Arnold Academy

LGPS Discretions Policy Approved by Governing Body June 2014

Reviewed 10/06/19 to reflect amendment to regulations – inclusion of discretion under R16(16), R21(5A) & R21(5B)

Review Frequency: Bi-annual

Next Review Date: May 2021

Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

The new pension scheme rules, which apply from 1 April 2014, require each scheme employer within the LGPS to publish a statement with regards to how the employer will respond to discretionary aspects of the scheme rules and regulations.

This statement will be published on the Arnold Academy website and will also be made freely available in other ways such as intranet sites, staff groups, trade unions and HR officers.

The date of this publication is:	June 2014
The effective date of this policy is:	June 2014
This is the formal employer's policy in respect of the employer that is currently known as:	Arnold Academy
This policy applies to:	Prospective members, current contributory members, deferred members and pensioner members of the Local Government Pension Scheme (LGPS), and their dependants.
Where quoted regulations* refer to:	The Local Government Pension Scheme Regulations 2013, or The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

*For certain employers reference may also be contained to the following regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

This statement will be reviewed and may change from time to time. You should obtain the latest version of this document before making any decisions in respect of your retirement provisions as the situation may have changed.

You are advised to read this statement in conjunction with the information provided in respect of the benefits provided by the LGPS – the occupational pension scheme provided by Arnold Academy.

This policy does not convey any form of contractual rights for LGPS/staff members. The policy will be reviewed and may be subject to change, only the version of the policy that is 'current' at the time at which an event occurs will be the one applied for the purposes of LGPS benefits or membership.

In publishing this policy the scheme employer is required to pay due regard to the requirement that the formulated policy and its application and the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service.

Arnold Academy will not use this policy for any ulterior motive, it will ensure that such discretions will be exercised reasonably and where a cost is incurred it will only be used when there is a future benefit to the employer for incurring the extra costs that may arise or be associated with the discretion. It will ensure that where exercised any discretion that incur additional costs, will be applied and recorded as appropriate.

Arnold Academy will consider requests on a case by case basis and any decisions to exercise discretion will be fair, equitable and justifiable, with the final decision being taken by the Governors of the Resources Committee.

Local Government Pension Scheme 2014 (LGPS) - Employer Policy Statement

Employer discretions required under:
The Local Government Pension Scheme Regulations 2013
[prefix R]

The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]

Regulation R16 (2) (e) & R16 (4) (d)
Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2) (e), or by way of a lump sum in accordance with Regulation 16(4) (d).

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Arnold Academy's policy is:
Additional pension contributions will not normally be funded in whole or in part by Arnold Academy. Any such payments would only be granted in very exceptional circumstances.

R16 (16)
Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)

Arnold Academy's policy is:
The 30 day deadline will not normally be extended. Any such extension would only be granted in very exceptional circumstances.

R21 (5A) & R21 (5B)

Where in the Employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having had regard to the level of pensionable pay received by the member in the previous 12 months.

Arnold Academy's policy is:
A higher level of pensionable pay would not normally be substituted. Any such payments would only be granted in very exceptional circumstances.

R30 (6)* & TP11 (2)
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part of none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Arnold Academy's policy is:
Arnold Academy will not have a general policy of exercising this discretion but may do so where a sound business case can be made for granting flexible retirement with immediate access to all or part of the member's benefits. Arnold Academy will consider requests on a case by case basis.

R30 (8)*
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Arnold Academy' policy is:
Arnold Academy will not consider waiving actuarial reductions on a flexible retirement unless there are exceptional and/or compelling business reasons which warrant such consideration. Each case will be considered on its individual merits by the Governors of the Resources Committee.

TP Sch 2 para 2(2)
Whether to "switch on" the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Arnold Academy's policy is:
Such applications will not normally be approved by Arnold Academy. Applications may be approved in exceptional circumstances or where there is a sound business case for doing so.

TP Sch 2 para 2(3)
Whether to waive on compassionate grounds the actuarial reduction applied to benefits from pre 1/4/14 membership where the employer has switched on the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Arnold Academy's policy is:
Such applications will not normally be approved by Arnold Academy. Applications may be approved in exceptional circumstances or where there is a sound business case for doing so.

