

INTERNAL DISPUTE RESOLUTION COMMITTEE TERMS OF REFERENCE

1. Constitution

- 1.1 At a meeting on 24 August 2021, the Northern Ireland Local Government Officers' Superannuation Committee (the Management Committee) resolved to establish a sub-committee which would be responsible for undertaking Stage Two reviews under NILGOSC's Internal Dispute Resolution Procedure (IDRP).
- 1.2 The sub-committee will be known as the Internal Dispute Resolution Committee (the Committee).
- 1.3 The Management Committee also resolved to review the establishment of the sub- committee after a period of 12 months.

2. Membership

- 2.1 The membership of the Committee shall consist of a minimum of 5 members appointed by the Management Committee.
- 2.2 The duties and responsibilities of a member of the Committee are in addition to those set out for a member of the Management Committee.
- 2.3 The Chairperson of the Committee shall be appointed by the Committee. In the absence of the Chairperson the Committee will appoint a Chairperson to chair the meeting.
- 2.4 The Chairperson will ensure the orderly conduct of the meeting, deliver a report of the Committee to the Management Committee and sign, on behalf of the Committee, the minutes of the previous meeting once agreed by the Committee. The Chairperson will also have the casting vote in the case of an equality of votes by way of a second vote.
- 2.5 The Committee will be provided with a secretarial function by the NILGOSC Legal team.

3. Authority

- 3.1 The Internal Dispute Resolution Committee is a decision making body.
- 3.2 Part 2 of Schedule 3 of Regulation 60(2) of the Local Government Pension Scheme Regulations (Northern Ireland) 2014 states that the [Management] Committee may appoint a sub-committee or an officer employed by the [Management] Committee to discharge, with or without restrictions or conditions as the [Management] Committee thinks fit, any of the functions assigned to the [Management] Committee by the Local Government Pension Scheme (Management and Investment of Funds) Regulations (Northern Ireland) 2000(a), or these Regulations and the Transitional Regulations.
- 3.3 Regulation 86(1) provides that where an application about a disagreement has been made under regulation 84 (right to apply for an appointed person to review a decision), an application may be made to the [Management] Committee to reconsider the disagreement by the person who applied under regulation 84.
- 3.4 The role of the Committee is to reconsider the application made under Regulation 86(1), under the authority given to it as a sub-committee under Regulation 60(2) and the decision of the Management Committee made on 24 August 2021.
- 3.5 The Committee will be provided with advice by the NILGOSC Legal Team. The Committee is also authorised to obtain independent advice if it considers this necessary.

4. Meetings

- 4.1 The Committee will meet as, and when, necessary to reconsider applications made under Regulation 86(1) of the Local Government Pension Scheme Regulations (Northern Ireland) 2014.
- 4.2 A minimum of 3 members of the Committee will be present for the meeting to be deemed quorate.
- 4.3 Committee meetings will normally be attended by a member of the NILGOSC legal team.
- 4.4 A minute will be kept of each meeting of the Committee and agreed by the Committee at its next available meeting.

5. Responsibilities

- 5.1 The Committee will make a decision on matters raised by an application under regulation 86(1).
- 5.2 The Committee will ensure that it has all such information that it considers necessary before it makes such a decision.
- 5.3 The Committee will ensure that a record is maintained of the rationale for its decision and that the decision is issued to the parties to the disagreement in writing.
- 5.4 Separately, the Committee will note, without any investigation, any service delivery issues that could have significant implications for the organisation and bring those to the attention of the Management Committee.

6. Reporting

- 6.1 The Chairperson will provide a written report of the work of the Committee at the next available meeting of the Management Committee. The report will entail:
 - i. The quantum of Stage II reviews undertaken by the Committee since the last report
 - ii. The quantum of Stage II reviews which remain unreviewed
 - iii. Brief, and anonymised, description of the type of each application reviewed and the outcome of the review
 - iv. An alert if the Committee has made a decision that could have further ramifications outside of its terms of reference
 - v. An alert if the application identified any service delivery issues that could have significant implications for the organisation.

Approved by the Committee: 28 September 2021

Next Review Date: 28 September 2024