

## **Isle of Wight Pension Fund Administration Strategy Statement**

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## 1. Document Information

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Author:	Jo Thistlewood Financial Services <a href="mailto:Jo.Thistlewood@iow.gov.uk">Jo.Thistlewood@iow.gov.uk</a> 01983 821000 x 6371
Sponsor:	Chris Ward Director of Finance and section 151 officer <a href="mailto:Chris.ward@portsmouthcc.gov.uk">Chris.ward@portsmouthcc.gov.uk</a>
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### 3. Introduction

- 3.1. Isle of Wight Council is the administering authority for the Local Government Pension Scheme (LGPS) on behalf of the employers participating in the LGPS through the Isle of Wight Pension Fund (the fund). The LGPS is governed by statutory regulations.
- 3.2. The fund provides a high-quality pension service to members and employers, to ensure members receive their correct entitlements when they fall due. This is best achieved where the fund and the employers are clear about their roles and responsibilities and work in partnership.
- 3.3. This strategy statement sets out a framework by way of outlining the policies and performance standards to be achieved when providing a cost-effective inclusive and high-quality pensions administration service. In particular, it sets out:
  - The roles and responsibilities of both the fund and the employers within the fund.
  - The level of services the fund and the employers will provide to each other.
  - The performance measures used to evaluate the level of service.
- 3.4. Following consultation this administration strategy statement is an agreement between the fund and the employers.

### 4. Definitions

- 7.1. For the purpose of this Administration Agreement:
  - **“Administering Authority”** for the Isle of Wight Pension Fund (the fund) means Isle of Wight Council;
  - **“Employing authority”** or **“employer”** means an employer within the Isle of Wight Pension Fund;
  - **“Scheduled Body”** means an employer which is listed in the [Local Government Pension Scheme \(Administration\) Regulations 2008](#) (Schedule 2, Part 1) and include county councils and district councils. Scheduled bodies belong to LGPS schemes as a legal right.
  - **“Admitted Body”** or **“transferee admission body”** means an employer including those from the voluntary and charitable sectors and contractors, whose staff can become members of an LGPS fund by virtue of an admission agreement between the administering authority and the relevant body.
  - **“Scheme”** means the Local Government Pension Scheme (LGPS);
  - **“Committee”** means the Isle of Wight Pension Fund Committee;
  - **“Board”** means the Isle of Wight Local Pension Board

## 5. Pension Administration Strategy

- 4.1. All parties commit to the following principles:
- To provide accurate and timely information, in the format specified by this document.
  - To provide a high quality and value for money pension service to members.
  - To continually develop efficient working arrangements.
  - To meet the fund's service standards.
- 4.2. This strategy statement was produced by the fund in consultation with the employers and is effective from xxxx. 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.
- 4.3. The fund shall monitor the requirements of this agreement and report its findings to the Isle of Wight Pension Fund Committee and the Isle of Wight Pension Board.
- 4.4. Changes are subject to consultation with the employers.
- 4.5. This strategy will be maintained by the Isle of Wight Pension Fund and will be published on the fund's website.

## 6. Roles and responsibilities

- 5.1. The quality of service to members depends on the supply of accurate and timely information from employers and their outsourced service providers, and sound administrative practices by the administering authority.
- 5.2. The administering authority and scheme employers will ensure that all functions/ tasks are carried out to agreed quality standards. In this respect the standards to be met are:
- work to be completed and submitted in the required format and/or on the appropriate forms;
  - information to be legible and accurate;
  - communications to be in a plain language style;
  - information provided to be checked for accuracy by an appropriately trained member of staff and appropriately authorised before submission; and
  - actions to be carried out, or information provided, within the timescales set out in this document.
- 5.3. Employer duties, responsibilities and discretions are listed in Appendix A to this agreement.

5.4. The fund's duties and responsibilities are listed in Appendix B to this agreement.

## **7. The Regulations – effect on strategy**

6.1. 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.