R31
Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency
(by up to £6,500 p.a.)

A Scheme employer may resolve to award

(a) An active member, or
(b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

Arnold Academy's policy is:
Arnold Academy will not have a general policy to adopt this policy but may consider doing so where a sound business case can be made for exercising this discretion or where there are exceptional circumstances. Each case will be considered on its individual merits by the Governors of the Resources Committee.

Employer discretions required under: The Local Government Pension Scheme Regulations 2007 (as amended) [prefix B]

B12
Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31st March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving. Hence this discretion is spent entirely after 30th September 2014.

Arnold Academy's policy is:
Arnold Academy will not have a general policy to augment membership of an active member by up to 10 years but may decide to do so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.

B30 (2)*
Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60

Arnold Academy's policy is:
Arnold Academy will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. Arnold Academy may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable.

B30 (5)*
Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30

Arnold Academy's policy is:
Arnold Academy will not generally consider waiving actuarial reductions unless there are exceptional and/or compelling reasons which warrant such consideration. Each case will be considered on its individual merits.

B30A (3)*
Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60

Arnold Academy's policy is:
Arnold Academy will not generally consent to applications for early retirement of a suspended tier 3 ill health pension on or after age 55 and before age 60 other than on exceptional compassionate grounds.

B30A (5)*
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A

Arnold Academy's policy is:
Arnold Academy would not generally consider waiving actuarial reductions unless there are exceptional and/or compelling reasons which warrant such consideration. Each case will be considered on its individual merits.

Employer discretions required under: The Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

L31 (2)
Grant application from a post 31.3.98. / Pre 1.4.08. leaver for early payment of benefits on or after age 50/55 and before age 60

Arnold Academy's policy is:
Arnold Academy may consider consent to applications for early payment of deferred benefits to those age 55+ on a case by case basis. Approval by the Governors of the Resources Committee will be given only where there are exceptional circumstances e.g. compassionate grounds to include, but not restricted to compelling domestic reasons which affect the ability of the individual to continue with their present working arrangements and for reasons of ill health, which do not meet the current criteria for ill-health retirement. Appropriate medical evidence provided by a suitably qualified occupational physician will be required at the member's cost in support of such cases.

L31 (5)
Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31.3.98. / pre 1.4.08. leaver

Arnold Academy's policy is:
Arnold Academy will not consider waiving actuarial reductions unless there are exceptional and/or compelling reasons which warrant such consideration.

L31 (7A)
Pre 1.4.08 employee optants out only to get benefits paid from NRD if employer agrees

Arnold Academy's policy is:
Arnold Academy will not agree at NRD to the payments of benefits resulting from an earlier opt-out.

TP10 (6)
Whether to extend the 12 month option period for a member (who did not become a member of the 2014 Scheme by virtue of TP5 (1) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment.

Arnold Academy's policy is:
Arnold Academy will not extend the 12 month option period unless there are exceptional and/or compelling reasons which warrant such consideration...

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000]

Regulation 21(4)
How any surviving spouse's or civil partner's annual compensatory added years is to be apportioned where the deceased person is survived by more than one spouse or civil partner.

Arnold Academy's policy is:
Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 25(2)
How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and in such case how the annual added years will be apportioned amongst the eligible children

Arnold Academy's policy is:
Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 21(7)
Whether in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partners annual compensatory added years payments should continue to be paid.

Arnold Academy's policy is:
Arnold Academy will not have a general policy of exercising this discretion but may do so where a sound business case can be made or there are exceptional circumstances. In any event, Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 21(5)
{If the decision in 21(7) is to apply suspension of benefits.}

…whether the spouses or civil partners pension should be reinstated after the end of the remarriage, new civil partnership or co habitation.

Arnold Academy's policy is:
Arnold Academy will not have a general policy of exercising this discretion but may do so where a sound business case can be made or there are exceptional circumstances. In any event, Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 21(7)
Whether, in respect of the spouses or civil partner of a person who ceased employment before 1 April 1998 and where the spouses or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouses or civil partners annual CAY payment, the normal rules requiring one of them to forgo payment whilst the period of marriage, civil partnership or co habitation lasts, should be disapplied i.e. whether the spouses or civil partners annual CAY payments should continue to be paid to both of them.

