



Cronfa Bensiwn
GWYNEDD
Pension Fund

Administration Policy Statements

Title: Policy on Making Advanced Payments from the Pensioner Payroll

1. Introduction

This policy outlines the approach of the Gwynedd Pension Fund ("the Fund") regarding requests to make advanced payments of pension benefits from the monthly pensioner payroll. The policy ensures fairness, transparency, and consistency while protecting the integrity of the Fund's administrative and financial procedures.

2. Background

Under normal circumstances, LGPS pension benefits are paid in arrears on a monthly basis in accordance with the Fund's published payroll schedule. In some limited situations, members or their representatives may request that a payment is made in advance of the next scheduled pensioner payroll.

3. General Principles

Advanced payments from the pensioner payroll are **not an automatic entitlement** and will only be considered in **exceptional circumstances**, such as:

- Financial hardship following retirement or bereavement.
- Delays in processing caused by factors beyond the member's control.
- Administrative errors on the part of the Fund or Employer.
- Specific instructions issued under a court order or legal direction.

All such requests will be considered on a **case-by-case basis** and are subject to the discretion of the Fund's **Pensions Manager (or appropriate authorised officer)**.

4. Criteria for Consideration

Advanced payments may be considered only where:

- The Fund has received **all required documentation**, including:
 - The member's retirement declaration forms
 - Final pay information and leaver details from the employer
 - Confirmation of pensionable service and any additional benefits
 - The AVC fund from the AVC provider (if applicable)
- The net value of the payment is £100.00 or more.
- The pension amount has been accurately calculated and verified.

- The advanced payment will not disrupt the integrity or accuracy of the pensioner payroll or year-end reporting.

Importantly, the Fund will not consider making an advanced payment if a lump sum retirement grant (retirement gratuity) is due to be paid imminently, as it is expected that the member may be able to utilise that lump sum to manage short-term financial needs prior to receiving the first monthly pension instalment.

5. Payment Method and Timing

Where approved, advanced payments:

- Will be made via an **off-cycle payment** or **manual CHAPS payment**.
- May include the **lump sum** (retirement grant) where appropriate.
- Will be clearly recorded in the member's pension record and reflected in the next scheduled payroll reconciliation.

The Fund reserves the right to delay any advanced payment if there is insufficient information, a material error risk, or outstanding clarification from the employer.

6. Employer Delays and Responsibilities

Where a delay in receiving employer information prevents timely payment:

- The Fund will not normally make an advanced payment unless the delay is excessive and the member is demonstrably disadvantaged.
- Employers are expected to submit all required information **within 10 working days** of the member's final day of service.
- Persistent failure by an employer to meet this requirement may be escalated under the Fund's breach and compliance framework.

7. Reclaim and Adjustment

If an advanced payment is later found to be incorrect due to miscalculation or incomplete information:

- The Fund reserves the right to **adjust future pension payments** to recover any overpayment.
- The member will be notified in writing, and a repayment plan can be arranged in cases of financial hardship.

8. Appeals

If a request for an advanced payment is declined, the member may request a review by submitting a written appeal, which will be considered by a senior officer not involved in the original decision. Further escalation may be made through the **Internal Dispute Resolution Procedure (IDRP)** if necessary.

9. Review and Amendments

This policy will be reviewed annually and amended as necessary to ensure its effectiveness and compliance with relevant regulations.

10. Contact Information:

For assistance with this policy, members can contact the Fund at any time.

- **Phone:** 01286 679982
- **Email:** pens@gwynedd.llyw.cymru
- **Website:** www.gwyneddpensionfund.wales

Approved by: [Name] [Title] Gwynedd Pension Fund