

Urgent Decision Record

Date of Committee Meeting	30 March 2022
Title of Committee Report	Pensions Administration Report from 1 October to 31 December 2021

Relevant Section of the Admin Authority Constitution (Taken from Pension Committee Terms of Reference)	<p>URGENT DECISIONS</p> <ul style="list-style-type: none"> The Chair, Vice Chair or nominated person in consultation with the Director of Pensions shall be able to exercise the powers of the Committee in any matter of immediate urgency which cannot wait until the next meeting. Decisions made under this provision will be reported to the next available meeting of the Committee.
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Background to Decision	<p>Each quarter, the Fund produces a Pension Administration Report to update on the activity and performance of the pension administration service that the Fund provides. The service covers employer, customer and member services, data processing, benefit operations, payroll and systems/technical support.</p> <p>Where required, the report details any applications that have been received from employers who wish to join the scheme during the reporting period and also outlines write-off policy decisions that are required in line with the debt recovery policy.</p> <p>The write-off policy decisions relate to cases whereby pension benefits have been overpaid to members (generally as a result of late notification of the death of a member) and after following the debt recovery policy become uneconomical to pursue or that the estate has insufficient funds to recover.</p>
Reason the decision cannot be determined at Committee	The meeting held on 30 March 2022 was not quorate, therefore, it is deemed necessary to seek an urgent decision on the employer applications as received by the Fund to join the scheme and to accept the write-off

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	2. To approve the write-offs detailed in section 11 of the report.
Decision taken under urgent powers	<p>*To approve the recommendations</p> <p>[REDACTED]</p> <p>*delete as appropriate</p>

Date Completed	07/04/22
Signed by Chair of Pensions Committee	[REDACTED]
Signed by Vice Chair of Pensions Committee	[REDACTED]
Signed by Director of Pensions	[REDACTED]

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Signed by relevant Head of Service	
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