

Administering authority discretions

Introduction

Surrey County Council, as administering authority to the Surrey County Council Pension Fund, has determined this policy in accordance with the Local Government Pension Scheme Regulations 2013, as amended, and related legislation. We will apply this policy to all current members in the Active Funds, regardless of who their employer is.

We will base our decisions relating to these discretionary provisions using the current policy at the time of the relevant event. In the event of a conflict between a discretion as written in this policy and the governing regulations, we will apply the governing regulations.

We retain the right to change the policy at any time as long as we republish it at least within one month of when the change(s) we are introducing come(s) into effect.

This policy does not give, nor shall it be deemed to give, any contractual rights to any member of the Fund, or to any other person whatsoever.

Key Principles of Discretions

We will observe the following principles when reviewing discretions:

- We will exercise all discretions reasonably and in good faith. All relevant factors will be considered and all irrelevant factors ignored.
- We will formally record all decisions and report them to the Surrey County Council Pension Fund Committee and Local Pension Board as appropriate.

Exercise of Discretions

The Surrey County Council Pension Fund Committee is the body responsible for exercising administering authority discretions. Subject to the terms of this policy, the Pensions Committee may delegate these administering authority discretions to its sub-groups or specific officers and we have highlighted where this is the case in the policy decisions below.

Nothing in this Policy will cause the Pension Committee's capacity to exercise its discretionary powers to be unlawfully fettered or restricted in any way.

We will exercise these discretions in line with the provisions of the various LGPS Regulations and other legislation. Nothing within this statement can overwrite the legal requirements within those provisions.

Policy approval and review

Key to regulation references

The Local Government Pension Scheme

- **13** – The Local Government Pension Scheme Regulations 2013
- **TP14** – The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014
- **07** – The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007
- **08** – The Local Government Pension Scheme (Administration) Regulations 2008
- **TP08** - The Local Government Pension Scheme (Transitional Provisions) Regulations 2008
- **97** – The Local Government Pension Scheme Regulations 1997
- **95** – The Local Government Pension Scheme Regulations 1995

Other Discretionary Award Schemes

- **DC 2000** - The Local Government (Early Termination of Employment)(Discretionary Compensation) Regulations 2000

References to old provisions (e.g. The Local Government Pension Scheme Regulations 1997) generally apply in relation to scheme members who left under those provisions.

1. Administering authority discretions exercised in relation to funding strategy and scheme employers

No	Relevant discretion	Regulation	Statement of the Administering authority	Delegated authority
1.1	Decide on Funding Strategy for inclusion in funding	13 (58*)	The Funding Strategy Statement for the	The Strategic

	strategy statement		Surrey Pension Fund is published at www.	Finance Manager (Pension Fund & Treasury)
1.2	Whether to agree to an admission agreement with a Care Trust, NHS Scheme employing authority or care Quality Commission	13 (4(2)(b))	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.3	Whether to agree to an admission agreement with a body applying to be an admission body	13 (3(5) & Sch 2, Part 3, para 1)	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.4	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.	13 (Sch 2, Part 3, para 9(d))	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.5	Define what is meant by “employed in connection with”	13 (Sch 2, Part 3, para 12(a))	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.6	Whether to require any strain on Fund costs to be paid “up front” by employing authority following payment of benefits.	13 (68(2)), 14TP (Sch 2, para 2(3)) & 97 (80(5))	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www This decision is delegated to the Strategic Finance Manager (Pension Fund & Treasury)	The Strategic Finance Manager (Pension Fund & Treasury)
1.7	Whether to set up a separate admission agreement	13 (54(1))	The Surrey Pension Fund will not normally	The Strategic

