HAMPSHIRE
PENSION FUND

Administration Strategy Statement

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Hampshire
County Council

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1. Introduction

1.1. Hampshire County Council is the administering authority for the Local Government Pension Scheme (LGPS) on behalf of the employers participating in the LGPS through the Hampshire Pension Fund (HPF). The LGPS is governed by statutory regulations.

1.2. HPF provides a high quality pension service to members and employers, to ensure members receive their correct pension benefits. This is best achieved where HPF and the employers are clear about their roles and responsibilities and work in partnership.

1.3. This strategy statement:

- sets out the roles and responsibilities of HPF and the employers
- specifies the level of services HPF and the employers will provide to each other
- explains the performance measures used to evaluate them
- is an agreement between HPF and the employers.

2. Pension Administration Strategy

2.1. This strategy is an agreement between the Hampshire Pension Fund and all participating bodies. All parties commit to the following principles:

- provide a high quality and low cost pension service to members
- continually develop efficient working arrangements
- meet HPF's service standards
- provide an annual report of performance
- take responsibility to provide accurate and timely information
- keep the pension administration strategy under review and revise where appropriate. This strategy statement was produced by HPF in consultation with the employers and is reviewed annually. 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.

2.2. HPF shall monitor the requirements of this agreement and report its findings to the Hampshire Pension Fund Panel and Board.

2.3. Changes are subject to consultation with the employers. Variations must be agreed with HPF and confirmed in writing.

2.4. Please keep a copy of this strategy for your records. The original will be held at the offices of the Hampshire Pension Fund and will be made available to any scheme member, past or present, wishing to have sight of the document.

3. Roles and responsibilities

3.1. The quality of service to members depends on the supply of accurate and timely information.

3.2. Employer duties, responsibilities and discretions are listed in Appendix A to this agreement.

3.3. HPF's duties and responsibilities are listed in Appendix B to this agreement.

4. The Regulations

4.1. This strategy sets out certain duties and responsibilities.

- It does not override any provision or requirement in the Regulations or any overriding legislation.
- The intentions of the Regulations in their application to current members, potential members, deferred members and retired members must be complied with.

4.2. This agreement is based on:

- Current regulations:
  - the Local Government Pension Scheme Regulations 2013, and any amendments;
  - the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, and any amendments;
- Any earlier LGPS regulations as they continue to apply
- Overriding legislation including, but not limited to,
  - the Public Service Pension Act 2013
  - the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006

- Occupation and Personal Pension Scheme (Disclosure of Information) Regulations 2013
- The Pensions Dashboards Regulations 2022

5. Definitions

5.1. For the purpose of this Administration Agreement:

- "Administering Authority", 'Hampshire Pension Fund (HPF) and the Fund means Hampshire County Council;
- "Employing authority" or "employer" means an employer within the Hampshire Pension Fund; and
- "Scheme" means the Local Government Pension Scheme, and
- "The Panel" means the Hampshire Pension Fund Panel and Board

6. Communication

6.1. The HPF Communications Policy Statement outlines how the Fund communicates with all stakeholders, including employers.

6.2. HPF will ensure that sufficient information is issued in the form of newsletters, booklets and other materials to satisfy the requirements of The Occupational, Personal and Stakeholder Pension Schemes (Disclosure of Information) (Amendment) Regulations 2013.

6.3. HPF will issue electronic forms, newsletters, booklets and such other materials as are necessary in the administration of the LGPS, for members and the employers.

6.4. Employers may provide information about members to HPF in a variety of ways, including through the monthly return submission, through electronic and paper forms, or directly updating electronic pension records. Forms used must be up to date, and are available on the HPF website. Employers who update electronic pension records directly are fully supported via initial and refresher training and day to day support.

7. Employer Support, Engagement and Training

7.1. The effective administration of the LGPS is dependent upon a close working relationship between Hampshire Pension Fund and participating employers. Employers have an important role in ensuring that the correct information is provided to the Fund in a timely and accurate manner, enabling benefits to be calculated correctly and statutory requirements to be met.

7.2. The Fund will provide employers with access to training and support covering key areas of scheme administration and regulatory requirements. This may include:

- Employer forums and workshops.
- Technical training sessions on LGPS regulations, policies and procedures.
- Training sessions for payroll, HR and pensions contacts.
- Legislative updates.
- Employer manual providing guidance on the administration of member events, including starters, leavers, retirements, ill-health cases and deaths in service
- Training materials, factsheets and employer process videos available through the HPF website.
- An up to date list of LGPS publications (available from the HPF website or as otherwise indicated).
- Employer newsletters and communications.
- One-to-one support where additional assistance is required.

7.3. From 1 April 2027 the Fund will start to transition to a monthly data return process to support the timely and accurate administration of member benefits, compliance with regulatory requirements and the maintenance of high-quality member records. Employers will be notified in advance where this requirement applies.

