Windsor Academy Trust

Local Government Pension Scheme – Internal Disputes Resolution Procedure (IDRP)	
Responsible Committee:	Finance Committee
Date approved by the Finance Committee:	16th September 2024
Implementation date:	16th September 2024
Next review date:	September 2027

1. Background

1.1. The Local Government Pension Scheme (LGPS) Regulations provide the opportunity for members to challenge decisions made that can affect their member's benefits which they disagree with. With the LGPS there is a formal Internal Dispute Resolution Procedure (IDRP) to enable this to happen.

1.2 The Trust operate 2 Local Government Pension Schemes which require an IDRP procedure to be followed:

- West Midlands Pension Fund (WMPF)
- Staffordshire Pension Fund (SPF)

2. Procedure Overview

2.1. In line with the Pension Regulator's Code of Practice the Internal Dispute Resolution follows a staged process;

- **First Instance Decisions** – notification of a decision taken by an employer on matters relating to a member's pension rights such as:

- Entitlement to join the scheme
- Which elements of pay are treated as pensionable
- Deciding an employee contribution rate
- Exercising employer specific discretions (e.g. entitlement to early release of pension benefits

• **IDRP Stage 1** – If a member is dissatisfied with the first instance decision they can make a written application to the named adjudicator, Chief Finance Officer, within 6 months from the date of decision notification. Under stage 1 of the IDRP, scheme employers are required to appoint an adjudicator to consider each dispute received.

• **IDRP Stage 2** – If a member is unhappy with the decision made by the adjudicator they can make a written application to the Administering Authority for reconsideration.

• **Beyond IDRP** – Where a member remains dissatisfied after the IDRP has been exhausted, they can seek independent review of their appeal. The Pensions Ombudsman can review appeal decisions beyond the IDRP.

3. Detailed Procedure

3.1. In all instances the Trust will follow the Internal Dispute Resolution Policy applicable to the relevant scheme.

3.2 Links to the detailed procedures for each scheme are included below.

West Midlands Pension Fund

Staffordshire Pension Fund