

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 strategy statement	13(58)	The funding Strategy Statement for the Nottinghamshire Pension Fund is published on the Pension Fund Website http://www.nottspf.org.uk/about-the-fund/governance-policies .	The Pensions Committee. Service Director Finance, Procurement & Improvement and Section 151 officer.
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))	Application to be considered as and when a cases arises	The Pensions Committee Service Director Finance, Procurement & Improvement and Section 151 officer.
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 Pension Committee will have final approval of Community Admission Body applications	The Pensions Committee
1.4	Whether to terminate a transferee admission agreement in the event of: <ul style="list-style-type: none"> • Insolvency, winding up or liquidation of the body. • Breach by the 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 required to do so. 	13 (Sch 2, Part 3, para 9(d))	The approach of the Nottinghamshire Pension Fund to this discretion is that his will be discussed with the 151 officer, along with taking legal advice if necessary, with a referral to the Pensions Committee	Service Director Finance, Procurement & Improvement and Section 151 officer. The Pensions Committee.
1.5	Define what is meant by “employed in connection with”	13 (Sch 2, Part 3, para 12(a))	This refers to the restriction of membership of transferee admission body employees, who are only pensionable if undertaking the work of the transferred service. Currently typical wording is used: “Eligible Employees” means the employees employed by the Transferor Scheme	

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			Employer on 'date' and listed in Schedule (list of eligible employees) for so long as they are employed in connection with the provision of services or assets referred to in the Best Value Arrangement or part of such services or assets	
1.6	Whether to require any strain on Fund costs to be paid “up front” by the employing authority	13 (68(2)). TP14 (sch 2, para 2(3)) & 97 (80(5))	Nottinghamshire Pension Fund invoice employers each month relating to Pension Strain Costs	Service Director Finance, Procurement & Improvement and Section 151 officer.
1.7	Whether to set up a separate admission agreement fund	13 (54(1))	The Pensions Committee Decision	The Pensions Committee
1.8	Whether to have a written pensions administration strategy and, if so, the matters it should include.	13 (59(1)&(2))	The Nottinghamshire Pension Fund has a written Pension Administration Strategy. This is published at: http://www.nottspf.org.uk/employers/employer-news/pensions-admin-strategy-and-service-level-agreement	Service Director Customers and HR, The Pensions Committee
1.9	Whether to suspend, for up to three 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 into account the impact on the covenant between the relevant scheme employer and the Nottinghamshire Pension Fund	Service Director Finance, Procurement & Improvement and Section 151 officer.
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 existing employer	13(64(4))	This decision will be made after consultation with relevant scheme employer and the Fund actuary, taking into account the impact on the covenant between the relevant scheme employer and the Nottinghamshire Pension Fund	Service Director Finance, Procurement & Improvement and Section 151 officer. The Pension Manager in conjunction with the scheme actuary
1.11	Decide frequency of payments to be made over to the fund by employers and whether to make and administration charge	13 (69(4))& 97 (81 (1))	The frequency of employer payments is set out in the Administration Strategy.	Service Director Finance, Procurement & Improvement and Section 151 officer/ Service Director Customers and HR.