7.4. To assist employers in meeting their monthly reporting obligations, the Fund will:

- Provide documented guidance and process notes for monthly returns.
- Offer initial and ongoing support for payroll providers and employers.

- Maintain an electronic submission process and provide assistance with system access and user administration.
- Undertake validation checks to identify data inconsistencies, omissions or errors.
- Provide feedback on data quality and work with employers to resolve identified issues.
- Offer targeted support to employers experiencing difficulties in meeting reporting requirements.
- Provide appropriate notice and guidance where changes to reporting requirements are introduced.

7.5. Monthly returns should contain complete and accurate data and be submitted by the deadlines specified by the Fund. Employers remain responsible for the accuracy of information submitted, including where payroll or administration services are outsourced to a third-party provider.

7.6. HPF will notify the employer of changes to administrative procedures that may arise as a result of changes in pension scheme regulations and update standard documentation on the HPF website.

7.7. Employers are expected to ensure that officers involved in LGPS administration maintain an appropriate level of knowledge and attend relevant training where required.

8. Performance measurement and reporting

8.1. Pension Services will monitor, measure and report compliance with the agreed service standards as well as operational information required by the Pension Dashboard regulations. This information will be reported to the Panel, and improvement plans put in place if necessary.

8.2. Where this information reveals problems in employers meeting the standards, HPF will consult and work with the relevant employers to improve compliance and performance levels by providing appropriate support, guidance, and training.

8.3. Where, as part of the annual return process , or any other monitoring activity, there are concerns about the accuracy of an employer's 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.

8.4. Where poor performance affects Pension Services meeting statutory deadlines, consideration will be given to the requirement to report this to the Pension Regulator.

9. Costs

9.1. 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.

9.2. The costs of the standard administration service, including actuarial fees for the triennial valuation, are charged directly to HPF. These administration costs are taken into account by the Fund Actuary when assessing the employers' contribution rates.

9.3. Where Pension Services incur additional administration costs due to the pension implications of an employer decision or correcting employer data 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. This principle also applies if an employer driven event results in additional ongoing administration costs. Consideration will be given to this type of administration charge being levied via the employer contribution rate.

10. Penalties

10.1. Where additional actuarial, administration or legal services are required by, or result from the decisions and actions of, the employer, the employer will be required to reimburse HPF for the costs involved. Where appropriate, an estimate of these costs will be provided and the employer's agreement obtained before proceeding to instruct the service provider.

10.2. If HPF incurs interest charges as a result of a late notification of retirement from the employer, it may recharge to the employer the interest incurred on the late payment of the lump sum.

10.3. 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.

10.4. If in exceptional circumstances HPF agrees to an employer deferring payment of their employer contributions, interest will be charged on the deferred

contributions at a rate equal to the underlying discount rate used to calculate the employer contribution.

10.5. Commitment to the principles of this statement (see 2.1) should mean that any non-compliance is addressed promptly, with no need to resort to a penalty. However, the following actions are possible:

10.6. Where payment over of contributions is late more than once in any 12 month period, HPF will issue the employer with a written notice of unsatisfactory performance and may levy a charge of £150 for the late payment as well as charge interest on the late payment at a daily rate equal to the Bank of England's base rate plus 1%.

10.7. Persistent failure to comply with contributions payment requirements will result in HPF informing The Pensions Regulator as required of Scheme Administrators by the Pensions Act 2004.

10.8. Where the employer fails to comply with their scheme duties, including failure to pay contributions due, HPF reserves the right to notify the member(s) involved and to notify all members employed by the employer in the event of serious or persistent failure.

10.9. Where orders or instructions issued by The Pensions Regulator, the Pensions Ombudsman or other regulatory body require financial compensation or a fine to be paid by HPF, or by any officer responsible for it, and it is due to the default, omission or otherwise negligent act of the employer, the sum concerned will be recharged to the employer.

10.10. Where, as a result of the employer's failure to notify HPF of the final retirement details in a timely manner, payment of any retirement lump sum is not made within 30 days from the date of the member's retirement, HPF may issue the employer with a written notice of unsatisfactory performance and may charge the employer for the interest payment made.

10.11. Where it is proven that the employer is not responsible for any fine or penalty imposed by The Pensions Regulator or any other statutory body as a result of non-compliance of this Service Level Agreement, any such charge will automatically default to HPF.

10.12. From time to time, HPF offer training and support to employers through workshops. There is no charge made to an employer for attending this event, however HPF reserves the right to charge a late cancellation fee of £100 + VAT, where at least one week's notice has not been given of non attendance.

10.13. If additional and disproportionate resources are deployed by HPF because of an employer's poor performance, the cost of the additional resources may be re-charged to the employer according to powers available under scheme regulations. Written notice will be given of the reasons for the re-charge, how the cost was calculated, and the part of this statement which, in HPF's opinion, was contravened. The following table of charges applies to the annual return, employer performance benchmarking and monthly return process .

