

# **LGPS Internal Dispute Resolution Procedure (IDRP)**



## **Aim**

From the day a person starts a job with an employer within the West Sussex County Council Pension Fund (Pension Fund), to the day when benefits or dependant's benefits are paid, West Sussex County Council, as administering authority of the Pension Fund have to make decisions under the Pension Scheme rules that affect you or your dependants.

This document provides members with a formal complaint procedure if they are not satisfied with any decision affecting their pension benefits held within the scheme. It also provides the procedure if a decision should have been made by your employer or administering authority, but it hasn't been.

The complaint procedure's official name is the 'Internal Dispute Resolution Procedure' (IDRP).

## **Scope**

This procedure applies to all employees who are members of, or eligible to join the Local Government Pension Scheme in their employment with an employer in the Pension Fund.

## **Who can help?**

For any questions relating to this procedure please contact [PensionsIDRP@westsussex.gov.uk](mailto:PensionsIDRP@westsussex.gov.uk)

## **Principles**

- We will adhere to the statutory time scales and limits when resolving your complaint through the IDRP.
- We will keep members informed about their complaint and progress being made.

## Enquiries

If you are not sure which benefits you are entitled to, or you have a problem with your benefits, please either phone the number on the letter you have been sent, or contact the pension administrators directly at:

Hampshire Pension Services  
The Castle  
Winchester  
Hampshire  
SO23 8UB

Telephone: 01962 845588

E-mail: [pensions@hants.gov.uk](mailto:pensions@hants.gov.uk)

They will try to deal with the problem as quickly and efficiently as possible. The administering authority is the authority that looks after the pension fund.

Many problems that members have are, in fact, resolved in this way. They may be caused by misunderstandings or wrong information, which can be explained or put right easily. An informal enquiry of this kind may save you a lot of time and trouble.

## Decisions

From the day a person starts a job with an employer within the Pension Fund, to the day when benefits or dependant's benefits are paid, the administering authority have to make decisions under the Pension Scheme rules that affect you or your dependants. When you (or your dependants) are notified of a decision you should check, as far as you can, that it is based on the correct details and that you agree with the decision.

## Complaints

If you are not satisfied with any decision affecting you made in relation to the scheme, you have the right to ask for it to be looked at again under the formal complaint procedure. You also have the right to use the procedure if a decision should have been made by your employer or administering authority, but it hasn't been. The complaint procedure's official name is the 'Internal Dispute Resolution Procedure' (IDRP).

There are also a number of other regulatory bodies, such as The Pensions Ombudsman (TPO), which may be able to help you. They are described in the '[Additional Help](#)' section of this guide.

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make is treated seriously and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your husband, wife or partner, or a friend.

No charge is made at any stage for investigating a complaint under the IDRP. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

At any stage during the formal complaint procedure you can contact The Pensions Ombudsman (TPO) for information and advice.

Please remember that, before going to the trouble of making a formal complaint, the pensions administrators will welcome the opportunity to try to resolve the matter about which you are dissatisfied in an informal way. It may be worth checking again that they know you are concerned, and why.

## First Stage

If you need to make a formal complaint, you should make it:

- **in writing, you may wish to use the application form for ease, however this isn't compulsory.**
- **normally within 6 months of the day when you were told of the decision you want to complain about**

Your complaint will be considered carefully by a person nominated by the body that took the decision against which you wish to complain. This guide calls and legislation refers to them as the 'Adjudicator'. That person is required to give you their decision in writing.

If the Adjudicator's decision is contrary to the decision you complained about, the County Council, as administering authority that made the original decision will now have to deal with your case in accordance with the Adjudicator's decision.

If the decision you complained about concerned the exercise of a discretion by the administering authority, and the Adjudicator decides that the administering authority should reconsider how they exercised their discretion, they will be required to reconsider their original decision.

## Second Stage

You can ask the County Council, as administering authority to take a fresh look at your complaint in any of the following circumstances:

- **you are not satisfied with the Adjudicator's first stage decision whether this was made by your Employer or the Administering Authority.**
- **you have not received a decision or an interim letter from the Adjudicator, and it is 3 months since you lodged your complaint**
- **it is one month after the date by which the Adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision**

This review would be undertaken by a person not involved in the first stage decision.

You will need to send the administering authority your complaint in writing. The time limits for making the complaint are set out in the table below. The administering authority will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you are complaining.

## Additional Help

### Pensions Ombudsman

At any time if you are having difficulties in sorting out your complaint, you may wish to contact The Pensions Ombudsman (TPO). TPO can provide free advice and information to explain your rights and responsibilities.

TPO would need copies of all relevant documents, including the correspondence about your complaint under the IDRP and how it was dealt with.

The Ombudsman investigates complaints and settles disputes about pension schemes. However, before contacting the Ombudsman, the Pensions Ombudsman's Office would normally expect you to have been given first stage and second stage internal dispute resolution procedure decisions by the Local Government Pension Scheme.

The Pensions Ombudsman is completely independent and acts as an impartial adjudicator. His role and powers have been decided by Parliament.

There is no charge for using the Pensions Ombudsman's services.

The Ombudsman cannot investigate matters where legal proceedings have already started but, subject to that, he can settle disputes about matters of fact or law as they affect Occupational Pension Schemes.