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1.12	Decide form and frequency of information to accompany payments to the fund	13 (69(4))& 97 (81 (5))	This is reference to the monthly contribution pay over, and whether the Administration Authority wishes to have a detailed breakdown on a mthly or annual return. Currently Notts only requires such for the annual return.	Service Director Finance, Procurement & Improvement and Section 151 officer / Service Director Customers and HR.
1.13	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))	This is laid out in the Administration Strategy	Service Director Finance, Procurement & Improvement and Section 151 officer/ Service Director Customers and HR. The Pension Manager
1.14	Whether to charge interest on payments by employers which are overdue	13 (71(1)) & 97 (82(1))	This is laid out in the Administration Strategy	Service Director Finance, Procurement & Improvement and Section 151 officer. Service Director Customers and HR. The Pension Manager
1.15	Agree to bulk transfer payment	13 (98(1)(b))	Where two or more members transfer from the LG Fund to a different scheme fund, the Administration Authority in agreement with the Employer transferring and the new fund may agree to a bulk transfer.	Employer / Admin. Authority / trustees of new scheme
1.16	Decide policy on abatement of pensions in payment following re-employment	TP14 (3(13)),08 (70(1))* ,08 (71(4C)), TP08 (12)& 97(109* & 110(4)(b))	<p>Currently the policy, which was agreed by Resources Committee in 1998, is that pensions are not abated on re-employment. We would recommend that this policy continues. For note, this reflects the 2014 scheme regs position where abatement is currently not allowed.</p> <p>Current discretion wording - Due to the difficulties of implementing a system which is fair and impartial to all pensioners, and to encourage more flexible working arrangements, no account will be taken of post retirement earnings in respect of abatement of pensions paid from the Pension Fund.</p>	Service Director Customers and HR/ The Pension Manager reporting to The Pensions Committee
1.17	Timing of pension increase payments by employers to fund (pre April 2008 leavers)	97 (91(6))	Pension increase payments will be collected on a monthly basis.	Service Director Customers and HR. The Pension Manager.

2. Administering authority discretions exercised in relation to administration of scheme benefits.				
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))	For practical reasons the Administration Authority would not normally allow regular payments of less than £10 per month. The member may either shorten the payment period to comply with this or pay by lump sum.	Service Director Customers and HR. The Pension Manager
2.2	Whether to require a satisfactory medical report before agreeing to an application to pay an APC/ SCAPC	13 (16(10))	Member only contract - Medical required in all cases. Shared cost (compulsory) - Medical not normally required. Shared cost (employer discretion) - Medical not required. Employer only cost - Medical not required. Member must provide certification (at own cost) using standard form available on website. Acceptable for member to use Medical Practitioner of their own choice (e.g. their own GP).	Service Director Customers and HR. The Pension Manager
2.3	Whether to turn down an application to pay an APC/SCAPC if not satisfied that the member is in reasonable health	13(16(10))	The Nottinghamshire Pension Fund will not agree to an application to pay APC/ SCAPC if it is not satisfied that the member is in good health after due consideration of a medical report.	Service Director Customers and HR. The Pension 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))	Nottinghamshire Pension Fund will not recover the administrative costs relating to the estimate of a transfer of an in house AVC/SCAVC fund if the number of requested estimates does not exceed one per calendar year. The Nottinghamshire Pension Fund reserves the right to charge for estimates in excess of one per calendar year.	Service Director Customers and HR. The Pension Manager.

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	into before 01/04/14			
2.5	Decide to whom any AVC / SCAVC monies (including life assurance monies) are to be paid on death of a member	13 (17(12))	For AVC contracts that commenced post 31/3/2014, would normally use the same criteria that we would use to pay a death grant from the main scheme. For AVCs that commenced before 1/4/2014, we are still required to pay to the member's estate. Decisions on the payment of AVC/ SCAVC monies will be made after taking into account all relevant considerations and documentary evidence, including the deceased's expression of wish or will.	Service Director Customers and HR. The Pension Manager
2.6	Pension account may be kept in such form as is considered appropriate	13 (22(3)(c))	The Nottinghamshire Pension Fund will determine the form that a pension account must be kept in. AA uses electronic record keeping	Service Director Customers and HR. The Pension 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)	TP14 (10(9))	The ceased concurrent record should be combined with whichever of the still active records that commenced membership first. Suggested that for admin proficiency that member is asked to elect within 3mths and default is as above if does not. Member will have right to change situation if acts within 12mths though.	Service Director Customers and HR. The Pension Manager
2.8	Whether to extend the time limits within which a member must give notice of their election to draw benefits before normal pension age or upon flexible retirement	13 (32(7))	There will be no general adoption of this discretion	Service Director Customers and HR. The Pension Manager
2.9	Decide whether to commute small pension	13 (34(1)), 07 (39),	Currently the Administration Authority do not allow commutation of small pensions as it is more time	Service Director Customers and HR.