Event	Charge levied
Failure to provide a complete annual return by 30 April	£150 per return, increasing by £150 for each further month this is late
Failure to provide full responses to queries raised through the annual return process within 10 working	£50 per chaser communication
For Employers who are rated red for data quality as part of annual return benchmarking for 2 or more consecutive years a charge will be incurred on all	£25 per query
Additional work to correct records due to incorrect submission of annual return data	£35 per hour
Monthly data return submitted late	A fixed penalty of £500 if received after the 10th of the month in which the data relates, plus a further fixed penalty of £50 for every further day late after that deadline.
Resubmission of an incorrect data return	A fixed penalty of £500 plus charges to account for the officer resource used to rectify any issues charged at a minimum hourly rate of £35.

Note: The Fund may issue a warning in place of an initial late submission charge for the first instance of a late monthly return submission in a 12 month period.

11. Notifiable events

11.1 Employers should also provide information on any circumstances which might affect their future participation in the Fund or their ability to make contributions to the Fund; "notifiable events". These include but are not limited to the following :

- A decision which will restrict the employer's active membership in the Fund in future, or lead to a significant reduction in LGPS pensionable pay
- Any restructuring or other event which could materially affect the employer's membership, including a decision to cease business

- A change in the employer's legal status or constitution which may jeopardise its participation in the Fund
- If the employer has been judged to have been involved in wrongful trading
- If any senior personnel, e.g. directors, owners or senior officers have been convicted for an offence involving dishonesty, particularly where related to the employer's business
- Where the employer has, or expects to be, in breach of its banking covenant
- Details of any improvement notice (or equivalent) served by the appropriate regulator, e.g. Education Funding and Skills Agency, Office for Students, Charity Commission, Regulator for Social Housing etc, or S114 notice for local authorities

11.2 Employers should provide this information in advance of the event occurring (where possible) and as soon as practicable thereafter.

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.

Employer responsibility	Timescale
New joiners	
Decide who is eligible to become a member of the LGPS and the date from which membership of the LGPS starts). Notify HPF of the new member details and provide employee with details of the pension scheme.*	Within 10 working days following the end of the month in which the employee joined the LGPS.
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.
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 HPF of opt out and refund through payroll*.	Within 10 working days following the end of the month in which the employee left the scheme.
Notify HPF of a permanent National Insurance number if one was not provided with the starter information	Within two months of the member's start date in the scheme.

Employer responsibility	Timescale
Monthly administration	
Collect and pay to the HPF the deduction of the correct rate of pension contributions payable by the employee and the employer, including any additional employee contributions of any kind.	Payment over to HPF by 22nd of the month following deduction.
Complete monthly remittance form containing detail of the contributions payment.*	Send to Pension Services with payment of contributions every month.
Collect and pay over AVC contributions to the specified AVC provider in accordance with statutory timescales Notify HPF of a member's election to pay, vary or cease AVCs.	Payment over to AVC Provider by 22nd of the month following deduction.
Submit a monthly return submission through the Employer Hub, including details of all active members' personal information, pensionable pay, contributions, and any changes to employment details. *Please note: This is a requirement for new and some existing employers from 1 April 2027.*	By the 10th day of the month following the data period
During employment	
Move employees into the 50:50 section. Provide an amendment form to advise of change to/from 50:50 section.*	From the next pay period after receiving the employee's request. Within 10 working days following the change.
Supply details required for completion of an estimate.	Within 10 working days of the member's request.

Employer responsibility	Timescale
Notify the member of the option to purchase a qualifying additional pension arrangement (QAPA) to buy lost pension due to a qualifying authorised unpaid absence of 15 days or longer.	As required
Where a member elects for a Qualifying Additional Pension Arrangement (QAPA) Set up deductions of contributions through payroll Notify HPF by providing a copy of the members election form along with the 'info for LGPS fund' tab on the QAPA calculator	From the next pay period after receiving the employee's request. Within 10 working days following the change.
Where a member elects for an additional pension contract (APC) or shared cost APC through payroll Set up deductions of contributions through payroll Notify HPF by providing a copy of this APC copy of the APC application form and APC/SCAPC confirmation form	From the next pay period after receiving the employee's request. Within 10 working days following the change.
Calculate assumed pensionable pay and/or lost pensionable pay for any employees who met this requirement under the regulations.	As required.