6.2. 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

## 8. Communication

- 8.1. The fund Communications Policy Statement outlines how the Fund communicates with all stakeholders, including employers.
- 8.2. The fund routinely provides information and resources for employers using
  - its website, <https://www.iow.gov.uk/Council/OtherServices/Pensions-IWC/About> with an employers' section
- 8.3. The fund will make available to the employer an up to date list of LGPS publications which will be available from the fund website or as otherwise indicated.
- 8.4. The fund will communicate to the employer on an ad hoc basis and as required in respect of matters relating to the LGPS.
- 8.5. The fund will ensure that sufficient information is issued to satisfy the requirements of The Occupational, Personal and Stakeholder Pension Schemes (Disclosure of Information) (Amendment) Regulations 2013.
- 8.6. The fund 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 fund website.
- 8.7. The fund will issue electronic forms and such other materials as are necessary in the administration of the LGPS, for members and the employers.
- 8.8. Employers should provide contact details at least annually, and whenever a named contact changes.
- 8.9. Employers may provide information about members to the fund in a variety of ways, including electronic and paper forms. The fund will maintain the forms, and will make the current versions available via the fund website.

## 9. Performance measurement and reporting

- 9.1. The Technical Finance Manager will monitor, measure and report compliance with the agreed service standards. This information, as set out in Appendix C, will be reported to the Committee and the Board, and improvement plans put in place if necessary.
- 9.2. Where this information reveals problems in employers meeting the standards, the fund will consult and work with the relevant employers to improve compliance and performance levels by providing appropriate support, guidance, and training.
- 9.3. Where as part of the annual return process or any other monitoring activity, there are concerns about the accuracy of an employer 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.



- 9.4. Failure by any employer, or the fund, to comply with the requirements of this strategy will be recorded as a breach, in accordance with the fund's *Reporting Breaches of the Law to the Pensions Regulator* policy, and whether material, will be reported to the Pensions Regulator.

## 10. Costs

- 10.1. 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.
- 10.2. The costs of the standard administration service, including actuarial fees for the triennial valuation, are charged directly to the fund. These administration costs are taken into account by the Fund Actuary when assessing the employers' contribution rates.
- 10.3. Where the fund incurs additional administration costs due to the pension implications of an employer restructuring (e.g. 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.
- 10.4. 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 the fund 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.
- 10.5. If the fund 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.
- 10.6. 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.

## 11. Penalties

- 11.1. Commitment to the principles of this statement (see 4.1) 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 employee and employer contributions is late more than once in any rolling 12-month period, the fund 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%
  - Failure by any employer, or the fund, to comply with the requirements of this strategy will be recorded as a breach, in accordance with the fund's *Reporting Breaches of the Law to the Pensions Regulator* policy, and whether material, will be reported to the Pensions Regulator.

- Where the employer fails to comply with their scheme duties, including failure to pay contributions due, the fund 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 the fund 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 the fund'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 the fund, 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 the fund of the final retirement details in a timely manner or failure to provide accurate information, payment of any retirement lump sum is not made within 30 days from the date of the member's retirement, the fund 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 Administration Strategy, any such charge will automatically default to the fund.
- From time to time, the fund offers training and support to employers through 'Employer Days' and workshops. There is no charge made to an employer for attending this event, however the fund reserves the right to charge a late cancellation fee of £50 + VAT, where at least one week's notice has not been given of non-attendance.

## 12. Isle of Wight Pension Fund contacts

<b>Member and general employer queries and end of year reporting</b>
Pension administration team 01983 823626  <a href="mailto:pensions@iow.gov.uk">pensions@iow.gov.uk</a> Website <a href="https://www.iow.gov.uk/Council/OtherServices/Pensions-IWC/About">https://www.iow.gov.uk/Council/OtherServices/Pensions-IWC/About</a>
<b>Technical employer enquiries and accounting information</b>
Technical Finance Manager 01983 821000 ext. 6371 <a href="mailto:Jo.thistlewood@iow.gov.uk">Jo.thistlewood@iow.gov.uk</a>  Pension Fund and Treasury Management Accountant 01983 821000 ext. 6397 <a href="mailto:Jo.cooke1@iow.gov.uk">Jo.cooke1@iow.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.

