

1. Background

- 1.1 There are a number of areas within Local Government Pension Scheme (LGPS) legislation that provide either the administering authority (i.e. Cambridgeshire County Council as guardian of the Fund) or individual employers participating in the Fund with flexibility over how the particular provision is exercised.
- 1.2 The policy ensures that decisions are made fairly, transparently and in line with relevant regulations.

2. Executive Summary

- 2.1 Cambridgeshire County Council as administering authority to the Cambridgeshire Pension Fund are required to formulate policy decisions for areas where the Local Government Pension Scheme legislation allows it the exercise of discretion.
- 2.2 The Pension Committee previously approved a comprehensive “Administering Authority Discretions Policy” in June 2022 and since this time two Officer reviews have been undertaken. In line with the policy approval schedule a full Committee review was due.
- 2.3 The Committee subsequently approved the revised policy on 18 June 2025, details of which can be located in section 3.2 of the report and in Appendix 1.

3. Proposed update of the Administering Authority Discretions Policy

- 3.1 Overall, administering authority discretions have little risk attached to them and relate to day-to-day operational matters.
- 3.2 The following policy changes have been applied as a result of the review:

Regulation no	Recommended update	Significance of change
Throughout	To update all references to the new website throughout the policy.	Minor
R 3(1A), R 3(5) and R Sch 2, Part 3, Para 1 Admission Body agreements	To update the Admission Bodies, Scheme Employer and Bulk Transfer Policy to Admissions and Bulk Transfer Policy.	Minor
R 4(2)(b) Admission Body agreements		
R Sch 2, Part 3, para 12(a) Admission Body agreements		
R 69(1) Employer Payments	Reference to the Payment of employer and employee pension contribution policy has been included.	Minor

<u>R 32(7)</u> Voluntary early retirement and Flexible retirement time limit	Voluntary early retirement added to the regulation description as a clarification point.	Minor
	Extensions permitted under exceptional circumstance to the notice required on a case-by-case basis, delegated to the Operations and Technical Manager has been added.	Moderate

4. Relevant Pension Fund Objectives

To ensure compliance with the LGPS Regulations and other legislation and guidance, including the Pensions Regulator's Code of Practice.
To ensure individuals responsible for managing the Fund and delivering its services have the appropriate knowledge and expertise.
To manage the Fund in a fair and equitable manner, and be accountable to the Fund's stakeholders.
To ensure robust processes, controls and risk management are in place.

5. Risk Management

- 5.1 The risks associated with the Fund not having in place an Administering Authority Discretions Policy have been captured in the Fund's risk register as detailed below.

Risk	Residual risk rating
Those charged with governance are unable to fulfil their responsibilities effectively.	Green
Failure to administer the scheme in line with regulations and guidance.	Green
Failure to provide relevant information to the Pension Committee/Pension Board to enable informed decision making.	Green
Information may not be provided to stakeholders as required	Green

- 5.2 The Fund's risk register can be found on the Pensions website at the following link: [Governance policies - West Northants Pensions](#).

6. Communication Implications

Website	The Administering Authority Discretions Policy is published on the Fund's website
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7. Finance & Resources Implications

- 7.1 There are no financial and resource implications associated with this report.

8. Legal Implications

8.1 No material issues have been identified which may give rise to legal liability and/or risk from an administering authority perspective.

9. Consultation with Key Advisers

9.1 None.

10. Alternative Options Considered

10.1 Not applicable

11. Background Papers

11.1 Not applicable

12. Appendices

12.1 Appendix 1 Statement of Administering Authority Discretions