Employer responsibility	Timescale
Leaving employment	
Leavers (excluding retirements/casuals) When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly.*	Within 10 working days following the end of the month in which the employee was last paid.
Leavers (casuals) When an employee's LGPS membership ends, determine the reason for leaving and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly.*	Within 10 working days following the end of the month the employer is aware they have left or were last paid.
Retirements When an employee's LGPS membership ends on the grounds of retirement, determine the reason for retirement and entitlement to benefit and notify the HPF, supplying timely and accurate information to HPF so that benefits payable from the LGPS are calculated correctly.	Within 20 working days before an employee's retirement date.
Use an independent registered medical practitioner qualified in occupational health medicine in determining requests for ill health retirement.	As required.
Notify HPF of a member's death and next of kin's details.	Within 5 working days of the member's death.
Provision of information	
Respond to data query required for the Fund to calculate and provide value data for the Pensions Dashboard	Within 5 working days of receipt of the request
Fully respond to all queries relating to data submitted to the Fund within 10 working days (or such shorter timescale as required for queries relating to annual or monthly returns which are received after the deadline).	Within 10 working days of receipt of the request.

Employer responsibility	Timescale
Provide annual information to HPF with full details of the contributions paid by members in the year. Respond to queries on the annual return raised by HPF.	By 30 April each year. Respond to queries within 10 working days of receipt.
Maintain employment records for each member for the purposes of determining membership and entitlement to benefits. Keep a full pay history for the 13 years, ending 31 March, before the member leaves the scheme.	As required.
Distribute information relating to the publication of annual benefit statements and any other notifications to active members as requested by HPF.	Within 20 working days of receipt.
Employer changes	
Notify HPF of any TUPE transfer or outsourcing arrangement which impact on employees eligible for the LGPS. Complete TUPE forms for each member transferring.*	Notify HPF of the transfer as soon as possible in advance of the transfer date but no later than 20 working days before the change. Part A and/or Part B of the TUPE form completed within 10 working days following the end of the month in which the transfer took place.
Where an admission agreement is required, the Scheme employer should complete relevant admission forms. Ensure admission agreement is finalised. New admitted bodies should pay arrears of any employee and employer contributions due once admission agreement is finalised.	As soon as possible but no later than 20 working days before change. No later than date of transfer. Within 10 working days from the date of request.

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

Employer responsibility	Timescale
Administration	
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 HPF and members of any changes to those policies within one month of setting a policy and the changes taking effect.
Appoint a person to consider applications from members regarding decisions, acts or omissions and to decide on those applications.	On entry to the HPF and review as required.
Designate a named individual to act as the main contact for any aspect of administering the LGPS.	Within 30 days of becoming a scheme employer or within 14 days of the change in officer role.
Complete and return an 'Employers contact form' detailing authorised signatories. Form available by emailing pensions.employer@hants.gov.uk	Within 30 days of becoming a scheme employer or within 14 days of the change in officer role.

*For employers submitting monthly returns after 1 April 2027, no separate notification is needed.

Appendix B

Fund Responsibilities

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

HPF responsibility	Timescale
Fund management	
Agree the Fund's Investment Strategy and account for the Pension Fund's assets.	Annually/Daily
Allocate all contributions submitted by the employer to their respective income codes and reconcile the total contributions paid on a yearly basis.	Annually
Appoint Additional Voluntary Contributions provider(s).	As required, with a 5 yearly review of provider(s)
Appoint an actuary for the purposes of the triennial valuation of the Fund and to provide periodical actuarial advice when required.	As required
Provide accurate, timely data to the Fund actuary.	As required, and by 31 July in a triennial valuation year
Correspond with and commission any information required of the Fund Actuary on behalf of the employer.	As required.
Arrange for the triennial valuation of the Pension Fund and provide the employer with a copy of the valuation report and the annual report and statement of accounts.	Every three years.
Arrange for the annual accounting report to be provided to all employers requiring such a report.	Annually.
Publish and review the Pension Fund's Policies and Funding Strategy Statement, and prepare annual report and accounts.	Annual review and publication.

HPF responsibility	Timescale
Notify the employers of any significant changes to: • Regulations that might affect members in their employ; • policies made by the administering authority under the Regulations; or • procedures adopted by it in accordance with this strategy. Advice will be given to the employers in respect of matters arising from the interpretation and implementation of the Regulations.	As required.
Maintain a complaints procedure including the appointment of a specified person to act as a local referee at Stage 2 of the dispute process.	As required.
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.
Connection to the Pensions Dashboard	By 31 October 2026 and thereafter ensure connection is maintained – via an Integrated Service Provider (ISP) - and data is made available and kept up to date in accordance with PDP standards.
Appoint an independent person and senior LGPS officer	By 31 December 2026 and thereafter within 6 months of a vacancy.
Member administration	
Answer enquiries made by members.	Within 5 working days or sooner where possible. Where an enquiry will take longer than 5 days to resolve, HPF will notify the member and keep the member updated.
Set up a record for each new member and issue a statutory notification.	Within 20 days of being notified by an employer of their membership
Make payment of a refund of contributions to an eligible member who leaves with less than 2 years service	Within 15 working days of receipt of the election form from the member

