

**Local Government Pension Scheme (LGPS)
Internal Dispute Resolution Procedure - Employer Nominated Person**

Employer (Please complete in all Cases)

Nominated Person Details

We give below the name and contact details of the person at this organization who has been appointed to deal with stage 1 under the Internal Dispute Resolution Procedure (IDRP)

Full Name:

Position:

Contact Number:

Email Address:

Address:

Postcode:

To be completed by the person who supplied the above information

Full Name:

Position:

Contact Number:

Email Address:

Signed:

Dated:

In the event of a change to the IDRP nominated person you must notify the Pension Fund immediately by completion a new Employer Nominated Person Form, which is available on our Employer Pages website at: http://www.cheshirepensionfund.org/?page_id=747

IMPORTANT: PLEASE KEEP A COPY OF THE COMPLETED FORM FOR YOUR OWN RECORDS.

Please send this form to:

Cheshire Pension Fund,
Cheshire West and Chester Council,
Council Offices,
4 Civic Way,
Ellesmere Port,
CH65 0BE.

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The adjudicator

Each employing authority must appoint a person to consider appeal cases at Stage 1 of the IDR (their adjudicator). The Pensions Act 1995 does not stipulate any particular requirements about who should determine complaints at the first stage. The LGPS regulations, similarly, do not elaborate on who the adjudicator should or might be.

In practice, as the person will need to understand the details of the dispute, the employer is likely to ask someone with relevant expertise to decide it, although this does not have to be an employee or elected member of the authority. Depending on the circumstances, a suitable person could be a human resources manager, payroll manager or a solicitor.

Considering Stage 1 appeals

The purpose of the first stage is to carry out a formal review of the initial decision by the authority or body which took that decision. It is an opportunity to reconsider the question and, where appropriate, to alter the decision if it was not a reasonable one to reach based on the relevant procedures, legislation and evidence; e.g. where certain relevant facts or evidence were not taken into account, or where there has clearly been a mistake or oversight.

- Check that the application has been submitted within 6 months of the relevant date and send an acknowledgement
- Consider all facts, reports, background information before reaching a determination
- Request further evidence if necessary
- Issue a copy of the determination to the applicant / representative, the employer and the administering authority
- The adjudicator must provide a determination within two months of receipt of the appeal
- If not, the adjudicator must write immediately to the member explaining the reason and when a determination will be made
- The member may refer the dispute direct to the Administering Authority where the specified person fails to make a determination within the prescribed or extended time limits

Although in most cases the Stage 1 decision will be a final one, there may be circumstances where the adjudicator may wish to issue a provisional decision so that the views on interested parties, in particular, that of the administering authority, can be obtained before a final decision is taken. Because the two month time limit relates to the final decision, a letter of explanation should be sent if the issue of a provisional letter delays the final decision beyond the time limit.