	fund		set up a separate admission agreement fund. This discretion is delegated to the Director of Finance	Finance Manager (Pension Fund & Treasury)
1.8	Whether to have a written pensions administration strategy and, if so, the matters it should include	13 (59(1) & (2))	The Surrey Pension Fund has a written Pensions Administration Strategy. This is published at www.surreypensionsfund.org.uk .	The Strategic Finance Manager (Pension Fund & Treasury)
1.9	Whether to suspend, for up to 3 years, an employer's obligation to pay an exit payment where the employer is again likely to have active members within the specified period of suspension.	13 (64 (2A))	This decision will be made after consultation with relevant scheme employer and the Fund actuary, taking in to account the impact on the covenant between the relevant scheme employer and the Surrey Pension Fund. Decisions are delegated to the Strategic Manager, Pensions & Treasury	The Strategic Finance Manager (Pension Fund & Treasury)
1.10	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	13 (64(4))	This decision will be made after consultation with relevant scheme employer and the Fund actuary, taking in to account the impact on the covenant between the relevant scheme employer and the Surrey Pension Fund. Decisions are delegated to the Strategic Manager, Pensions & Treasury	The Strategic Finance Manager (Pension Fund & Treasury)
1.11	Decide whether to obtain a new rates and adjustments certificate if the Secretary of State amends the Regulations as part of the "cost sharing" under R63	13 (65)	This decision will be made after consultation with relevant scheme employer and the Fund actuary, taking in to account the impact on the covenant between the relevant scheme employer and the Surrey Pension Fund. Decisions are delegated to the Strategic Manager, Pensions & Treasury	The Strategic Finance Manager (Pension Fund & Treasury)
1.12	Decide frequency of payments to be made over to Fund by employers and whether to make an admin charge.	13 (69(1)) & 97 (81 (1))	The frequency of employer payments will be at least monthly. Decisions are delegated to the Strategic Manager, Pensions & Treasury	The Strategic Finance Manager (Pension Fund & Treasury)

1.13	Decide form and frequency of information to accompany payments to the Fund	13 (69(4)) & 97 (81 (5))	The scheme employer should include the Surrey Pension Fund contribution form to accompany payments in accordance with the frequency stated in regard to discretion R69(1). Decisions are delegated to the Strategic Manager, Pensions & Treasury	The Strategic Finance Manager (Pension Fund & Treasury)
1.14	Whether to issue employer with notice to recover additional costs incurred as a result of the employer's level of performance	13 (70) & TP14 (22(2))	The approach of the Surrey Pension Fund to this discretion is laid out in the Pension Administration Strategy which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.15	Whether to charge interest on payments by employers which are overdue	13 (71(1)) & 97 (82 (1))	The approach of the Surrey Pension Fund to this discretion is laid out in the Pension Administration Strategy which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
1.16	Agree to bulk transfer payment	13 (98(1)(b))	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey Pension Fund Funding Strategy Statement which is published at www This decision is delegated to the Director of Finance.	The Strategic Finance Manager (Pension Fund & Treasury)
1.17	Decide policy on abatement of pensions in payment following re-employment	TP14 (3(13)), 08 (70(1))* , 08 (71(4)(c)), TP08 (12) & 97 (109* & 110(4)(b))	Surrey County Council will not abate pensions in payment following re-employment	The Strategic Finance Manager (Pension Fund & Treasury)
1.18	Agree to pay annual compensation on behalf of employer and recharge payments to employer	DC 2000 (31(2))	To be confirmed	The Strategic Finance Manager (Pension Fund & Treasury)

2. Administering authority discretions exercised in relation to the administration of scheme benefits				
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No	Relevant discretion	Regulation	Statement of the Administering authority	Delegated authority
2.1	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)	13 (16(1))	As a general rule the Surrey Pension Fund will not turn down any requests, however, it reserves the right to in consideration with the relevant scheme employer.	The Pension Services Manager
2.2	Whether to require a satisfactory medical report before agreeing to an application to pay an APC / SCAPC	13 (16(10))	<p>The Surrey Pension Fund requires all scheme members who elect to purchase an additional pension to receive medical clearance before being permitted to do so to ensure that there is no medical reason present that may cause the member to be retired early on permanent ill health grounds.</p> <p>The medical clearance is can be obtained through the member's GP or through the Surrey County Council's occupational health service at a cost to the scheme member.</p>	The Pension Services Manager
2.3	Whether to turn down an application to pay an APC / SCAPC if not satisfied that the member is in reasonably good health.	13 (16(10))	The Surrey Pension Fund will not agree to an application to pay an APC / SCAPC if it is not satisfied that the member is in reasonably good health after due consideration of a medical report. The decision is delegated to the Pension Services Manager.	The Pension Services Manager
2.4	Whether to charge member for provision of estimate of additional pension that would be provided by the Scheme in return for transfer of in house AVC/SCAVC funds (where AVC/SCAVC arrangement was entered	TP14 (15(1)(d)) & 08 (28(2))	The Surrey Pension Fund will not recover the administrative costs relating to the estimate of a transfer of an in house AVC/SCAVC fund if the	The Pension Services Manager