HPF responsibility	Timescale
Issue annual benefit statements on member self service to active members or send paper copies where a member has opted out of member self service by providing written notification.	By 31 August after relevant annual return information from the employer is received and uploaded.
Provide an estimate of pension benefits on request from the employer, and details of any capital costs to be paid by them	Within 15 working days of receipt of all relevant information.
Amend a member's record.	Within 15 working days from when the change was notified.
Calculate benefits due when a member leaves employment and send details to the member.	Within 15 working days for retirements, or within 30 working days for deferred benefits, on receipt of all information needed to make the final calculation.
Send a benefit statement to all deferred members showing the accrued benefits to the date of leaving and the other options available to them in accordance with the Regulations.	Annually by 31 August.
Respond to partial match queries	Within 10 working days of member providing additional information
Respond to missing value data queries where value data is not provided on the dashboard	Within 10 working days of request
Pay retirement lump sums.	Within 10 days of the retirement date or of receipt of all the information from the employer and member if later.
Provide details of the final capital costs to be paid by the employer into the Pension Fund	Within 10 working days of completing the calculation
Calculate and process transfers of members' pension rights inwards	Within 15 working days of receipt of all information.
Calculate and process transfers of members' pension rights outwards to public sector/TPR approved schemes	Within 15 working days of receipt of all information.
Calculate and process transfers of members' pension rights outwards to any other pension scheme.	Within 15 working days of transfer approval.

HPF responsibility	Timescale
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 dependant's pension including the method of calculation	Within 15 working days of all the information being received.
Pay any death grant due	Within 10 working days of receiving the distribution decision.

Appendix C

Administering Authority discretions and delegated authority for approval

The table below sets out how the Hampshire Pension Fund (HPF) choses to exercise its discretions under the LGPS regulations, together with the delegated authority for approval where a further decision exists. The LGPS senior officer is responsible for all aspects of managing the LGPS within the administering authority. This table shows where further delegation has been made to support effective day-to-day administration. The authority shown is the lowest level at which the decision may be made; the decision may also be made by anyone at a higher level in the reporting line, up to and including the LGPS senior officer.

	Discretion	Regulation	Policy	Delegated authority for approval
1	Whether to agree to an admission agreement with a Care Trust, NHS Scheme employing authority, Care Quality Commission or any other body applying to be an admission body.	R4(2)(b), R5(5) & RSch 2, Part 3, para 1	HPF will enter into an admission agreement where the requirements that it has set down and issued to prospective bodies are met.	Team Manager – Employer Services
2	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)	HPF will decide any case on its merits.	LGPS senior officer.
3	Defne what is meant by 'employed in connection with'.	RSch 2, Part 3, para12(a)	HPF admission agreements specify this as the employee spending at least 50% of his time employed by the admission body carrying out duties relevant to the provision of the services.	N/A

	Discretion	Regulation	Policy	Delegated authority for approval
4	Whether to turn down a request to pay an APC/SCAPC over a period of time where it would be impractical to allow such a request (e.g. where the sum being paid is very small and could be paid as a single payment).	R16(1)	HPF has not set a minimum payment threshold.	N/A
5	Whether to require a satisfactory medical before agreeing to an application to pay an APC/SCAPC.	R16(10)	HPF does not require those applying to take out an APC to pass a medical.	N/A
6	Whether to turn down an application to pay an APC / SCAPC if not satisfied that the member is in reasonably good health.	R16(10)	HPF will turn down an application if there are sound reasons to believe the applicant is not in good health.	Head of Pension Administration
7	Whether to charge member for provision of an estimate of additional pension that would be provided by the Scheme in return for transfer in of in house AVC/SCAVC funds (where AVC/SCAVC arrangement was entered into before 1 / 4/ 14).	TP15(1)d & A28(2)	HPF charges for estimates in accordance with its estimates policy.	N/A
8	Decide to whom any AVC/SCAVC monies (including life assurance monies) are to be paid on death of the member.	R17(12)	HPF will decide each case on its merits, after assessing all potential beneficiaries, but will take into account the member's valid expression of wish form.	Team Manager – Member Services
9	Pension account may be kept in such form as considered appropriate.	R22(3)(c)	HPF will decide the form in which pension accounts are kept based on any published guidance, best practice and in an efficient manner.	N/A
10	Decide, in the absence of an election from the member within 12 months of ceasing a concurrent employment, which ongoing employment benefits from the concurrent employment which has ceased should be aggregated (where there is more than one ongoing employment).	TP10(9)	HPF will aggregate with the earliest remaining employment.	N/A