Please note, should any specified date fall on a weekend or public holiday, information is required to be received by the fund on the previous working day.

<b>Employer responsibility</b>	<b>Timescale</b>
<b>Contact details</b>	
Provide the fund with the name, email address and telephone number for primary contacts for both payroll and wider pensions contacts.	At the start of the employer's engagement with the fund, or within 10 working days of a request being received.
Notify the fund of a change of payroll provider by completing a 'Employer Change of payroll provider' form	As soon as possible but no later than 20 working days before change
<b>New Starters</b>	
Decide who is eligible to become a member of the LGPS and the date from which membership of the LGPS starts. Notify the fund of the new member details.	Within 10 working days following the end of the month in which the employee joined the LGPS.
Provide employee with details of the pension scheme, including opt-out information.	As part of recruitment package, or at start of employment at very latest.
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.	For the first pay period in which the employee joins the LGPS
Calculate assumed pensionable pay for any employees who met this requirement under the regulations.	As required
<b>Membership changes</b>	
Move employees into the 50:50 section or the full scheme, as appropriate	From the next pay period after receiving the employee's request
Provide an amendment form to the Fund to advise of change to/from 50:50 section	Within 10 working days following the change
Refund contributions through the payroll to any employee who opts out of the scheme with less than 3 months membership.	From the next pay period after receiving the employee's request to opt out
Notify the fund of opt out and refund through payroll by providing a copy of the opt out form	Within 10 working days following the end of the month in which the

<b>Employer responsibility</b>	<b>Timescale</b>
	employee left the scheme
<b>Contributions</b>	
Collect and pay to the fund the correct rate of pension contributions payable by the employee and the employer, including any additional employee contributions of any kind.	Payment over to the fund by 12 <sup>th</sup> of the month following month of deduction.
Pay over to the fund any funding strain contributions required from the employer.	Within 14 days of the date of the relevant invoice.
Provide monthly return containing required detail of the contributions payment.	To be returned to administration team by 7 <sup>th</sup> of the month following month of deduction.
Collect and pay over AVC contributions to the fund, for onward payment to specified AVC provider.	Data to be returned to administration team by 7 <sup>th</sup> of month following month of deduction. Payment over the fund by 12 <sup>th</sup> of month following month of deduction.
Notify the fund of a member's election to pay, vary or cease AVCs.	By 7 <sup>th</sup> of the month following the change
<b>Leavers</b>	
Leavers (excluding retirements/casuals) When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the fund, supplying timely and accurate information to the fund 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) When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the fund, supplying timely and accurate information to the fund 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 When an employee's LGPS membership ends on the grounds of retirement, determine the reason for retirement and entitlement to benefit and notify the fund, supplying timely and accurate information to the fund so that benefits payable from the LGPS are calculated correctly.	Within 10 working days after an employee's retirement date
Notify the fund of a member's death and next of kin's details, following a death in service.	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
<b>General</b>	
Use an independent registered medical practitioner qualified in occupational health medicine when considering 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.

<b>Employer responsibility</b>	<b>Timescale</b>
Provide a copy of the discretions policy to the fund on entry to the fund and following any change to the policy.	Notify the fund 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. Notify the fund of the appointment, and any changes to the appointment,	On entry to the fund and review as required, or when the appointed person changes
<b>Record keeping</b>	
The employer will maintain employment records for each member for the purposes of determining membership and entitlement to benefits. The employer must keep a full pay history for all periods of membership until the member leaves the scheme.	As required
Notify all active members of the publication of annual benefit statements and any other notifications on the member self-service portal, as requested by the fund.	Within 20 working days of instruction
<b>Transfers in/out</b>	
Notify the fund of any TUPE transfer.	Notify the fund of the transfer as soon as possible in advance of the transfer date.
Complete TUPE forms for each member transferring.	Part A of the TUPE form completed within 10 working days following the end of the month in which the transfer took place.
Notify the fund of any outsourcing arrangements which impact on employees eligible to the LGPS	As soon as possible but no later than 20 working days before change
Where an admission agreement is required, the employer should complete an 'Outsourcing data capture' form, transferring 'staff data capture' form and 'Undertaking of costs' form	As soon as possible but no later than 20 working days before change
Ensure admission agreement is finalised	No later than date of transfer
Provide individual TUPE forms for transferring staff to the fund	Part A of the TUPE form completed within 10 working days following the end of the month in which the transfer took place

