



Internal Dispute Resolution Procedure

Should you disagree with a decision made by your Employer or Pension Fund in relation to your benefits from the Local Government Pension Scheme (LGPS), there is a two stage complaints process in place known as the Internal Dispute Resolution Procedure (IDRP).

You are able to make a complaint under the IDRP if you are:

- a **Prospective Member**, who is thinking of joining the scheme;
- an **Active Member**, who is currently contributing to the scheme;
- a **Deferred Member**, who has left the scheme, but your benefits remain in the Pension Fund; or
- a **Pension Member**, who is currently in receipt of a pension benefit from the Pension Fund.

When making your complaint, you are able to choose someone else to represent your case - a friend, relative, solicitor or union representative for example.

Stage 1: Formal Complaint

You should complain in writing to whoever you think is at fault, either your Employer or the Pension Fund, by completing the detachable application form within **6 months** of the problem arising. The facts of your case will be examined along with the scheme regulations, and any other legislation which is relevant.

You should receive a written reply within **2 months** of receiving your particulars. Confirmation of the decision will be presented, or alternatively reasons will be given for the delay in providing the outcome.

For complaints against your Employer, please complete the attached form and return to your employer. Your Employer must notify you of their Adjudicator in respect of the LGPS, their Job Title and Contact Address.

For complaints against the Pension Fund, please complete the attached application form and return to:

*Clwyd Pension Fund
County Hall
Mold
Flintshire
CH7 6NA*

Stage 2: Further Appeal

If you are unhappy with the Stage 1 decision, you have **6 months** to appeal to a Stage 2 Adjudicator appointed by the Pension Fund. You must make your Stage 2 appeal in writing, which should be accompanied by the Stage 1 decision.

You can also go straight to Stage 2 if:

- You have gone through Stage 1 and haven't had a reply within **3 months** of making your appeal; or
- You have gone through Stage 1 and haven't received a decision within **a month** of the date you were told you would receive it.

The Stage 2 Adjudicator should reply to you within **2 months** of receiving your complaint.

For all Stage 2 appeals please complete the attached application form and return to:

*Clwyd Pension Fund
County Hall
Mold
Flintshire
CH7 6NA*

The Pensions Advisory Service (TPAS)

TPAS is available at any time to assist you in resolving your complaint.

You can either get in touch with a local TPAS adviser through your Citizens Advice Bureau, or alternatively you can contact their central office:

Tel: **0300 123 1047**

Website: **www.pensionsadvisoryservice.org.uk**

The Pensions Ombudsman (TPO)

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to an occupational pension scheme. Pension schemes and members must normally go along with the Ombudsman's decision unless it is overturned by a court. The Pension Ombudsman's office will normally have expected you to have:

- Been given first and second stage IDRPs by the LGPS; and
- Asked for help from TPAS

Please note that 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 Pensions Ombudsman's contact details are:

Tel: **0800 917 4487**

Website: **www.pensions-ombudsman.org.uk**

The Pensions Regulator (TPR)

The Pensions Regulator is a pensions watchdog which makes sure schemes are run properly and protects members against fraud. Anyone who is worried about a scheme can report to The Pensions Regulator.

The Regulator's contact details are:

Tel: **0345 600 0707**



Internal Dispute Resolution Procedure (IDRP)

Stage 2 Application (To be completed by the Member or Personal Representative)

Member's Details (Please complete in BLOCK capitals)

Full Name:		Date of Birth:	
Payroll Reference No.:		National Insurance No.:	
Address:			
		Post Code:	
Employing Authority:			

Language Preference

(Please ✓ the appropriate box to indicate your election)

As a member of the LGPS, I wish to receive **ALL** future correspondence in:

WELSH	<input type="checkbox"/>	ENGLISH	<input type="checkbox"/>	BILINGUAL	<input type="checkbox"/>
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Complete below if you are Representing the Member

Full Name:			
Relationship to Member:			
Address for Correspondence:			
		Post Code:	

Statement of Application

Please give a statement of the nature of the disagreement with sufficient details to show why you are aggrieved. If necessary, continue details on an additional page and attach to the application form together with any supporting documents.

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Statement of Application Continued

Lined area for the continuation of the Statement of Application.

Declaration

Member's Signature:		Date:	
Signature of Representative: (If applicable)		Date:	