	Discretion	Regulation	Policy	Delegated authority for approval
11	If an Employer has become defunct, the administering authority is required to make decisions on ill health and early payment of benefits. Including whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement or on benefits which a member voluntarily draws before normal pension age.	R30(8) TP12(6) R38(3) R38(6) B30(2) B30(5) B30A(3) B30A(5) B31(4) B31(7) TPSch 2, para 1(2) & 1(1)(c) TP3(1), TPSch 2 para 2(1)	HPF will exercise this discretion in accordance with, and to the extent of (if any) the policy and practice of the former employer. If no policy exists, HPF will not waive any reduction or otherwise agree to a retirement which would incur an employer strain charge. HPF will assess ill health retirement decisions, including the use of 2008 certificates, on a case by case basis.	LGPS senior officer
12	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.	**R**68(2) **TP**Sch 2, para 2(3) **L**80(5) **B**30 or **B**30A	HPF requires employers to make a one off upfront payment of strain charges following any decision to allow early payment of benefits (other than ill health). In exceptional circumstances HPF may allow the strain charge to be spread over a maximum of the remaining valuation period (or a maximum of three years where this is significantly longer).	N/A
13	Whether to extend the time limits within which a member must give notice of the wish to draw benefits before normal pension age or upon flexible retirement.	**R**32(7)	No extension will be granted, unless appropriate to the individual circumstances of a case.	Head of Pension Administration

	Discretion	Regulation	Policy	Delegated authority for approval
14	Decide whether to commute small pension	**R**34(1) **R**39 (1) (b) & (c) **B**39 **T**14(3)	HPF will allow commutation of eligible small pension pots.	N/A
15	Approve medical advisers used by employers (for ill health benefits)	**R**36(3) **L**97(10)	HPF requires employers to provide details of medical advisers used for assessing entitlement to ill health benefits on request and will liaise with any employer who is using a medical adviser of which HPF does not approve.	LGPS senior officer
16	Decide to whom death grant is paid	**TP**17(5) to (8) **R**40(2) **R**43(2) **R**46(2) **B**23(2) & **B32**(2) **B**35(2) **T**Sch1 **L**155(4) **L**38(1) **L**155(4) E8	HPF will decide each case on its merits, after assessing all potential beneficiaries, but will take into account the member's valid expression of wish form.	Head of Pension Administration
17	Decide, in the absence of an election from the member, which benefit is to be paid where the member would be entitled to a benefit under 2 or more regulations in respect of the same period of Scheme membership.	R49(1)(c) B42(1)(c)	HPF will choose the benefit entitlement that yields the highest level of benefits for the member.	Team Manager - Member Services
18	Whether to set up a separate admission agreement fund.	R54(1)	HPF has decided not to set up a separate admission agreement fund.	N/A

	Discretion	Regulation	Policy	Delegated authority for approval
19	Write and maintain a governance strategy, a training strategy and a conflicts of interest policy in line with the regulations.	RG55A	HPF has a written policy which contains the required information and is regularly reviewed.	Pension Fund Panel and Board
20	Decide on Funding Strategy for inclusion in funding strategy statement.	R58	HPF has a funding strategy which is included in the funding strategy statement.	Pension Fund Panel and Board
21	Write and maintain a pension administration strategy in line with the regulations	R59	HPF has a written policy which contains the required information and is regularly reviewed.	Pension Fund Panel and Board
22	Maintain a communication policy which contains the information set out in the regulations.	R61	HPF has a written communication policy which contains the required information and is regularly reviewed.	Pension Fund Panel and Board
23	Whether to obtain revision of employer's contribution rate if there are circumstances which make it likely a Scheme employer will become an exiting employer.	R64(4)	HPF will decide each case on its merits, with advice from the Fund Actuary.	LGPS senior officer
24	Decide whether to obtain a new rates and adjustments certificate if the Secretary of State amends the Benefits Regulations as part of the 'cost sharing' under R63.	R65	HPF will make this decision as it arises, with advice from the Fund Actuary.	LGPS senior officer

	Discretion	Regulation	Policy	Delegated authority for approval
25	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)	HPF has determined the interval for payment of employer contributions to be monthly (other than for employers who make advance payment of their contributions on 1 April). Payments are due monthly by 22nd of the month following deduction.	N/A
26	Decide the form and frequency of information to accompany payments to the Fund	**R**69(4) **L**81(5)	Employers are required to complete a monthly remittance form with their payment showing a breakdown of contributions.	Team Manager - Finance
27	Whether to issue employer with notice to recover additional costs incurred as a result of the employer's level of performance	**R**70 and **TP**22(2)	HPF will work with employers to improve performance but if additional and disproportionate resources are deployed by HPF because of an employer's poor performance, the cost of the additional resources may be re-charged.	Head of Pension Administration
28	Whether to charge interest on payments by employers which are overdue	**R**71(1) **L**82(1)	HPF will charge interest on payments which are more than one month overdue.	Head of Pension Administration
29	Decide whether to extend six month period to lodge a stage one IDRP to be heard by the administering authority	**R**74(4)	HPF will not extend the 6 month period, unless the circumstances of the individual case warrant an extension.	LGPS senior officer