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		TP08 (14(3)) & 97 (49 & 156)	consuming than not doing so. However, we intend to review the position later this year and will report to Pensions Committee, once a proposal is available.	The Pension Manager
2.10	Approve medical advisors used by employers (for ill health benefits)	13 (36(3)), 08 (56(2)) & 97 (97 (10))	<p>Medical advisors will be approved if they are independent practitioner who are registered with the General Medical Council and:</p> <ul style="list-style-type: none"> • Hold a diploma in occupational health medicine (D Occ Med) or an equivalent qualification issued by a competent authority in an EEA state; “competent authority” has meaning given by section 55(1) of the medical act 1983 • Are an Associate, a member or a fellow of the faculty of Occupational Medicine or an equivalent institution of an EEA state. <p>The Scheme employer must obtain the AAs approval before using an IRMP. In practice the certificate asks for relevant qualification and independence and it is difficult to envisage a situation where the Administration Authority would not approve an IRMP.</p>	Service Director Customers and HR. The Pension Manager
2.11	Decide to whom a death grant is paid	TP14 (17(5) to (8)), 13 (40 (2), 43 (2) & 46 (2)), 07 (23 (2)),07 (23 (2),32(2), 35 (2)), TP08 (Sch1),97 (38 (1) & 155 (4)) &	Decisions on the payment of a death grant will be made after taking into account all relevant considerations and documentary evidence, including the deceased’s Expression of wish and will.	Service Director Customers and HR. The Pension Manager.

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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 two or more regulations in respect of the same period of scheme membership.	13 (49(1) (C)) & 07 (42 (1) (C))	The Pension fund will pay benefits in the most equitable way that it can determine Administration Authority will decide which benefits appears to be the most beneficial to the member. Unclear though, under what circumstances this could relate to.	Service Director Customers and HR. The Pension Manager
2.13	Whether to pay a death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant or probate / letters of administration	13 (82(2)), 08 (52(2)) & 97 (95	The Pension Fund will 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 if it is satisfied that the claim is legitimate and the beneficiary is appropriate. Decide on a case by case basis.	Service Director Customers and HR. The Pension 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)	The Pension fund will pay the whole or part of that persons pension benefits to another person for their benefit if it is satisfied that the individual is incapable of managing their own affairs and that the other person is appropriate. Decide on a case by case basis	Service Director Customers and HR. The Pension Manager
2.15	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	13 (100(6))	There will be no general adoption of this discretion However we adopt a common sense approach if there is a reason to allow after the 12 months.	Service Director Customers and HR. The Pension Manager
2.16	Allow transfer of pension rights into the fund	13 (100(7))	Transfers will be permitted within the first 12 months of membership of the Nottinghamshire Pension Fund. However we adopt a common sense approach if there is a reason to allow after the 12 months.	Service Director Customers and HR. The Pension Manager
2.17	Where member to whom the	TP14 (3(6),	The Pension Fund will pay benefits in most equitable way	Service Director Customers and