Arnold Academy's policy is:
Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 17
Whether to and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.

Arnold Academy's policy is:
Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

Regulation 19
How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment.

Arnold Academy's policy is:
Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Note: For the purposes of the above, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Regulation 5
To base redundancy payments on an actual weeks pay where this exceeds the statutory weeks pay limit.

Arnold Academy's policy is:
Arnold Academy will not generally increase statutory redundancy payments above statutory weekly pay limit.

Regulation 6
To award lump sum compensation of up to 104 weeks pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.

Arnold Academy's policy is:
Arnold Academy will not award lump sum compensation in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment unless there are exceptional/compelling reasons to do.*
** except where obliged by virtue of TUPE.*

The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Formulating and publishing a policy under the Injury Allowances Regulations 2011 Each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations.

Regulation 3(1)
Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 3(4) and 8
Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 3(2)
Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1).

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 4(1)
Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 4(3) and 8
Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 4(2)
Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1).

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 4(5)
Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the regulation described above.

Regulation 6(1)
Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a reg 3 payment was being made at date of cessation of employment but reg 4 does not apply.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 6(1)
Determine amount of any injury allowance to be paid under regulation 6(1)

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 6(2)
Determine whether and when to cease payment of an injury allowance payable under regulation 6(1)

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 7(1)
Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 7(2) and 8
Determine amount of any injury allowance to be paid under regulation 7(1)

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Regulation 7(3)
Determine whether and when to cease payment of an injury allowance payable under regulation 7(1)

Arnold Academy's policy is:
Having considered best and prudent use of public funds, Arnold Academy has determined not to adopt its discretionary powers in respect of the injury allowance regulation described above.

Further Employer Discretions Recommended – in accordance with the Local Government Pension Scheme Regulations 2013

R9 (1) & (3) – Contributions
Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Arnold Academy's policy is:
Arnold Academy will allocate employees to as the contribution band following an assessment on 1 April of their expected actual pensionable pay for the following 12 months. The school will apply the following principles to allocate a member of staff to the correct contribution band:
-The contribution band ranges will be notified each year by the LGPS
-All active members will be notified in writing of the relevant contribution rate applicable for the year
-The contribution rate will be based on the employee's annual pay including overtime etc.
-Where pay is variable an estimate will be made of annual pay and the contribution band determined accordingly
-The school will reassess and, if necessary, adjust an individual employee's contribution band part-way during the year in the following instances:
(i) When there has been a contractual change during the year (e.g. post change/change of pay grade) requiring the salary to be adjusted
(ii) Where a national pay award is applied mid-year, or backdated to 1 April and this had not been anticipated correctly in the estimate of annual pay
(iii) Where an employee has been placed in the wrong contribution band in error or where the original estimate of actual pay is found to be incorrect.

R17 (1) – Additional Voluntary Contributions
An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Arnold Academy's policy is:
Arnold Academy has determined that it will not share the cost of any AVC scheme such as that described in the regulation above.
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R21 (5) – Assumed Pensionable Pay

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Arnold Academy's Policy is:
Arnold Academy does not and does not intend to have a general policy of exercising this discretion but may do so where a sound business case can be made or there are exceptional circumstances. Ina any event, Arnold Academy will consider requests on a case by case basis and any decisions to exercise this discretion will be fair, equitable and justifiable.

R22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Arnold Academy's policy is:
Arnold Academy will only extend the 12 months time limit in exceptional circumstances.

R74 Adjudication
Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

(a) a decision under regulation 72 (first instance decisions); or

(b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this **first stage of the Internal Disputes Resolution** Procedure (IDRP) rests with "the adjudicator" as named below by the Scheme employer:

Arnold Academy's 'Adjudicator's' details are:
Chair of Governors
Arnold Academy
Hexton Road
Barton Le Clay
Beds
MK45 4JZ
01582 616400
admin@arnoldacademy.org.uk

Regulation R100 (6) –Transfers of Pension Rights into the LGPS

A request from an active member to transfer previously attained pension rights into the LGPS must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Arnold Academy's policy is:
Arnold Academy will only extend the 12 months time limit in exceptional circumstances.