<b>Employer responsibility</b>	<b>Timescale</b>
Submit individual 'Change of payroll provider' forms to the fund for all transferring employees	Within 20 working days post transfer
Provide notification of new payroll numbers (if applicable) to the fund	Within 20 working days post transfer
Complete a mid-year return if date of change is not 1 April	Within 40 working days post transfer
<b>Year End process</b>	
Provide annual information to the fund with full details of the contributions paid by members in the year.	By 30 April each year
Respond to queries on the annual return raised by the fund.	Within 10 working days of receipt

## Appendix B – Isle of Wight Pension Fund Responsibilities

The overriding responsibility of the Isle of Wight Pension Fund is to maintain the fund in accordance with the regulations.

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

Isle of Wight Pension Fund responsibility	Timescales
<b>Administration strategy</b>	
To keep the pension administration strategy under review and revise where appropriate.	Annual review
To consult with employers and other stakeholders on any amendments to this policy	As required
To publish this strategy on the fund's website, and notify employers of any updates	Within 10 working days of publication
To provide an annual report of performance against this strategy and publish on fund's website.	Presented to board and committee meeting annually
<b>Investment</b>	
Invest pension contributions and account for and manage the Pension Fund's assets.	Daily.
<b>Accounting</b>	
Allocate all contributions submitted by the employer to their respective income codes and reconcile the total contributions paid on a yearly basis.	Monthly.
Appoint Additional Voluntary Contributions provider(s).	As required.
<b>Funding</b>	
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 fund and provide each employer with a copy of the valuation report	Every three years.
Arrange for the annual accounting report to be provided to all employers requiring such a report.	Annually.
<b>Statutory documents</b>	
Publish and review the Pension Fund's Policies and Funding Strategy Statement and prepare annual report and accounts.	Annual review and publication.
Notify the employers of any significant changes to: <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> Advice will be given to the employers in respect of matters arising from the interpretation and implementation of the Regulations.	As required.



<b>Isle of Wight Pension Fund responsibility</b>	<b>Timescales</b>
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.
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. Notify employers and members of any changes to those policies within 30 working days of the changes taking effect.
<b>Administration</b>	
Answer enquiries made by members	Within 5 working days or sooner where possible Where an enquiry will take longer than 5 days to resolve, the fund will notify the member and keep the member updated.
Set up a record for each new member.	Within 20 working days from when notified of their membership.
Amend a member's record.	Within 15 working days from when the change was notified.
Calculate benefits due when a member leaves employment and send details to the member.	Within 20 working days for retirements, or within 40 working days for deferred benefits, on receipt of all information needed to make the final calculation
Pay retirement lump sums.	Within 10 working days of receipt of all information from the member.
Calculate and process transfers of members' pension rights inwards and outwards.	Within 20 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 10 working days of all the information being received.
Pay any death grant due.	Within 10 working days of receipt of all required information
Set up dependant on pensioner payroll.	Within 10 working days of receipt of all required information

<b>Isle of Wight Pension Fund responsibility</b>	<b>Timescales</b>
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
Issue annual benefit statements on member self-service to active members	By 31 August after relevant annual return information from the employer is received and uploaded
Provide pensions savings statement to relevant members	By 6 October each year
Issue annual benefit statement on member self service 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
Provide an estimate of pension benefits on request from the employer, and details of any capital costs to be paid by them.	Within 10 working days of receipt of all relevant information
Provide details of the final capital costs to be paid by the employer into the fund.	Within 10 working days of completing the calculation.
<b>Year-end responsibilities</b>	
To prepare annual accounts for the pension fund for inclusion in the Isle of Wight Council Annual Statement of Accounts, in accordance with CIPFA/LASAAC guidance	Annually by 31 May
To prepare and publish an Annual Report and Accounts for the fund, in accordance with CIPFA guidance	Annually by 31 July
<b>Review and maintenance of all fund forms and documents</b>	
To publish all forms and documents on the fund's website, and ensure most recent version of each is always available.	As required