	Discretion	Regulation	Policy	Delegated authority for approval
30	Decide procedure to be followed when exercising its IDRP functions and decide the manner in which those functions are to be exercised	**R**74(6) **R**76(4) **L**99	HPF has a documented and compliant IDRP process.	N/A
31	Whether admin authority should appeal against employer decision (or lack of a decision).	R79(2) L105(1)	HPF would take the decision to appeal based on the merits of the individual case.	LGPS senior officer
32	Specify information to be supplied by employers to enable admin. authority to discharge its functions.	R80(1)(b) & TP22(1)	HPF provides employers with full guidance as to the information they must supply.	N/A
33	Whether to pay death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration where payment is less than amount specified in the Administration of Estates (Small Payments) Act 1965.	R82(2) A52(2) L95	HPF will pay death grants that are under the amount specified in the Administration of Estates (Small Payments) Act 1965 without the need for grant of probate / letters of administration.	N/A
34	Whether, where a person (other than an eligible child) is incapable of managing their affairs, to pay the whole or part of that person's pension benefits to another person for their benefit.	R83 A52A	HPF will decide who should receive payment of benefits, based on the circumstances of the individual case.	Head of Pension Administration
35	Date to which benefits shown on annual benefit statement are calculated.	R89(5) L106A(5)	HPF uses 31 March, but will revise this if regulatory requirements, administrative efficiency or best practice demand it.	N/A
36	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.	R100(6)	HPF will not extend the 12 month limit, except if warranted by the individual circumstances of the case.	Head of Pension Administration

	Discretion	Regulation	Policy	Delegated authority for approval
37	Allow transfer of pension rights into the Fund.	R100(7)	HPF will allow transfers into the Fund.	N/A
38	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)	HPF will choose the pay figure that would yield the highest overall level of benefits for beneficiaries.	Team Manager – Member Services
39	Decide to treat child as being in continuous education or vocational training despite a break.	RSch 1 & TP17(9) B39 T14(3)	HPF will treat a child as being in continuous education or vocational training despite a break.	N/A
40	Decide evidence required to determine financial dependence of cohabiting partner on scheme member or financial interdependence of cohabiting partner and scheme member.	TP3(13) & A70(1)* & A71(4)(c) T12 L109 L110(4)b	HPF will decide the evidence required to determine financial dependence, based on guidance and best practice. For most cases, utility bills, bank statements or mortgage documentation in joint names will be accepted.	Team Manager – Member Services
41	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) T12L109 L110(4)b	HPF will not abate pension for any re-employment starting after 1 April 2014. Pensions already abated at this date will continue to be abated until the re-employment ends.	N/A

	Discretion	Regulation	Policy	Delegated authority for approval
42	Extend time period for capitalisation of added years contract.	TP15(1)(c) & TSch1 & L83(5)	HPF will not extend the time limit for applications to pay off added years contracts.	N/A
43	Outstanding employee contributions can be recovered as a simple debt or by deduction from benefits.	A45(3) L89(3)	HPF will usually recover as a deduction from benefits.	Team Manager - Member Services
44	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, HPF will normally pay to the child, unless the circumstances of the individual case mean that the payments should continue to be made to another person.	N/A
45	Extend normal 12 month period following end of relevant reserve forces leave for "Cancelling notice" to be submitted by a councillor member requesting that the service should not be treated as relevant reserve forces service.	L17(4),(7),(8), & L89(4) & Sch 1	HPF will not extend the 12 month period.	N/A
46	Select appropriate final pay period for deceased non-councillor member (leavers post 31.3.98. / pre 1.4.08.).	L22(7)	HPF will choose the appropriate pay period that would yield the highest overall level of benefits for beneficiaries.	Team Manager - Member Services
47	Apportionment of children's pension amongst eligible children (children of councillor members and children of post 31.3.98 / pre 1.4.08. leavers).	L47(1) G11(1)	HPF will apportion children's pension equally amongst eligible children.	N/A
48	Commute benefits due to exceptional ill-health (councillor members, pre 1.4.08. leavers and pre 1.4.08. Pension Credit members).	L50 and L157	HPF will commute benefits due to exceptional ill health, provided regulatory conditions are met.	N/A

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

	Discretion	Regulation	Policy	Delegated authority for approval
55	Whether to agree to that an admission agreement may take effect on a date before the date on which it is executed.	RSch2, Part 3, para 14	As set out in the Employer Policy, HPF requires employers to notify the Fund of any outsourcing as soon as possible and complete an admission agreement with sufficient time before the contract start date. However each case will be decided on its merits, with advice from the Fund Actuary.	Head of Pension Administration
56	Whether to agree to that an admission agreement may take effect on a date before the date on which it is executed.	**R**Sch2, Part 3, para 14	As set out in the Employer Policy, HPF requires employers to notify the Fund of any outsourcing as soon as possible and complete an admission agreement with sufficient time before the contract start date. However each case will be decided on its merits, with advice from the Fund Actuary.	Head of Pension Administration
57	Whether to extend the period beyond 6 months from the date an Employer ceases to be a Scheme Employer, by which to pay an exit credit	**R**64 (2ZA)	As set out in the Employer Policy, HPF will agree a later date with an employer if circumstances mean that an exit credit cannot be paid within 6 months of the employer exiting the Fund.	Head of Employer Services