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	use of the average of three years pay for final pay purpose applies, dies before making an election, whether to make that election on behalf of the deceased member.	4(6)(c), 8(4), 10(2)(a), 17(2)(b) & 07 (10(2))	that it can determine. The Administration Authority should continue to apply best practice for the member benefit.	HR. The Pension Manager
2.18	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 April 2008)	TP14 ((6), (6)(c), 8(4), 10(2)(a), 17(2)(b)& Sch 1) & 97 (23(9))	The Pension Fund will pay benefits in most equitable way that it can determine. The Administration Authority should continue to apply this as best practice for the members benefit.	Service Director Customers and HR. The Pension Manager
2.19	Decide to treat a child as being in continuous full-time education or vocational training despite a break.	13 (Sch 1), TP14 (17(9)(a) 07 (26 (5)), 97 (44 (5)))	Assessment of child, to allow eligibility whilst between ages of 18 & 23 whilst having break in f/t education or vocational training. A child will be treated as being in continuous full-time education or vocational training despite a break if the break is for 12 months or less. If the break is for over 12 months the decision will be made after taking in to account all relevant considerations	Service Director Customers and HR. The Pension Manager
2.20	Decide evidence required to determine financial dependence of cohabiting partner on scheme member of financial interdependence of cohabiting partner and scheme member.	13 (sch1), TP14 (17 (9)(b)) & 07 (25)	Is part of the definition of 'co-habiting partner'. Members are requested to provide evidence, in accordance with our guidance on the new co-hab form which will reflect the old co-hab nomination form, and we assess on an individual basis what they provide. To be decided on a case by case basis	Service Director Customers and HR. The pension Manager
2.21	Extend time period for capitalisation of added years	TSch 1 & L83(5)	Members who are purchasing added yrs and who are made redundant may have the option to pay remaining	Service Director Customers and HR.

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	contract		purchase by lump sum. Election must be made within 3mths of leaving. Administration Authority may extend the 3mths but would suggest they do not normally do so. To be decided on a case by case basis depending on the circumstances of the case at the time	The Pension Manager
2.22	Outstanding employee contributions can be recovered as a simple debt or by deduction from benefits	08 (45(3)) & 97 (89(3))	The method of recovery will be decided after consultation with the relevant member	Service Director Customers and HR. The Pension 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)) & 995 (G11(2))	The whole or part of a child's pension will normally be paid to a surviving parent or guardian if the child is under the age of 18, or directly to the child if the child is aged 18 or over. This will be considered on a case by case basis.	Service Director Customers and HR. The Pension Manager
2.24	Apportionment of children's pension amongst eligible children	97 (47(1))& 95 (G11(1))	The Nottinghamshire Pension Fund will apportion the Children's Pension Equally amongst the relevant children on a case by case basis.	Service Director Customers and HR. The Pension Manager
2.25	Commute benefits due to exceptional ill-health (pre April 2008 leavers and pre April 2008. Pension Credit members)	97 (50 and 157)	Decisions to commute benefits due to exceptional ill-health will be made after taking into account all relevant considerations and after consultation with Occupational Health and the relevant member. And on a case by case basis.	Service Director Customers and HR. The Pension Manager
2.26	Date to which benefits shown on annual deferred benefit statement are calculated.	97 106A(5))	Use the last Pension Increase date	Service Director Customers and HR. The Pension Manager.
2.27	Date at which benefits are shown on the Annual Benefit Statement are calculated	R89(5)	The Admin Authority use 31 March in line with the Data posting Date	Service Director Customers and HR. The Pension Manager
2.28	Discharge Pension Credit Liability (in respect of Pension Sharing orders for councillors and pre April 2008 Pension Sharing Orders for non-councillor members)	97 (147)	Pension credit liabilities will be discharged by conferring pension credit rights to individual entitled to the pension credit.	Service Director Customers and HR. The Pension Manager

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<p>2.29</p>	<p>Whether to pay spouse’s pensions for life for pre April 1998 retirees/ pre April 1998 deferred who die on or after April 1998. (rather than ceasing during any period of remarriage or co-habitation)</p>	<p>95(F7)</p>	<p>The pension spouse’s pension will continue to be paid for life.</p>	<p>Service Director Customers and HR. The Pension Manager.</p>
<p>2.30</p>	<p>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</p>	<p>R32(7)</p>	<p>Member must give us 3mths notice of wishing to take benefits early, and for flexible must make decision within 1mth whether to take all or part of benefits. Will need to review on a case by case basis</p>	<p>Service Director Customers and HR. The Pension Manager</p>
<p>2.31</p>	<p>Whether to require any strain on Fund costs to be paid “up front” by employing authority following payment of benefits under R30(6) (flexible retirement), R30(7) (redundancy / business efficiency), or the waiver (in whole or in part) under R30(8) of any actuarial reduction that would otherwise have been applied to benefits which a member voluntarily draws before normal pension age or to benefits drawn on flexible retirement</p>	<p>R68(2)</p>	<p>Strain costs are paid as a lump sum by the employer and are invoiced by Pensions Finance.</p>	<p>Service Director Customers and HR. The Pension Manager</p>
<p>2.32</p>	<p>Whether to require any strain on Fund costs to be paid “up front” by employing authority following flexible retirement under R30(6) or waiver of actuarial reduction</p>	<p>TPSch2,para 2(3)</p>	<p>Administration Authority uses electronic record keeping.</p>	<p>Service Director Customers and HR. The Pension Manager</p>

