br><b>R40(2)</b><br><b>R43(2)</b><br><b>R46(2)</b><br><b>B23(2) &amp;</b><br><b>B32(2)</b><br><b>B35(2)</b><br><b>TSch1</b><br><b>L155(4)</b><br><b>L38(1)</b><br><b>L155(4)</b><br><b>E8</b> | HPF will decide each case on its merits, after assessing all potential beneficiaries, but will take into account the member's valid expression of wish form.  | Head of Pensions                        |

|     | <b>Discretion</b>   | <b>Regulation</b>                               | <b>Policy</b>  | <b>Delegated authority for approval</b> |
|-----|---|---|--|---|
| 17. | 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 | <b>R49(1)(c)</b><br><b>B42(1)(c)</b>            | HPF will choose the benefit entitlement that yields the highest level of benefits for the member.  | Team Manager - Operations               |
| 18. | Whether to set up a separate admission agreement fund   | <b>R54(1)</b>                                   | HPF has decided not to set up a separate admission agreement fund.   | Director of Corporate Resources         |
| 19. | Maintain a governance policy which contains the information set out in the regulations  | <b>R55</b>                                      | HPF has a written governance policy which contains the required information and is regularly reviewed.   | Pension Fund Panel and Board            |
| 20. | Decide on Funding Strategy for inclusion in funding strategy statement  | <b>R58</b>                                      | HPF has a funding strategy which is included in the funding strategy statement.  | Pension Fund Panel and Board            |
| 21. | Whether to have a written pensions administration strategy and if so, the matters it should include   | <b>R59(1) and (2)</b>                           | HPF has a written pensions administration strategy.  | Pension Fund Panel and Board            |
| 22. | Maintain a communication policy which contains the information set out in the regulations   | <b>R61</b>                                      | HPF has a written communication policy which contains the required information and is regularly reviewed.  | Pension Fund Panel and Board            |
| 23. | 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  | <b>R64(4)</b>                                   | HPF will decide each case on its merits, with advice from the Fund Actuary.  | Director of Corporate Resources         |
| 24. | 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 <b>R63</b>   | <b>R65</b>                                      | HPF will make this decision as it arises, with advice from the Fund Actuary.   | Director of Corporate Resources         |
| 25. | Decide the frequency of payments to be made over to the Fund by employers and whether to make an admin charge   | <b>R69(1)</b><br><b>L81(1)</b><br><b>L12(5)</b> | Employer contribution payments are due monthly by 19 <sup>th</sup> of the month (22 <sup>nd</sup> if electronic) following deduction. Administration costs are taken into account by the actuary when setting employer contribution rates. | Head of Pensions                        |

|     | <b>Discretion</b>  | <b>Regulation</b>                            | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|-----|--|--|---|---|
| 26. | Decide the form and frequency of information to accompany payments to the Fund   | <b>R69(4)</b><br><b>L81(5)</b>               | Employers are required to complete a monthly remittance form with their payment showing a breakdown of contributions.   | Team Manager - Finance                  |
| 27. | Whether to issue employer with notice to recover additional costs incurred as a result of the employer's level of performance  | <b>R70 and</b><br><b>TP22(2)</b>             | HPF will work with employers to improve performance but if additional and disproportionate resources are deployed by HPF because of an employer's poor performance, the cost of the additional resources may be re-charged. | Head of Pensions                        |
| 28. | Whether to charge interest on payments by employers which are overdue  | <b>R71(1)</b><br><b>L82(1)</b>               | HPF will charge interest on payments which are more than one month overdue.   | Head of Pensions                        |
| 29. | Decide whether to extend six month period to lodge a stage one IDRPs to be heard by the administering authority  | <b>R74(4)</b>                                | HPF will not extend the 6 month period, unless the circumstances of the individual case warrant an extension.   | Head of Pensions                        |
| 30. | Decide procedure to be followed when exercising its IDRPs functions and decide the manner in which those functions are to be exercised   | <b>R74(6)</b><br><b>R76(4)</b><br><b>L99</b> | HPF has a documented and compliant IDRPs process.   | N/A                                     |
| 31. | Whether admin authority should appeal against employer decision (or lack of a decision)  | <b>R79(2)</b><br><b>L105(1)</b>              | HPF would take the decision to appeal based on the merits of the individual case.   | Head of Pensions                        |
| 32. | Specify information to be supplied by employers to enable admin. authority to discharge its functions  | <b>R80(1)(b) &amp;</b><br><b>TP22(1)</b>     | HPF provides employers with full guidance as to the information they must supply.   | N/A                                     |
| 33. | 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 the Administration of Estates (Small Payments) Act 1965. | <b>R82(2)</b><br><b>A52(2)</b><br><b>L95</b> | HPF will pay death grants that are under the amount specified in the Administration of Estates (Small Payments) Act 1965 without the need for grant of probate / letters of administration.                                 | N/A                                     |