	into before 1/4/14)		number of requested estimates does not exceed two per calendar year. The Surrey Pension Fund reserves the right to charge for estimates in excess of two per calendar year. The decision is delegated to the Pension Services Manager.	
2.5	Decide to whom any AVC/SCAVC monies (including life assurance monies) are to be paid on death of the member	13 (17(12))	To be confirmed	The Pension Services Manager
2.6	Pension account may be kept in such form as is considered appropriate	13 (22(3)(c))	To be confirmed	The Pension Services Manager
2.7	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)	14TP (10(9))	This decision will be based on the most beneficial approach at the point 12 months after the person became a deferred member. This decision is delegated to the Pension Service Manager.	The Pension Services Manager
2.8	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	13 (32(7))	To be confirmed	The Pension Services Manager
2.9	Decide whether to commute small pension	13 (34(1)), 07 (39), TP08 (14(3)) & 97 (49 & 156)	To be confirmed	The Pension Services Manager
2.10	Approve medical advisors used by employers (for ill health benefits)	13 (36(3)), 08 (56(2)) & 97 (97 (10))	To be confirmed	The Pension Services Manager
2.11	Decide to whom death grant is paid	TP14 (17(5) to	To be confirmed	The Pension

		(8)), 13 (40 (2), 43 (2) & 46 (2)), 07 (23 (2), 32(2), 35 (2)), TP08 (Sch1), 97 (38 (1) & 155 (4)) & 95 (E8)		Services Manager
2.12	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	13 (49(1)(c)) & 07 (42 (1) (c))	To be confirmed	The Pension Services Manager
2.13	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	13 (82(2)), 08 (52(2)) & 97 (95)	To be confirmed	The Pension Services Manager
2.14	Whether, where a person is incapable of managing their affairs, to pay the whole or part of that person's pension benefits to another person for their benefit.	13 (83) & 08 (52A)	To be confirmed	The Pension Services Manager
2.15	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	13 (100(6))	To be confirmed	The Pension Services Manager
2.16	Allow transfer of pension rights into the Fund	13 (100(7))	To be confirmed	The Pension Services Manager
2.17	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	TP14 (3(6), 4(6)(c), 8(4), 10(2)(a), 17(2)(b)) & 07 (10(2))	To be confirmed	The Pension Services Manager
2.18	Make election on behalf of deceased member with a	TP14 ((6),	To be confirmed	The Pension

	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.)	(6)(c), 8(4), 10(2)(a), 17(2)(b) & Sch 1)) & 97 (23(9))		Services Manager
2.19	Decide to treat child as being in continuous full-time education or vocational training despite a break	13 (Sch 1) & TP14 (17(9)(a))	To be confirmed	The Pension Services Manager
2.20	Decide evidence required to determine financial dependence of cohabiting partner on scheme member or financial interdependence of cohabiting partner and scheme member	13 (Sch 1) , TP14 (17(9)(b)) & 07 (25)	To be confirmed	The Pension Services Manager
2.21	Extend time period for capitalisation of added years contract	TP14 (15(1)(c)), TP08 (Sch1) & 97 (83(5))	To be confirmed	The Pension Services Manager
2.22	Outstanding employee contributions can be recovered as a simple debt or by deduction from benefits	08 (45(3)) & 97 (89(3))	To be confirmed	The Pension Services Manager
2.23	Whether to pay the whole or part of a child's pension to another person for the benefit of that child	07 (27(5)), 97 (47 (2)) & 95 (G11(2))	To be confirmed	The Pension Services Manager
2.24	Frequency of payment of councillors' contributions	97 (12(5))	To be confirmed	The Pension Services Manager
2.25	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	97 (17(4),(7),(8), & 89(4) & Sch 1)	To be confirmed	The Pension Services Manager