	under TPSch 2, para 2(1) or release of benefits before age 60 under B30 of B30A			
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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 grant application for early payment of deferred benefits on or after age 55 and before 60 for pre April 2014 leavers (if the scheme employer has become defunct)	07 (30(2))	<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following:</p> <ol style="list-style-type: none"> 1. The cost (strain) to the Pension Fund. 2. The Funding level of the Pension Fund. 3. The financial position of the member. 4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member. <p>Comment - 4.above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	Service Director Customers and HR. The pension Manager.
3.2	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))	<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following:</p> <ol style="list-style-type: none"> 1. The cost (strain) to the Pension Fund. 2. The Funding level of the Pension Fund. 	Service Director Customers and HR. The Pension Manager

			<p>3. The financial position of the member.</p> <p>4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member.</p> <p>Comment - 4. above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	
3.3	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under 07(30) & 07(30(A)) if the scheme employer has become defunct)	07 (30(5) & 30A(5))	<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following:</p> <ol style="list-style-type: none"> 1. The cost (strain) to the Pension Fund. 2. The Funding level of the Pension Fund. 3. The financial position of the member. 4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member. <p>Comment - 4. above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	Service Director Customers and HR. The Pension Manager
3.4	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age (where the member only has post April 2014 membership (if the scheme	13 (30(8))	<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following:</p> <ol style="list-style-type: none"> 1. The cost (strain) to the Pension Fund. 	Service Director Customers and HR. The Pension Manager

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	employer becomes defunct)		<p>2. The Funding level of the Pension Fund. 3. The financial position of the member. 4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member.</p> <p>Comment - 4.above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	
3.5	Whether to “switch on” the 85 year rule for post April 2014 leavers voluntarily drawing benefits on or after age 55 and before age 60 (if the scheme employer has become defunct)	TP14 (Sch2, para 1(2))	<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following: 1. The cost (strain) to the Pension Fund. 2. The Funding level of the Pension Fund. 3. The financial position of the member. 4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member.</p> <p>Comment - 4.above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	<p>Service Director Customers and HR. The Pension Manager</p>
3.6	Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age (where the member has both pre April 2014 and post April 2014 membership) on:		<p>Administration Authority inherited discretion - currently there is no written discretion.</p> <p>Proposed discretion - The Administration Authority will take into consideration the following: 1. The cost (strain) to the Pension Fund. 2. The Funding level of the Pension Fund.</p>	<p>Service Director Customers and HR. The Pension Manager</p>