	Discretion	Regulation	Policy	Delegated authority for approval
58	To determine the amount of an exit credit, which may be zero	**R**64 (2ZAB)	HPF will determine the amount of any exit credit to be paid with regard to the factors set out in the regulations, in accordance with the policy in the Funding Strategy Statement and Employer Policy.	Head of Pension Administration
59	Whether to suspend (by way of issuing a suspension notice) 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.	**R**64(2A)	As set out in the Employer Policy, HPF will exercise this discretion in relation to Town or Parish Councils. Any other circumstance will be considered on its merits with advice from the Fund Actuary.	Head of Employer Services

	Discretion	Regulation	Policy	Delegated authority for approval
60	To decide whether it is legally able to offer voluntary scheme pays and, if so, to decide the circumstances (if any) upon which it would do so.	**RPS** 2	HPF will allow a request for Voluntary Scheme Pays (VSP) where the tax charge is over £1,000 and under £2,000 in relation to an excess over the standard annual allowance. Any request for VSP below this minimum will be considered on a case by case basis with regard for the administration cost of administering a small pension debit. In addition, HPF will allow a request for VSP in relation to a tax charge of £1,000 or more which has arisen in relation to an excess over a tapered annual allowance (including any amount up to £2,000 over the standard annual allowance if the total tax charge is more than £1,000).	Head of Pension Administration
61	To appoint a LGPS Senior Officer	**RG 53A**	The Pension Fund will appoint a LGPS Senior Officer as required by Regulation	Director of Corporate Operations
62	To appoint an Independent Person	**RG 53A**	The Pension Fund will appoint an Independent Person as required by Regulation	LGPS Senior Officer

	Discretion	Regulation	Policy	Delegated authority for approval
63	Make arrangements and appoint a company to conduct an Independent Governance Review	**RG 116A**	The Pension Fund will commission an Independent Governance Review as required by Regulation	LGPS Senior Officer
64	Appoint an Actuary	**Reg 64.**	Appoint using a compliant procurement route such as the National LGPS Framework.	LGPS senior officer
65	To decide to open a custodian bank account to receive income and capital deriving from investments.	IN 6	The Panel and Board will be asked to approve the procurement and contracting with a custodian bank for the service of safekeeping of the Fund's investments.	LGPS senior officer when agreed by the Panel and Board
66	To decide to open a current bank account to received pension contributions, pay pensions and other expenses	IN 6	The Pension Fund has a separate bank account as part of the County Council's bank contract	LGPS senior officer
67	To decide to pay costs, charges,expenses and meet investment commitments incurred in administering the Pension Fund.	IN 4	Costs, charges and expenses will be paid that have due incurred by the Pension Funds.	LGPS senior officer to agree budget delegations
68	To decide to borrow to meet obligations to pay pensions or to meet investment commitments when changing between different types of investment.	IN 5	The Pension Fund's cash strategy as agreed by the Panel and Board is to avoid borrowing other than in the exceptional circumstances as set out in Regulations.	LGPS senior officer to agree decision sheet with Treasury Management Team

	Discretion	Regulation	Policy	Delegated authority for approval
9	To decide to commission investment advice.	IN 10	The Panel and Board will decide when they wish to commission specialist investment advice and independent advice. The Pension Fund's investment pool (LGPS Central) must provide proper advice about its investment strategy and 'primary' investment advice.	Head of Investments & Borrowing will commission advice from LGPS Central when necessary for the day-to-day operation of the Pension Fund. The Panel and Board will approve the commissioning investment advice from any other party.
70	Agree an Investment Strategy Statement	IN 11	The Investment Strategy Statement meeting the requirement to investmt in a wide variety of innvestments.	Panel and Board (having taken appropriate advice)
71	To decide which asset pool company to participate in.	IN 7	The Pension Fund is a Shareholder and Client of LGPS Central	County Council
72	Responsibility for the day-to-day operation of the Pension Fund		Operations are split between two teams; Administration and Investments & Borrowing	LGPS senior officer
73	Whether to connect directly or via an Integrated Service Provider (ISP) to the central digital architecture of the Pensions Dashboard.	Reg 8 of The Pensions Dashboards Regulations 2022	HPF will connect to the Pensions Dashboard using an ISP.	Head of Pension Administration

Key to regulations:

Prefx	Regulation
R	Local Government Pension Scheme Regulations 2013
RG	Local Government Pension Scheme (Amended) (Governance) Regulations 2026
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
IN	Local Government Pension Scheme Regulations 2026 (Pooling, Management and Investment of Funds)
DC	Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000