

Meeting:	Pensions Committee
Date:	15/09/2025
Title:	PENSION FUND ADMINISTRATION POLICIES
Purpose:	To approve the new administration policies
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1. Introduction:

Over the years, our pension fund has operated with certain administrative policies that have guided our decisions and actions. However, these policies have not been formally documented. In alignment with the Pension Regulator General Code of Practice, we are now initiating the process of documenting these policies to ensure clarity, consistency, and compliance.

2. Purpose:

The purpose of this report is to present three key administration policies for approval by the Pensions Committee. These policies are essential for the effective management and administration of the pension fund. Prior to being presented to the Committee, these policies were reviewed by the Pension Board. With the exception of minor additions, the Board expressed their satisfaction with the policies and recommended their implementation.

3. Policies Presented:

- A. Advance Payments from the Pensioner Payroll (Appendix A)** This policy sets out the circumstances in which the Fund may issue advance payments to pensioners—such as in cases of delayed processing.
- B. Death Grant Payment Distribution (Appendix B)** This policy provides a structured approach to how death grant payments are allocated to beneficiaries. It includes guidance on prioritising nominations, handling disputes, and ensuring payments are made in a timely and equitable manner.
- C. Education Break for LGPS Dependent Child Pension (appendix C)** This policy sets out the circumstances in which a break from education is allowed without affecting a dependent child's pension entitlement under the Local Government Pension Scheme (LGPS) regulations, specifically for individuals aged between 18 and 23.

4. Conclusion:

The documentation of these policies marks a significant step towards enhancing the governance and administration of our pension fund. We seek the Committee's approval to adopt these policies from 1st October 2025.