

Since 1997, the LGPS legislation has required every Employer to issue a written pension policy on how it will exercise the various discretions provided by the scheme; to keep it under review; and to revise it as necessary.

The LGPS Regulations require all employers who were active on 1 April 2014 to provide an updated pension policy which needs to have been published and notified to the Norfolk Pension Fund by 1 July 2014. Please use our standard form - SR85 (or provide the same information in your own format if you prefer) and return it to us by the due date or within one month of any changes you make to your policy. New Employers should publish their pension policy within one month of joining the scheme.

Help on completing this form can be found in our guide 'LGPS Employer's Pension Policy – A Guide for Scheme Employers' (G060) and in your 'Employers' Pension Handbook' (G001).

Your pension policy should show the basis on which the employer would make its decisions on the various discretions. The government has advised employers should not 'fetter their discretion'; i.e., policies should not be so rigid or restrictive as to prevent flexibility where a (possibly unanticipated) situation requires it.

You may wish to consult your employees or their representatives before making or changing your policy statement.

Once you've issued a pension policy, you should arrange for it to be reviewed from time to time, particularly if and when there's a change to any of your stated policies. If the review results in any alteration to your pension policy, the new version must be published, and a copy sent to NPF within one month of the changes being made.

The next two pages set out the various employer discretions from April 2014.

The first five are required by law to be included in your pension policy.

The requirement is in Reg 60(1) of the LGPS Regulations 2013 and Reg 66 (1) of the LGPS (Administration) Regulations 2007.

The remainder need not be included but we would recommend it, especially for our larger employers; we appreciate that it might seem a bit cumbersome for those with only a few of members.

Name of Employer	King's Lynn Internal Drainage Board (KLIDB) _____
	has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	Phil Camamile, Chief Executive
Date	24 June 2014

POLICY STATEMENT

COMPULSORY ITEMS:

Funding of Additional Pension : Regulations 16(2e) 16(4d)

The KLIDB may agree, at its own cost, to part fund, or wholly fund a member's additional pension contract (APC).

It would consider doing so only in cases where it could see a clear financial and/or administrative advantage to the KLIDB.

Where an APC is used to cover a period of unpaid leave, the KLIDB will automatically pay 2/3 of the cost, with the member paying the balance, providing the APC request is made within 30 days of the member returning from leave.

KLIDB will consider extending the 30 day time limit only in cases where it can see a clear financial or administrative advantage.

Awarding Additional Pension : Regulation 31

The KLIDB may agree, at its own cost, to award a member an additional pension upto a maximum of £6,500 p.a. from April 2014.

It would consider doing so only in cases where it could see a clear financial and/or administrative advantage to the KLIDB.

Flexible Retirement : Regulation 30(6)

The KLIDB may agree, at its own cost (if there is any) for a member aged 55 or more, who reduces their grade, hours of work or both, to receive all or part of their LGPS benefits immediately, even though they have not left the KLIDB employment.

It would consider doing so only in cases where it could see a clear financial or administrative advantage to the KLIDB.

Waiving of Actuarial Reduction : Regulation 30(8)

If the benefits on retirement before normal pension age would normally be reduced for early payment, the KLIDB may agree, at its own cost, to waive all or part of the reduction.

It would consider doing so only in cases where it could see a clear financial and/or administrative advantage to the KLIDB.

Admission Policy ('designating bodies' only) : Regulation 3(5)

All permanent employees of the King's Lynn IDB will be automatically enrolled as members of the LGPS unless they choose to opt out.

Early Payment of Pension discretion is not required for Employers who joined the LGPS on or after 1 April 2014

Early Payment of Pension : Regulation 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007

The KLIDB may agree, at its own cost, for a member aged 55 or more, who has left its employment prior to April 2014 without an entitlement to immediate LGPS benefits, to receive them straight away regardless.

It would consider doing so only in cases where it could see a clear financial and/or administrative advantage to the KLIDB.

If the benefits payable in such a case would normally be reduced for early payment, the KLIDB may agree, at its own cost, to waive all or part of the reduction if there were compassionate grounds for doing so.

The KLIDB would consider any cases arising on their individual merits.

NON-COMPULSORY ITEMS:

Membership Aggregation : Regulation 22(7b) (8b)

The KLIDB may extend the twelve months' time limit for a member transferring to a new post (post April 2014) from another LGPS employer, either directly or after a break to opt to keep their periods of membership separate.

The KLIDB would consider any cases on their individual merits.

Shared Cost AVCs : Regulation 17(1)

The KLIDB may agree, at its own cost to contribute towards a Shared Cost AVC Scheme, whereby the employer pays contributions as well as the member.

The KLIDB would only consider doing so in cases where it could see a clear financial and/or administrative advantage to the KLIDB.

Forfeiture of Pension Rights : Regulation 91, 92, 93

The KLIDB may use its discretion, within the terms of these regulations, to direct that all or part of a member's LGPS pension rights be forfeited and/or paid over to the KLIDB or specified dependants of a member who leaves their LGPS employment as a result of a conviction for an offence in connection with that employment, or as a result of their own criminal, negligent or fraudulent act in connection with that employment.

The KLIDB would consider any cases individually.

Appointment of Adjudicator for Member Disagreements : Regulation 74(1)

The KLIDB will appoint an adjudicator, either internally or externally, for the first stage of the three-stage procedure in any dispute arising from a member's disagreement with any LGPS decision made by the KLIDB.

The KLIDB will inform the member of the job title and address of the person appointed as adjudicator.

Transfers of Pension Rights : Regulation 100(6)

The KLIDB may extend the twelve months' time limit for a member joining the LGPS to opt to transfer previous pension rights from a non-LGPS pension scheme into the LGPS.

The KLIDB would consider any cases on their individual merits.

Members' Contribution Rates : Regulation 9(3)

If a member's pay moves into a different contribution band during a financial year the KLIDB will implement the applicable new band at the next annual review of allocation of contribution bands.

The following two discretions are not required for Employers who joined the LGPS on or after 1 April 2014

Absence Contribution Time Limit : Regulation 22 (2) of the LGPS (Administration) Regulations 2007

The KLIDB may extend the 30 days' time limit within a return to work, (or within the last day of service if not returning), for members to request their right to pay voluntary pension contributions to cover a period of absence starting prior to 1 April 2014.

The KLIDB would consider any cases on their individual merits.

Membership Aggregation : Regulation 16(4)(b)(ii) of the LGPS (Administration) Regulations 2007

The KLIDB may extend the twelve months' time limit for a member transferring to a new post (pre-April 2014) from another LGPS employer, either directly or after a break to opt to aggregate the two periods of membership.

The KLIDB would consider any cases on their individual merits.

You should publish your pension policy.

**Please also send a copy (on this form or in your own format if preferred) to :
Norfolk Pension Fund, Lawrence House, St Andrews Hill, NORWICH, NR2 1AD
It would be helpful if you would send NPF an electronic copy to :
pensions.systems@norfolk.gov.uk**