	<p>a) On compassionate grounds (pre April 2014 membership) and in whole or in part on any grounds (post April 2014 membership) if the member was not in the scheme before October 2006.</p> <p>b) On compassionate grounds (pre April 2014 membership) and in whole or in part on any grounds (post 2014 membership) if the member was in the scheme before October 2006, will not be 60 by April 2016 and will not attain 60 between April 2016 and April 2020.</p> <p>c) On compassionate grounds (pre April 2016 membership) and in whole or in part on any grounds (post April 2016 membership) if the member was in the Scheme before October 2006 and reached age 60 before April 2016)</p> <p>d) On compassionate grounds (pre April 2020</p>		<p>3. The financial position of the member.</p> <p>4. Whether there are compassionate reasons, such as whether the member is unable to work because of poor health or has given up work to provide care for a family member.</p> <p>Comment - 4.above follows Notts CCs 1998 compassionate discretion for early release of deferred benefit.</p>	
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	membership) if the member was in the scheme before October 2006, was not 60 by April 2016 and attained 60 between 1 April 2016 and 31 March 2020 (if the scheme employer has become defunct)			
3.7	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))	Administration Authority inherited discretion The Administration Authority would use its own IRMP and base the decision on the appropriate certification	Service Director Customers and HR. The Pension Manager
3.8	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))	Administration Authority inherited discretion - currently there is no written discretion. Administration Authority inherited discretion. The Administration Authority would use its own IRMP and base the decision on the appropriate certification	Service Director Customers and HR. The Pension Manager
3.9	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))	Decide on a case by case basis. Administration Authority inherited discretion. The Administration Authority would use its own IRMP and base the decision on the appropriate certification	Service Director Customers and HR. The Pension manager

4 Administration authority discretions exercised in relation to fund governance				
No	Relevant Discretion	Regulation	Statement of the Administering Authority	Delegated authority
4.1	<p>Governance policy must state whether the administering authority delegates their function or part of their function in relation to maintaining a pension fund to a committee, or an officer of the administration authority and, if they do so delegate, state:</p> <ul style="list-style-type: none"> - The frequency of any 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 delegation, complies with Sec of State guidance and, to the extent it does not so comply, state the reason for not complying, and, 	13 (55)	The Governance Compliance Statement is available on the Funds website at http://www.nottspf.org.uk	Service Director Customers and HR. The Pensions Committee.

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	- The terms, structure and operational procedures appertaining to the Local pension Board.			
	Communication policy must set out the policy on provision of information and publicity to, and communicating with, member’s 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.		The Communications Policy Statement for the Nottinghamshire Pension Fund is published at: http://www.nottinghamshire.gov.uk/media/115195/communications_policy_statement_261009.pdf Updated Website	Service Director Customers and HR/ Service Director Finance, Procurement & Improvement and Section 151 officer.
4.2	Decide the procedure to be followed by administering authority when exercising its stage two IDRPs functions and decide the manner in which those functions are to be exercised	13 (76(4)) 08 (60(8)) &	The approach of the Nottinghamshire Pension Fund to this discretion is laid out in the Pension Fund Disputes Procedure which is published on the Notts Pension Fund Website	Service Director Finance, Procurement & Improvement and Section 151 officer.
4.3	Whether the administering authority should appeal against employer decision (or lack of a decision)	13 (79(2)), 08 (63(2)) & 97 (105(1))	Administration Authority may appeal to the Sec of State if a scheme employer fails to make a decision (other than discretions) that it is required to do under the LGPS Regs.	Service Director Customers and HR. Service Director Finance, Procurement & Improvement and Section 151 officer.
4.4	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 Nottinghamshire Pension Fund to this discretion is laid out in the Pension Administration Strategy which is published at: http://www.nottspf.org.uk/employers/employer-news/pensions-admin-strategy-and-service-level-agreement	Service Director Customers and HR. Service Director Finance, Procurement & Improvement and Section 151 officer.

4.5	Decide whether to establish a joint local pensions board	13 (106(3))	Pension Board has Been Established	Pensions Committee
	Decide procedures applicable to the Local Pension Board	13 (106(6))	Authority is delegated to the Service Director Hr and Customer Services and Service Director Finance in consultation with the Chairman of the Pension Committee to create such policies and procedure applicable to the local pension board. The terms of reference of the Pension Board is published on the Nottinghamshire Website	Democratic Services
4.6	Decide appointment procedure, terms of appointment and membership of the Local Pension Board	3 (107(1))	Authority is delegated to an appointment panel of officers and members to oversee the Local Pension Board recruitment. Democratic Services will oversee the appointment process following recommendations from the appointment panel.	Democratic Services

Key to regulation references

The Local Government Pension Scheme.

- **AA- The Administration Authority**
- **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**