**STAGE 2 Application under the Internal Dispute Resolution Procedure**

You can use this form to apply to the Executive Director of Law, Assurance and Insight to investigate a complaint concerning your pension which has already been considered at Stage 1 of the internal dispute resolution procedure.

**Step 1: Member's details**

Please provide the details of 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) below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Date of Birth |  |
| Employer |  |
| National Insurance Number |  |

**Step 2: Dependent’s details**

If the complaint relates to a dependent’s benefits (for example, benefits to a members’ spouse, partner or child) please give **the dependent’s** details below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Date of Birth |  |
| Relationship to member |  |

**Step 3: Representative’s details**

If you are the member's or dependent’s representative, please give your details below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |

Please also provide a signed letter of authority and/or a Power of Attorney for Financial affairs. This is not applicable if the member has passed away and the Pension Scheme have already been advised of this.

**Step 4: Your complaint**

Please give full details of your complaint below.

Please try to explain exactly why you are unhappy, giving any dates or periods of membership that you think are relevant.

Please also enclose a copy of any notification of the decision you are complaining of which has been issued at Stage 1. Also enclose any other letter or notification that you think might be helpful.

**If there is not enough space, please go on to a separate sheet and attach it to this form**.

**Step 5: Your signature**

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return the form to:

|  |  |
| --- | --- |
| Email with solid fill | pensionsIDRP@westsussex.gov.uk |
| Open envelope with solid fill | Executive Director of Law, Assurance and Insight  West Sussex County Council  County Hall,  Chichester, PO19 1RG |

**PLEASE SEND THIS FORM TO:**

|  |  |
| --- | --- |
| **Stage 1:**  Administering Authority Adjudicator | **Executive Director of Finance and Support Services**  West Sussex County Council  County Hall  Chichester  PO19 1RG |

|  |  |
| --- | --- |
| **Stage 2:**  Administering Authority  Adjudicator | **Executive Director of Law, Assurance and Insight**  West Sussex County Council  County Hall  Chichester  PO19 1RG |