|     | <b>Discretion</b>  | <b>Regulation</b>   | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|-----|--|---|---|---|
| 34. | 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.   | <b>R83</b><br><b>A52A</b>   | HPF will decide who should receive payment of benefits, based on the circumstances of the individual case.  | Head of Pensions                        |
| 35. | Date to which benefits shown on annual benefit statement are calculated.   | <b>R89(5)</b><br><b>L106A(5)</b>  | HPF uses 31 March, but will revise this if regulatory requirements, administrative efficiency or best practice demand it.   | N/A                                     |
| 36. | Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.  | <b>R100(68)</b>   | HPF will not extend the 12 month limit, except if warranted by the individual circumstances of the case.  | Head of Pensions                        |
| 37. | Allow transfer of pension rights into the Fund.  | <b>R100(7)</b>  | HPF will allow transfers into the Fund.   | N/A                                     |
| 38. | Where member to whom <b>B10</b> 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.<br><br>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 1.4.08.). | <b>TP3(6),</b><br><b>TP4(6)(c),</b><br><b>TP8(4),</b><br><b>TP10(2)(a),</b><br><b>TP17(2)(b)</b><br><b>TSch 1</b><br><b>L23(9)</b><br><b>B10(2)</b> | HPF will choose the pay figure that would yield the highest overall level of benefits for beneficiaries.  | Team Manager - Operations               |
| 39. | Decide to treat child as being in continuous education or vocational training despite a break.   | <b>RSch 1 &amp;</b><br><b>TP17(9) B39</b><br><b>T14(3)</b>  | HPF will treat a child as being in continuous education or vocational training despite a break.   | N/A                                     |
| 40. | Decide evidence required to determine financial dependence of cohabiting partner on scheme member or financial interdependence of cohabiting partner and scheme member.  | <b>RSch 1 &amp;</b><br><b>TP17(9)(b)</b><br><b>B25</b>  | HPF will decide the evidence required to determine financial dependence, based on guidance and best practice. For most cases, utility bills, bank statements or mortgage documentation in joint names will be accepted. | Team Manager - Operations               |

