IDRP - Stage One

The procedure below sets out the procedure as recommended in FSPC 01/2009. Annexes referred to are attached to the Circular for Officers reference but are not appended to this report.

A written application for consideration of the dispute is made using the form at Annex 1 and sent to the CFO CFO/nominated manager checks the entitlement of the person raising the matter to do so (see FPSC 1/2009 para 2.1) Entitled ⁴ Not entitled Individual is notified that they are not entitled to raise the matter, in writing with reason(s) ENDS Has 6 months passes since the matter in dispute came to the attention of the person wishing to raise it? Ñο Yes The matter should be considered CFO/nominated manager has discretion to accept an and determined by the application outside this time CFO/nominated manager period Matter If the matter is not accepted the individual should be notified in accepted writing with the reason ENDS The CFO, or his nominated senior manager, should acknowledge receipt and inform the applicant that the Pensions Advisory Service is available to assist members and beneficiaries of the scheme by sending Stage 1 Letter 1

A decision must be notified to the complainant/representative within 2 months of receipt of the application (Stage 1 Letter 3) or a further letter must be sent explaining the reason for the delay and the expected date of decision (Stage 1 Letter 2)

