

## WEST LoTHIAN COUNCIL

### NEW LOCAL GOVERNMENT PENSION SCHEME

#### PROCESS FOR DEALING WITH QUERIES /APPEALS ON PENSION SCHEME DECISIONS

1. Employers are required to make certain decisions under the Local Government Pension Scheme rules that could affect an individual's membership and pension benefits. These include decisions on eligibility to join the new scheme and the rate of member contributions.
2. If you want more information on a decision, it is a good idea to look over information that may have already been sent to you by Lothian Pension Fund or is available on the Council's Intranet and the Lothian Pension Fund website ([www.lpf.org.uk](http://www.lpf.org.uk)). These sources usually have the answers to the most frequently asked questions. Your Manager may be able to help you access information if you don't have direct access to a computer.
3. If you have a query about the Council's decision in your case, it may help to make an informal enquiry first as it may be that the matter can be explained or put right by us. In the first instance you should e-mail [payroll@westlothian.gov.uk](mailto:payroll@westlothian.gov.uk) or alternatively contact **01506 282222**.
4. To help us deal with your enquiry as quickly as possible, when you contact us, you should provide the following information:
  - Full Name
  - Employee Number
  - Post Title
  - Service Area
  - Details of your query
5. If, following your initial enquiry, you are still dissatisfied with the decision made, you can submit a written appeal on the form attached, setting out why you disagree with the decision and how you wish the matter to be resolved.
6. You should send your completed Appeal Form (along with a copy of the Council's decision letter and any other relevant documents) to the person below **within 6 months** of you receiving written notification of the Council's decision -:  
Head of Corporate Services  
Civic Centre  
Howden South Road  
Livingston  
EH54 6FF
7. You will receive a written notification of the decision on your appeal from the Head of Corporate Services **within one month** of receipt.

8. If you are not satisfied with the Council's reviewed decision, you may ask for the matter to be referred to the Scottish Ministers for reconsideration. Any such request should be made **within 6 months** of receiving written notification of your appeal. Further information on the appeal rights under the Scheme is available from -:

The Pensions Manager  
Lothian Pension Fund  
The City of Edinburgh Council  
Atria One  
144 Morrison Street  
Edinburgh  
EH3 8EX

9. The Council will seek wherever practicable to provide a response within the prescribed timescales. Where this cannot be done an interim reply will be sent to you setting out the reasons for the delay and an expected date for the decision to be made.

**WEST LOTHIAN COUNCIL**  
**NEW LOCAL GOVERNMENT PENSION SCHEME**  
**APPEAL AGAINST DECISION**

**Person's Details:**

Full Name	Date of Birth
Home Address	
E-mail	Telephone
Payroll Number	NI Number
Service	
Job Title	
Representative's name/contact details	

**Please set out the disputed decision and reason for your disagreement:**

**Please set out how you wish the disagreement to be resolved:**

**Signed by or on behalf of Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Response/Action Required (for office use only)**