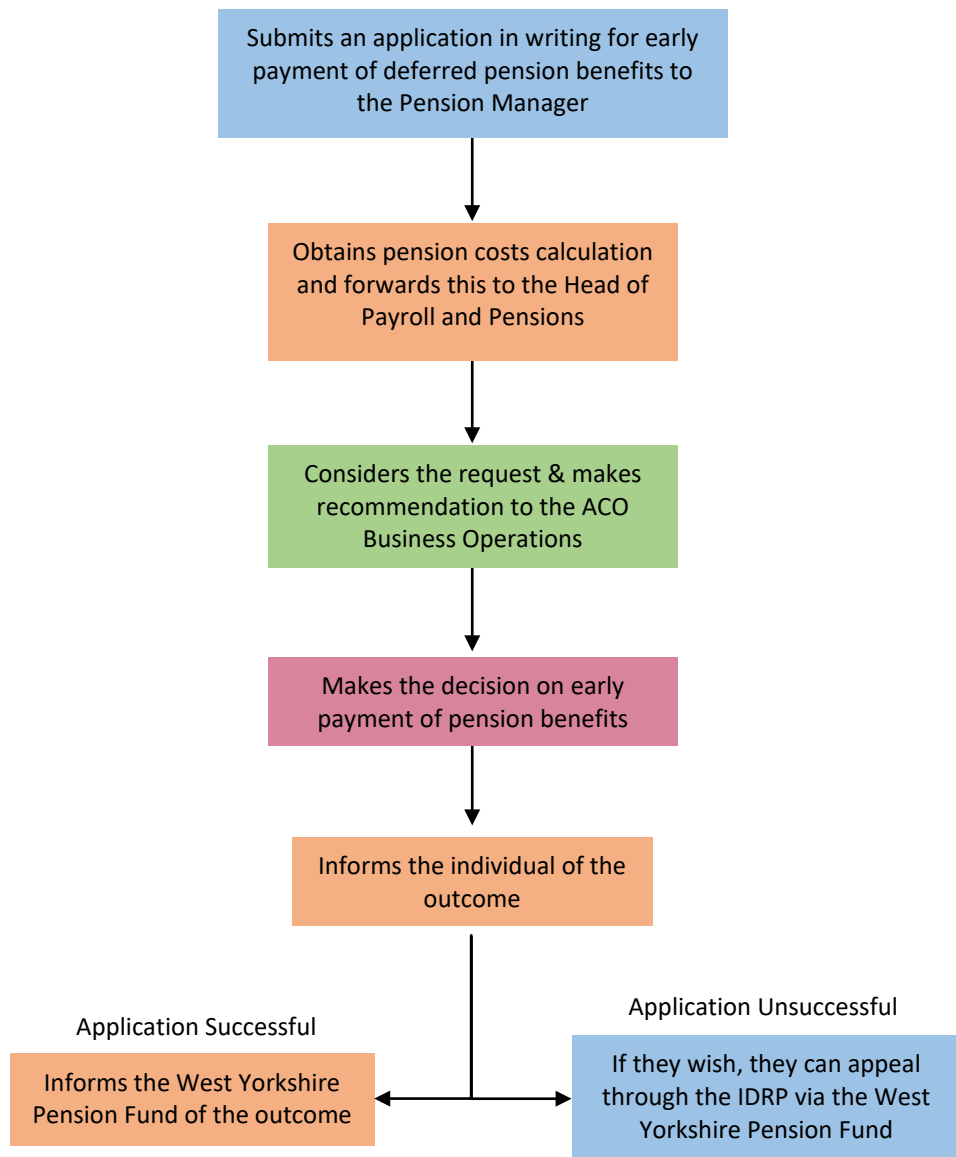


Discretionary Pension Awards – Police Staff

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Flowchart



Key:

- Individual
- Pensions Manager
- Head of Payroll and Pensions
- ACO Business Operations

Policy Statement

Summary

The Local Government Pension Scheme (LGPS) regulations permit West Yorkshire Police to allow former members of police staff who have left the scheme, who are over the age of 55, to take their benefits early (with benefits reduced accordingly).

The policy explains what discretionary pension awards are, how individuals can apply and therefore ensuring West Yorkshire Police complies with the requirements of the LGPS.

Scope

This policy applies to former members of police staff.

Principles

General

- This regulation is discretionary.
- Decisions on early payment of pension benefits will be made based on:
 - Whether a former scheme member has shown they have any significant welfare issues; or
 - Whether there are any special extenuating circumstances; and
 - Supporting evidence that may have been provided.
- Early release of benefits for those with solely pre-2014 LGPS scheme service can only be secured for individuals under the age of 60 with the employer's consent.
- Individuals with post-2014 scheme service, or those with a combination of pre- and post-2014 scheme service, do not need employer consent.
- To obtain early payment of LGPS benefits an individual must be a previous scheme member, aged 55 or over, and be in receipt of a deferred benefits statement confirming their eligibility to apply.
- If an individual left the pension scheme prior to 1 April 2014 and meets the relevant criteria as outlined above, they must apply to West Yorkshire Police for early access to their pension benefits through this procedure.
- If an individual has paid into the pension scheme after 1 April 2014, and meets the criteria above, they can apply direct to the West Yorkshire Pension Fund to access their benefits early.
- Applications for the payment of early pension awards from former employees will not be made if the applicant has asked West Yorkshire Police to pay for any early payment costs.
- In exceptional circumstances, the ACO Business Operations can exercise their discretion under the Pension Regulations and agree for West Yorkshire Police to pay costs if they perceive there to be special extenuating circumstances surrounding the application (based on financial or compassionate grounds), along with supporting evidence to justify

approval, and West Yorkshire Police is able to meet any cost in granting such a request.

Responsibilities

Individuals

- Responsibilities** Individuals are responsible for:
- Submitting their application in writing for early payment of their deferred pension benefits, sending their completed application through to the Pensions Manager.
 - Applications must be made in writing, clearly stating the reasons for the request, and sent to The Pensions Manager; and
 - Writing to the West Yorkshire Pension Fund to request the Internal Dispute Resolution Procedure (IDRP) if their application is unsuccessful.
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Pension Manager

- Responsibilities** The Pensions Manager is responsible for:
- Obtaining a pension costs calculation prior to any decision being made, forwarding this to the Head of Payroll and Pensions for preparation of a business case, to be considered by the ACO Business Operations;
 - Arranging for the individual to be informed of the outcome in writing; and
 - Informing the West Yorkshire Pension Fund when a request for early payment of pension benefits has been agreed.
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Head of Payroll and Pensions

- Responsibilities** The Head of Payroll and Pensions is responsible for:
- Considering each request individually compiling a business case for consideration by the ACO Business Operations.
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ACO Business Operations

- Responsibilities** The ACO Business Operations is responsible for:

- Making a decision on early payment of pension benefits, based on the merits of each case, and considering whether the former scheme member has:
 - Shown that they have any significant welfare issues; or
 - Any special extenuating circumstances; and
 - Provided supporting evidence where appropriate; and
 - Considering whether West Yorkshire Police is able to meet any cost in the granting of such a request.
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Appeals Process

Criteria

- If a request is refused, an individual has the right of appeal through the Internal Dispute Resolution Procedure (IDRP).
 - Individuals must write to the West Yorkshire Pension Fund to request the IDRP appeals process.
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Additional Information

Compliance

This policy complies with the following legislation:

- Local Government Pension Scheme Regulation 30(2), Regulation 30(5)
 - Data Protection Act 2018
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Further Information

Further guidance in relation to this policy can be sought from:

- The West Yorkshire Pension Fund
 - WYP Pensions Department
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