2.26	Apportionment of children's pension amongst eligible children (children of councillor members and children of post 31.3.98. / pre 1.4.08. leavers)	97 (47(1)) & 95 (G11(1))	The Surrey Pension Fund will apportion the children's pension equally amongst the relevant children. The decision is delegated to the Pension Services Manager	The Pension Services Manager
2.27	Commute benefits due to exceptional ill-health (councillor members, pre 1.4.08. leavers and pre 1.4.08. Pension Credit members)	97 (50 and 157)	To be confirmed	The Pension Services Manager
2.28	Whether acceptance of AVC election is subject to a minimum payment (councillors only)	97 (60(5))	To be confirmed	The Pension Services Manager
2.29	Timing of pension increase payments by employers to fund (pre 1.4.08. leavers)	97 (91(6))	To be confirmed	The Pension Services Manager
2.30	Date to which benefits shown on annual deferred benefit statement are calculated	97 (106A(5))	To be confirmed	The Pension Services Manager
2.31	Retention of CEP where member transfers out (councillors and pre 1.4.08. leavers)	97 (118)	To be confirmed	The Pension Services Manager
2.32	Discharge Pension Credit liability (in respect of Pension Sharing Orders for councillors and pre 1.4.08. Pension Sharing Orders for non-councillor members)	97 (147)	To be confirmed	The Pension Services Manager
2.33	Whether to pay spouse's pensions for life for pre 1.4.98 retirees / pe 1.4.98 deferreds who die on or after 1.4.98. (rather than ceasing during any period of remarriage or co-habitation)	95 (F7)	To be confirmed	The Pension Services Manager
2.34	Apportionment of children's pension amongst eligible children (children of pre 1.4.98. retirees / pre 1.4.98. deferreds)	95 (G11(1))	To be confirmed	The Pension Services Manager
2.35	Frequency of payment of councillors' contributions	97 (12(5))	To be confirmed	The Pension

				Services Manager
2.36	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	97 (17(4),(7),(8), & 89(4) & Sch 1)	To be confirmed	The Pension Services Manager
2.37	Apportionment of children's pension amongst eligible children (children of councillor members and children of post 31.3.98. / pre 1.4.08. leavers)	97 (47(1)) & 95 (G11(1))	The Surrey Pension Fund will apportion the children's pension equally amongst the relevant children. The decision is delegated to the Pension Services Manager	The Pension Services Manager
2.38	Commute benefits due to exceptional ill-health (councillor members, pre 1.4.08. leavers and pre 1.4.08. Pension Credit members)	97 (50 and 157)	To be confirmed	The Pension Services Manager
3. Administering authority discretions exercised as a proxy for scheme employers who have ceased participation in the Fund				

No	Relevant discretion	Regulation	Statement of the Administering authority	Delegated authority
3.1	Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement (if the scheme employer has become defunct)	13 (30(8))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund.	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.2	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31/3/14 membership (if the scheme employer has become defunct))	13 (30(8))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund.	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions

3.3	Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement (if the scheme employer has become defunct))	14TP (Sch 2, para 1(2))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund.	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
	Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 01/4/14 and post 31/03/14 membership) on <ul style="list-style-type: none"> a) on compassionate grounds (pre 01/04/14 membership) and in whole or in part on any grounds (post 31/03/14 membership) if the member was not in the Scheme before 1/10/06, b) on compassionate grounds (pre 01/04/14 membership) and in whole or in part on any grounds (post 31/03/14 membership) if the member was in the Scheme before 01/10/06, will not be 60 by 31/3/16 and will not attain 60 between 01/04/16 and 31/3/20 c) on compassionate grounds (pre 01/04/16 membership) and in whole or in part on any grounds (post 31/03/16 membership) if the member was in the Scheme before 01/10/06 and will be 60 by 31/03/16 d) on compassionate grounds (pre 01/04/20 membership) and in whole or in part on any grounds (post 31/03/20 membership) if the member was in the Scheme before 01/10/06, will not be 60 by 31/03/16 and will attain 60 between 01/04/16 and 31/03/20 	14TP (3(1), Sch 2, para 2(1)) & 07 (30(5),30A(5))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund.	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.4	Whether to use a certificate produced by an IRMP under the 2008 Scheme for the purposes of making an ill health determination under the 2014 Scheme. (if the scheme employer has become defunct)	14TP (12(6))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of	This discretion will be applied in accordance with the Surrey County Council Policy on

			Surrey County Council, as the largest employer in the Fund.	Employer Discretions
3.5	Decide whether deferred beneficiary meets criteria of being permanently incapable of former job because of ill health and is unlikely to be capable of undertaking gainful employment before normal pension age or for at least three years, whichever is the sooner. (if the scheme employer has become defunct)	13 (38(3))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund.	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.6	Decide whether a suspended ill health tier 3 member is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health (if the scheme employer has become defunct)	13 (38(6))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council, as the largest employer in the Fund	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.7	Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60 (if the scheme employer has become defunct)	07 (30(2))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.8	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (if the scheme employer has become defunct)	07 (30(5))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.9	Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60 (if the scheme employer has become defunct)	07 (30A(3))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of	This discretion will be applied in accordance with the Surrey County Council Policy on