## Appendix C – Performance monitoring and reporting

1. At each meeting of the pension board, the fund will report on its own performance against the service standards set out in Appendix B, and the performance of each employer against their responsibilities set out in Appendix A.
2. The format and content of the reporting will be reviewed and revised periodically, but the current expectation of information to be reported is set out below.
3. **Membership numbers** – by employer type (scheduled body, admitted body) and by membership category (active, deferred, retired).
4. For example, as reported in the annual report and accounts of the fund for the year ended 31 March 2018:

	<i>Administering authority</i>	<i>Scheduled bodies</i>	<i>Admitted bodies</i>	<i>TOTAL</i>
<i>number of employers with active members</i>	<u>1</u>	<u>16</u>	<u>13</u>	<u>30</u>
<i>Number of contributors (Actives)</i>	3,131	530	117	3,778
<i>Number of Frozen refunds</i>	597	11	4	612
<i>Number of Deferred</i>	6,407	668	129	7,204
<i>Number of Pensioners</i>	3,956	235	172	4,363
	<u>14,091</u>	<u>1,444</u>	<u>422</u>	<u>15,957</u>

5. **Employer performance** – timeliness of monthly data returns and monthly contribution payments; any communication issues in terms of responses to requests for information.

6. For example, as reported to the pension committee at its meeting in May 2018:

<b>Employer</b>	<b>Active members</b>	<b>Instances late</b>	<b>% value late</b>
<b>Administering Authority</b>			
<i>Isle of Wight Council</i>	3,131	0	0
<b>Scheduled body</b>			
<i>Employer 1</i>	250	0	0
<i>Employer 2</i>	45	2	17.5%
<b>Admitted body</b>			
<i>Employer 3</i>	30	1	9.2%
<i>Employer 4</i>	29	0	0

7. **Administration performance** – number of actions, and timeliness of processing, in respect of starters, transfers in and out, retirements, leavers, and deaths.
8. For example, as reported to the pension board at its meeting in June 2018:

	<b>Detail</b>	<b>2017/18 achieved</b>	<b>Target</b>	<b>April 2018</b>
Payment of Benefits	Set up of new pension and lump sum within 10 working days of receipt of all documents	98.23%	100	92.9% (24/26)
Benefits Estimates	Estimates of benefits to members and Employers within 10 working days	96.9%	100	100% (31/31)

9. Information will be provided on the cost of the service per member, based on information available from both SF3 (central government data return) and CIPFA benchmarking sources. The relative performance of the Isle of Wight Fund against other similar sized local authority pension funds will be reported.
10. Periodically, internal and external audit reports will be provided to the board and the committee, including any action plans arising for those reports.

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

The table below sets out how the Isle of Wight Pension Fund (the fund) 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>
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	R4(2)(b), R5(5) & RSch 2, Part 3, para 1	The fund will enter into an admission agreement where the requirements that it has set down and issued to prospective bodies are met.	Technical Finance Manager
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)	The fund will decide any case on its merits.	Director of Finance
Define what is meant by 'employed in connection with'	RSch 2, Part 3, para 12(a)	The fund 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

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
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)	The fund has not set a minimum payment threshold.	N/A
Whether to require a satisfactory medical before agreeing to an application to pay an APC / SCAPC	R16(10)	The fund does not require those applying to take out an APC to pass a medical.	N/A
Whether to turn down an application to pay an APC / SCAPC if not satisfied that the member is in reasonably good health.	R16(10)	The fund will turn down an application if there are sound reasons to believe the applicant is not in good health	Technical Finance Manager
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)	TP15(1)d & A28(2)	The fund charges for estimates in accordance with its estimates policy.	N/A
Decide to whom any AVC/SCAVC monies (including life assurance monies) are to be paid on death of the member	R17(12)	The fund 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.	Employment Services Lead Officer (For more complex cases, a specially convened group of senior managers)
Pension account may be kept in such form as considered appropriate	R22(3)(c)	The fund will decide the form in which pension accounts are kept based on any published guidance, best practice and in an efficient manner.	N/A