He can also investigate and decide any complaint or dispute about the maladministration of a pension scheme. "Maladministration" is about the way that a decision is taken, rather than about the merits of the decision. Examples of maladministration would be unreasonable delay, neglect, giving wrong information and discrimination.

The Ombudsman's decision is final and binding on all the parties, subject to any appeal made to the High Court on a point of law.

You must refer your complaint to the Ombudsman within 3 years of the event about which you are complaining, or within 3 years of when you first became aware of the problem.

The Ombudsman's address is:

The Office of the Pensions Ombudsman  
11 Belgrave Road  
London  
SW1V 1RB

Telephone: 020 7630 2200

Fax: 020 7821 0065

Email: [enquiries@pensions-ombudsman.org.uk](mailto:enquiries@pensions-ombudsman.org.uk)

Website: [pensions-ombudsman.org.uk](http://pensions-ombudsman.org.uk)

## Time limits under the Internal Dispute Resolution Procedure (IDRP)

Your situation	To complain to	Time limit
You have received a decision on your benefits under the pension scheme from your employer/administering authority, and there seem to be good grounds for complaining.	The Adjudicator under the first stage of the procedure.	6 months from the date when you were notified of the decision.  The Adjudicator can extend the 6 month time limit for a reasonable period where there are special circumstances.
You have received a first stage decision on your complaint from the Adjudicator, but you are not satisfied.	The relevant administering authority under the second stage of the procedure.	6 months from the date for the nominated person's decision.
You made your complaint in writing to the Adjudicator, with all the information they needed but, 3 months later, you have not received their decision on your complaint or any interim reply.	The relevant administering authority under the second stage of the procedure.	9 months from the date when you submitted your complaint.
You received an interim reply to your complaint to the Adjudicator, within 2 months of applying to them. Their reply promised you a decision by a specified date but, one month after the specified date, you still have not received their decision.	The relevant administering authority under the second stage of the procedure.	7 months from the date by which you were promised you would receive a decision.
Your complaint is that your employer or administering authority has failed to make any decision about your benefits under the pension scheme.	The Adjudicator under the first stage of the procedure.	6 months from the date when the date when the employer or administering authority should have made the decision.  The Adjudicator can extend the 6 month time limit for a reasonable period where there are special circumstances.



Your situation	To complain to	Time limit
Your complaint went to the administering authority under the second stage of the procedure. You received their decision but you are still not satisfied.	The Pensions Ombudsman, after consulting with the Ombudsman's advisory service beforehand.	3 years from the date of the original decision about which you are complaining.
You received an interim reply to your second stage complaint to the administering authority, within 2 months of applying to them. Their reply promised you a decision by a certain date but, by that date, you still have not received their decision.	The Pensions Ombudsman, after consulting with the Ombudsman's advisory service beforehand.	3 years from the date of the original decision about which you are complaining

## Application under the Internal Dispute Resolution Procedure

You can use this form:

- a) to apply to the nominated person at stage 1 of the internal dispute resolution procedure if you want them to investigate a complaint concerning your pension; and
- b) to apply to the administering authority if you want them to reconsider a determination made by the nominated person.

Please write clearly in ink, and use capital letters in boxes 1, 2 and 3.

### 1. Member's detail:

If you are the member (the person who is or was in the Scheme), or a prospective member (a person who is eligible to be a member of the Scheme), please give your details in this box. You can then go straight to box 4.

If you are the member's dependant (for example, their husband, wife or child), please give the member's details in this section, and then go to box 2.

If you are representing the person with the complaint, please give the member's details in this section, and then go to box 2.

Full Name	
Address	
Date of Birth	
Employer	
National Insurance Number	

### 2. Dependant's details:

If you are the member's dependant and the complaint is about a benefit for you, please give **your** details in this box and then go to box 4.

If the complaint is about a benefit for a dependant and you are the dependant's representative, please give the dependant's details in this box and then go to box 3.



Full Name	
Address	
Date of Birth	
Relationship to member	

### 3. Representative's details:

If you are the member's or dependant's representative, please give your details in this box.

Full Name	
Address	
The address response letters should be sent to	

#### 4. Your complaint

Please give full details of your complaint in this box. Please try to explain exactly why you are unhappy, giving any dates or periods of Scheme membership that you think are relevant.

**If there is not enough space, please go on to a separate sheet and attach it to this form.** Remember to write your name and national insurance number at the top of any separate sheet if you are a member. Or, if you are not a member, put the member's name and national insurance number at the top of any separate sheet.

--

#### 5. Your signature

I would like my complaint to be considered and a decision to be made about it. I am a:

Scheme member/former member/prospective member Dependant of a former member Member's representative/dependant's representative * delete as appropriate	
Signed:	Date:

**Please enclose a copy of any notification of the decision you are complaining of which has been issued by the employer or administering authority.** Also enclose any other letter or notification that you think might be helpful.

**PLEASE SEND THIS FORM TO:**

Stage	Address
<b>Stage 1:</b> Administering Authority	<b>Director of Finance and Support Services</b> West Sussex County Council County Hall Chichester PO19 1RG
<b>Stage 2:</b> Administering Authority	<b>Head of Law &amp; Governance, Finance &amp; Assurance</b> West Sussex County Council County Hall Chichester PO19 1RG