			Surrey County Council	Employer Discretions
3.10	Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (if the scheme employer has become defunct)	07 (30A(5))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.11	Decide whether deferred beneficiary meets permanent ill health and reduced likelihood of gainful employment criteria (if the scheme employer has become defunct)	07 (31(4))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.12	Decide whether a suspended ill health tier 3 member is permanently incapable of undertaking any gainful employment (if the scheme employer has become defunct)	07 (31(7))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions
3.13	Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60 (if the scheme employer has become defunct)	07 (30(2))	The Surrey Pension Fund will apply the policy of the scheme employer immediately before it ceased to be a scheme employer. If this is not possible we will apply the policy of Surrey County Council	This discretion will be applied in accordance with the Surrey County Council Policy on Employer Discretions

4. Administering authority discretions exercised in relation to Fund governance

No	Relevant discretion	Regulation	Statement of the Administering authority	Delegated authority
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4.1	<p>Governance policy must state whether the admin authority delegates their function or part of their function in relation to maintaining a pension fund to a committee, a sub-committee or an officer of the admin authority and, if they do so delegate, state</p> <ul style="list-style-type: none"> - the frequency of any committee or sub-committee meetings - the terms, structure and operational procedures appertaining to the delegation - whether representatives of employing authorities or members are included and, if so, whether they have voting rights <p>The policy must also state</p> <ul style="list-style-type: none"> - the extent to which a delegation, or the absence of a delegation, complies with Sec of State guidance and, to the extent it does not so comply, state the reasons for not complying, and - the terms, structure and operational procedures appertaining to the local Pensions Board 	13 (55)	The Governance Compliance Policy and Statement for the Surrey Pension Fund is published at www.surrey.pensionsfund.gov.uk .	The Strategic Finance Manager (Pension Fund & Treasury)
4.2	<p>Communication policy must set out the policy on provision of information and publicity to, and communicating with, members, representatives of members, prospective members and Scheme employers; the format, frequency and method of communications; and the promotion of the Scheme to prospective members and their employers.</p>	13 (61)	The Communications Policy Statement for the Surrey Pension Fund is published at www.surrey.pensionsfund.gov.uk .	The Strategic Finance Manager (Pension Fund & Treasury)
4.3	<p>Decide procedure to be followed by admin authority when exercising its stage two IDRP functions and decide the manner in which those functions are to be exercised</p>	13 (76(4)), 08 (60(8)) & 97 (99)	The approach of the Surrey Pension Fund to this discretion is laid out in the Surrey County Council Pension Disputes Procedure which is published at www.surrey.pensionsfund.gov.uk and the Scheme of Delegation to Officers which is published at www.surrey.pensionsfund.gov.uk	The Strategic Finance Manager (Pension Fund & Treasury)

4.4	Whether the administering authority should appeal against employer decision (or lack of a decision)	13 (79(2)), 08 (63(2)) & 97 (105 (1))	The Surrey Pension Fund will consider each case on its merits. Decisions regarding this discretion are delegated to the Strategic Manager, Pensions & Treasury.	The Strategic Finance Manager (Pension Fund & Treasury)
4.5	Specify information to be supplied by employers to enable administering authority to discharge its functions	13 (80(1)(b)), TP14 (22(1)) & 08 (64(1)(b))	The approach of the Surrey Pension Fund to this discretion is laid out in the Pension Administration Strategy which is published at www	The Strategic Finance Manager (Pension Fund & Treasury)
4.6	Decide whether to delegate any administering authority functions under the Regulations	13 (105(2))	This decision will be in accordance with the Surrey County Council Scheme of Delegation relating to section 106 agreement, Pensions functions and Rights of Way orders.	
4.7	Decide whether to establish a joint local pensions board (if approval has been granted by the Secretary of State)	13 (106(3))	The Full Council of Surrey County Council has decided not to establish a joint local pension board.	Surrey County Council Full Council
4.8	Decide procedures applicable to the local pensions board	13 (106(6))	Authority is delegated to the Director of Finance in consultation with the Chairman of the Pension Committee create such policies and procedures applicable to the local pension board. The Terms of Reference of the Local Pension Board is published at www .	The Director of Finance
4.9	Decide appointment procedures, terms of appointment and membership of local pension board	13 (107(1))	Authority is delegated to an appointment panel of officers and members as set out in the report to oversee the Local Pension Board recruitment process and for the People, Performance and Development Committee to appoint members of the Local Pension Board	The People, Performance & Development Committee of Surrey County Council

			following recommendations from the appointment panel. Appointment and Termination Policy of the Local Pension Board is published at www.	
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