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
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)	TP10(9)	The fund will aggregate with the earliest remaining employment.	N/A
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.	R30(8) TP12(6) R38(3) R38(6) B30(2) B30(5) B30A(3) B30A(5) B31(4) B31(7)	The fund 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, the fund will not waive any reduction. The fund will assess ill health retirement decisions, including the use of 2008 certificates, on a case by case basis.	Technical Finance Manager
Whether to require any strain on Fund costs to be paid 'up front' by employing authority following payment of benefits under: 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.	R68(2) TPSch 2, para 2(3) L80(5) B30 or B30A	The fund requires employers to make upfront payment of strain charges following any decision to allow early payment of benefits (other than ill health).	N/A
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)	No extension will be granted, unless appropriate to the individual circumstances of a case.	Technical Finance Manager

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
Decide whether to commute small pension	R34(1) B39 T14(3) L49 & L156	The fund will not allow commutation of small pension pots.	N/A
Approve medical advisors used by employers (for ill health benefits)	R36(3) L97(10)	The fund 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 the fund does not approve.	Technical Finance Manager
Decide to whom death grant is paid	TP17(5) to (8) R40(2) R43(2) R46(2) B23(2) & B32(2) B35(2) TSch1 L155(4) L38(1) L155(4) E8	The fund 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.	Technical Finance Manager
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) B42(1)(c)	The fund will choose the benefit entitlement that yields the highest level of benefits for the member.	Employment Services Lead Officer



<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
Whether to set up a separate admission agreement fund	R54(1)	The fund has decided not to set up a separate admission agreement fund.	Director of Finance
Maintain a governance policy which contains the information set out in the regulations	R55	The fund has a written governance policy which contains the required information and is regularly reviewed.	Pension Fund Committee
Decide on Funding Strategy for inclusion in funding strategy statement	R58	The fund has a funding strategy which is included in the funding strategy statement.	Pension Fund Committee
Whether to have a written pensions administration strategy and if so, the matters it should include	R59(1) and (2)	The fund has a written pensions administration strategy.	Pension Fund Committee
Maintain a communication policy which contains the information set out in the regulations	R61	The fund has a written communication policy which contains the required information and is regularly reviewed.	Pension Fund Committee
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)	The fund will decide each case on its merits, with advice from the Fund Actuary.	Director of Finance
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	The fund will make this decision as it arises, with advice from the Fund Actuary.	Director of Finance
Decide the frequency of payments to be made over to the Fund by employers and whether to make an admin charge	R69(1) L81(1) L12(5)	Employer contribution payments are due monthly by 19th of the month following deduction. Administration costs are taken into account by the actuary when setting employer contribution rates.	Technical Finance Manager

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
Decide the form and frequency of information to accompany payments to the Fund	R69(4) L81(5)	Employers are required to complete a monthly return with their payment showing a breakdown of contributions.	Technical Finance Manager
Whether to issue employer with notice to recover additional costs incurred as a result of the employer's level of performance	R70 and TP22(2)	The fund will work with employers to improve performance but if additional and disproportionate resources are deployed by the fund because of an employer's poor performance, the cost of the additional resources may be re-charged.	Technical Finance Manager
Whether to charge interest on payments by employers which are overdue	R71(1) L82(1)	The fund will charge interest on payments which are more than one month overdue.	Technical Finance Manager
Decide whether to extend six-month period to lodge a stage one IDRP to be heard by the administering authority	R74(4)	The fund will not extend the six-month period, unless the circumstances of the individual case warrant an extension.	Technical Finance Manager
Decide procedure to be followed when exercising its IDRP functions and decide the manner in which those functions are to be exercised	R74(6) R76(4) L99	The fund has a documented and compliant IDRP process.	N/A
Whether admin authority should appeal against employer decision (or lack of a decision)	R79(2) L105(1)	The fund would take the decision to appeal based on the merits of the individual case.	Technical Finance Manager
Specify information to be supplied by employers to enable admin. authority to discharge its functions	R80(1)(b) & TP22(1)	The fund provides employers with full guidance as to the information they must supply.	N/A