|     | <b>Discretion</b>   | <b>Regulation</b>  | <b>Policy</b>   | <b>Delegated authority for approval</b> |
|-----|---|--|---|---|
| 41. | Decide policy on abatement of pensions following re-employment, including the pre April 14 element for post 14 leavers.   | <b>TP3(13) &amp; A70(1)* &amp; A71(4)(c) T12 L109 L110(4)b</b> | HPF will not abate pension for any re-employment starting after 1 April 2014. Pensions already abated at this date will continue to be abated until the re-employment ends.   | N/A                                     |
| 42. | Extend time period for capitalisation of added years contract   | <b>TP15(1)(c) &amp; TSch1 &amp; L83(5)</b>                     | HPF will not extend the time limit for applications to pay off added years contracts.   | N/A                                     |
| 43. | Outstanding employee contributions can be recovered as a simple debt or by deduction from benefits  | <b>A45(3) L89(3)</b>   | HPF will usually recover as a deduction from benefits.  | Team Manager - Operations               |
| 44. | Whether to pay the whole or part of a child's pension to another person for the benefit of that child.  | <b>B27(5) L47(2) G11(2)</b>                                    | All pensions due to children under 16 will be paid to another person for the benefit of the child. After age 16, HPF will normally pay to the child, unless the circumstances of the individual case mean that the payments should continue to be made to another person. | N/A                                     |
| 45. | Extend normal 12 month period following end of relevant reserve forces leave for "Cancelling notice" to be submitted by a councillor member requesting that the service should not be treated as relevant reserve forces service. | <b>L17(4),(7),(8) , &amp; L89(4) &amp; Sch 1</b>               | HPF will not extend the 12 month period.  | N/A                                     |
| 46. | Select appropriate final pay period for deceased non-councillor member (leavers post 31.3.98. / pre 1.4.08.).   | <b>L22(7)</b>  | HPF will choose the appropriate pay period that would yield the highest overall level of benefits for beneficiaries.  | Team Manager - Operations               |
| 47. | Apportionment of children's pension amongst eligible children (children of councillor members and children of post 31.3.98 / pre 1.4.08. leavers).  | <b>L47(1) G11(1)</b>   | HPF will apportion children's pension equally amongst eligible children.  | N/A                                     |
| 48. | Commute benefits due to exceptional ill-health (councillor members, pre 1.4.08. leavers and pre 1.4.08. Pension Credit members).  | <b>L50 and L157</b>  | HPF will commute benefits due to exceptional ill health, provided regulatory conditions are met.  | N/A                                     |

|     | <b>Discretion</b>  | <b>Regulation</b> | <b>Policy</b>  | <b>Delegated authority for approval</b> |
|-----|--|-------------------|--|---|
| 49. | Whether acceptance of AVC election is subject to a minimum payment (councillors only).   | L60(5)            | HPF does not set a minimum payment threshold for AVCs  | N/A                                     |
| 50. | Timing of pension increase payments by employers to fund (pre 1.4.08. leavers).  | L91(6)            | Employer payments are paid monthly on account, with an annual balancing charge after the year end.                 | N/A                                     |
| 51. | Retention of CEP where member transfers out (councillors and pre 1.4.08. leavers).   | L118              | CEP will be paid with transfers out rather than being retained in the Fund.  | N/A                                     |
| 52. | Discharge Pension Credit liability (in respect of Pension Sharing Orders for councillors and pre 1.4.08. Pension Sharing Orders for non-councillor members).                                 | L147              | HPF will discharge its liability by conferring pension credit rights on the person entitled to the pension credit. | N/A                                     |
| 53. | Whether to pay spouse's pensions for life for pre 1.4.98 retirees / pre 1.4.98 deferreds who die on or after 1.4.98. (rather than ceasing during any period of remarriage or co-habitation). | F7                | HPF will pay spouse's LGPS pensions for life.  | N/A                                     |
| 54. | Agree to pay annual compensation on behalf of employer and recharge payments to employer.  | DC31(2)           | HPF will pay compensation on behalf of an employer, subject to acceptable recharge arrangements.                   | Head of Pensions                        |

**Key to regulations:**

| <b>Prefix</b> | <b>Regulation</b>  |
|---------------|--|
| <b>R</b>      | Local Government Pension Scheme Regulations 2013   |
| <b>TP</b>     | Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014                    |
| <b>A</b>      | Local Government Pension Scheme (Administration) Regulations 2008  |
| <b>B</b>      | Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007                            |
| <b>T</b>      | Local Government Pension Scheme (Transitional Provisions) Regulations 2008   |
| <b>L</b>      | Local Government Pension Scheme Regulations 1997 (as amended)  |
| <b>None</b>   | Local Government Pension Scheme Regulations 1995   |
| <b>DC</b>     | Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 |