

Proposed Changes to Part 3, Appendix 4 – Scheme of Delegation relating to Pensions Matters

The changes set out below aim to better differentiate between the Council's pensions responsibilities as an employer and its responsibilities as the administering authority. The majority of changes are moving responsibilities between sections 2S and 2V below, shown by the original numbering being highlighted in bold italic text. The numbering will be revised for the Constitution update if the changes are approved by the Governance Committee.

2S Pensions – ~~General~~Employer Role

Section/No.	Function	Officer	Form of shared delegation
247	Approval of arrangements for early retirements, subject to adequate budget provision.	Chief Executive	Jointly with Director of Finance and Support Services and Director of Human Resources and Organisational Development
265	To approve a reduction in the value of a member's pension and to recover any financial loss following termination of employment on the grounds of a fraudulent offence or grave misconduct.	Director of Finance and Support Services	
263	To consider an extension of time limit to pay contributions following an authorised leave of absence on reduced or no pay.	Director of Finance and Support Services	
264	To convert scheme Additional Voluntary Contributions into membership credit.	Director of Finance and Support Services	
266	To 'switch on' the 85-year rule in exceptional or on compassionate grounds for pre-1 April 2014 benefits.	Director of Finance and Support Services	In consultation with Cabinet Member for Finance and Property and Director of Human Resources and Organisational Development

Section/No.	Function	Officer	Form of shared delegation
267	To waive the actuarial reduction on pre-1 April 2014 benefits on compassionate grounds.	Director of Finance and Support Services	With Director of Human Resources and Organisational Development

2T Pensions – Fire & Rescue

Section/No.	Function	Officer	Form of shared delegation
252	All routine matters arising under the Firefighters', New Firefighters' Pension Scheme and Firefighters' Pension Scheme 2015.	Chief Fire Officer	In consultation with Director of Finance and Support Services
253	To apply the provisions of the Grey Book relating to the sick leave scheme for firefighters and to approve the medical discharge of a firefighter under the terms of the Firefighters', New Firefighters' Pension Scheme and Firefighters' Pension Scheme 2015.	Chief Fire Officer	In consultation with Director of Finance and Support Services
254	To transfer previous pension into the Local Government Pension Scheme and Firefighters' Pension Scheme 2015.	Chief Fire Officer	Jointly with Director of Finance and Support Services
255	To take decisions relating to the exercise of all discretions and matters relating to individual officers under the currently published policy of discretions under the Fire Fighters' Pension Scheme, New Firefighters' Pension Scheme and Firefighters' Pension Scheme 2015.	Chief Fire Officer	In consultation with Director of Finance and Support Services

2U Pensions – School Teachers

Section/No.	Function	Officer	Form of shared delegation
256	To approve individual cases of schoolteachers for discretionary	Director of Finance and	In consultation with Director of Human

Section/No.	Function	Officer	Form of shared delegation
	enhancement of early retirement benefits and to agree the amount.	Support Services	Resources and Organisational Development

2V Pensions – Local Government Pension Scheme (*Administration Authority*)

Section/No.	Function	Officer	Form of shared delegation
257	To take any necessary action between the meetings of the Pensions Committee to implement the policy determined by the Committee in consultation with the chairman of the Committee.	Director of Finance and Support Services	
258	To admit to the West Sussex County Council Pension Fund those organisations which are eligible for scheduled employer status under the Local Government Pension Scheme Regulations where the County Council has no discretion to refuse admission.	Director of Finance and Support Services	
259	To consider and determine requests for admission to the West Sussex County Council Pension Fund by those community admission bodies and transferee admission bodies that meet the definition in the Local Government Pension Scheme Regulations.	Director of Finance and Support Services	
XXX	<i>To consider and determine whether to terminate an admission agreement and the management of exiting employers.</i>	<i>Director of Finance and Support Services</i>	
260	All routine matters arising under the Local Government Superannuation Acts, the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 and the Local Government Compensation Regulations and Discretionary Payments Regulations, and all other pension schemes.	Director of Finance and Support Services	

Section/No.	Function	Officer	Form of shared delegation
261	To combine previous pension benefits to current period of scheme membership.	Director of Finance and Support Services	
248	To agree to recover outstanding employee pension contributions by deductions from pension benefits.	Director of Finance and Support Services	
249	To decide on the appropriate course of action if there is any doubt as to the payment of a pension death grant to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate/letters of administration.	Director of Finance and Support Services	Jointly with Director of Law and Assurance
250	To determine how and to whom benefits may be paid if the recipient is incapable of managing their affairs by reason of mental disorder or otherwise.	Director of Finance and Support Services	Jointly with Director of Law and Assurance
251	To decide on the appropriate course of action if there is any doubt as to whom a death grant is paid.	Director of Finance and Support Services	Jointly with Director of Law and Assurance
262	To transfer previous pension into the Local Government Pension Scheme.	Director of Finance and Support Services	
268	To hear and determine any pension appeal or dispute requiring resolution in accordance with the relevant statutes and regulations for the time being in force in relation to all pension schemes for which the County Council acts as employer or administrator.	Director of Law and Assurance	
XXX	<i>To write off irrecoverable LGPS Pension Fund amounts of debt of less than £15,000. (The level to be reviewed every two years with effect from 1 April).</i>	<i>Director of Finance and Support Services</i>	<i>(Jointly with Director of Law and Assurance)</i>
XXX	<i>To authorise financial transactions on behalf of the WSCC Pension Fund.</i>	<i>Director of Finance and Support Services</i>	