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
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.	R82(2) A52(2) L95	The fund 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
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 A52A	The fund will decide who should receive payment of benefits, based on the circumstances of the individual case.	Employment Services Lead Officer (For more complex cases, a specially convened group of senior managers)
Date to which benefits shown on annual benefit statement are calculated.	R89(5) L106A(5)	The fund uses 31 March, but will revise this if regulatory requirements, administrative efficiency or best practice demand it.	N/A
Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.	R100(68)	The fund will not extend the 12-month limit, except if warranted by the individual circumstances of the case.	Technical Finance Manager
Allow transfer of pension rights into the Fund.	R100(7)	The fund will allow transfers into the Fund.	N/A

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
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. 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.)	TP3(6), TP4(6)(c), TP8(4), TP10(2)(a), TP17(2)(b) TSch 1 L23(9) B10(2)	The fund will choose the pay figure that would yield the highest overall level of benefits for beneficiaries.	Employment Services Lead Officer
Decide to treat child as being in continuous education or vocational training despite a break.	RSch 1 & TP17(9) B39 T14(3)	The fund will treat a child as being in continuous education or vocational training despite a break.	N/A
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) B25	The fund 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.	Employment Services Lead Officer (For more complex cases, a specially convened group of senior managers)
Decide policy on abatement of pensions following re-employment, including the pre-April 14 element for post 14 leavers.	TP3(13) & A70(1)* & A71(4)(c) T12 L109 L110(4)b	The fund 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
Extend time period for capitalisation of added years contract	TP15(1)(c) & TSch1 & L83(5)	The fund will not extend the time limit for applications to pay off added years contracts.	N/A

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
Outstanding employee contributions can be recovered as a simple debt or by deduction from benefits	A45(3) L89(3)	The fund will usually recover as a deduction from benefits.	Technical Finance Manager
Whether to pay the whole or part of a child's pension to another person for the benefit of that child.	B27(5) L47(2) G11(2)	All pensions due to children under 16 will be paid to another person for the benefit of the child. After age 16, the fund 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
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.	L17(4),(7),(8), & L89(4) & Sch 1	The fund will not extend the 12-month period.	N/A
Select appropriate final pay period for deceased non-councillor member (leavers post 31.3.98. / pre 1.4.08.).	L22(7)	The fund will choose the appropriate pay period that would yield the highest overall level of benefits for beneficiaries.	Employment Services Lead Officer
Apportionment of children's pension amongst eligible children (children of councillor members and children of post 31.3.98 / pre 1.4.08. leavers).	L47(1) G11(1)	The fund will apportion children's pension equally amongst eligible children.	N/A
Commutate benefits due to exceptional ill-health (councillor members, pre 1.4.08. leavers and pre 1.4.08. Pension Credit members).	L50 and L157	The fund will commute benefits due to exceptional ill health, provided regulatory conditions are met.	N/A
Whether acceptance of AVC election is subject to a minimum payment (councillors only).	L60(5)	The fund does not set a minimum payment threshold for AVCs	N/A

<b>Discretion</b>	<b>Regulation</b>	<b>Policy</b>	<b>Delegated authority for approval</b>
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
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
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	The fund will discharge its liability by conferring pension credit rights on the person entitled to the pension credit.	N/A
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	The fund will pay spouse's LGPS pensions for life.	N/A
Agree to pay annual compensation on behalf of employer and recharge payments to employer.	DC31(2)	The fund will pay compensation on behalf of an employer, subject to acceptable recharge arrangements.	Technical Finance Manager

Key to regulations:

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

