

**The IDRP process**

**Stage 2**

**1. Your application**

Like your Stage One application, your Stage Two application for a reconsideration of the decision reached at Stage One must be given in writing and contain all the information required by the IDRP rules. To help you with this, you should complete the form which can be found at the end of this document.

When you (or your representative) have completed the form it should be signed and sent to the Scheme Manager as directed on the form, together with any relevant attachments (i.e. any documents which you believe relevant and which may support your case), including the notification you received of the decision reached at Stage One.

**2. Acknowledgement**

The Stage Two decision maker (i.e. the Scheme Manager or other decision maker specified by them) will, in writing –

* acknowledge receipt of your Stage Two application for a reconsideration of the decision made at Stage One,
* state that they intend to make a decision on the matters raised by your application within two months from the date the application was received,
* explain that in the event that they cannot give a decision within two months you will be sent an interim reply (copied to your representative if you have one) setting out the reasons for the delay and the expected date for the issue of a decision,
* give you details of where additional help is available to assist members and beneficiaries of a pension scheme in connection with any difficulty with the scheme

**3. Consideration**

Consideration will be given to the evidence supplied by you and the outcome of your Stage One complaint and any additional information gathered which will assist them in reaching a fair conclusion. You may be contacted for additional evidence or information if this is felt appropriate.

**4. Decision**

Having considered the all the information and arrived at their decision, the Stage Two decision maker will notify you in writing. The decision will refer to any legislation, including Firefighters' Pension and Compensation Scheme Orders, relied upon for the decision. If a discretion allowed by these Orders has been exercised, there will be a reference to this and to the provisions of the Scheme which allow the discretion.

There will also be a statement to the effect that the IDRP process has concluded.

**What if I am unhappy with the Stage Two decision?**

The letter will also advise you that, if you remain dissatisfied, the Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to a pension scheme. Contact details for the Pensions Ombudsman will be given.



**Internal Dispute Resolution Procedure**

**Firefighter Pension Scheme – STAGE TWO Application**

**Use this form**

• If your complaint is in relation to the Firefighter Pension Scheme

• to apply to the nominated person at stage 2 of the internal dispute resolution procedure if you want them to investigate a complaint concerning your pension

• to apply to the Fire Authority if you want them to reconsider a determination made by the nominated person at Stage 1 of this procedure.

Please indicate if you are the member submitting the application, the member’s dependant or are representing the person with the complaint. Please tick which box applies:

I am the member (complete part 1 only)

I am the member’s dependant (complete parts 1 and 2 only)

I am the member’s representative (complete parts 1 and 3 only)

I am representing a member’s dependant (complete parts 1, 2 and 3)

**Please write clearly in ink, and use capital letters in parts 1, 2 and 3**

**PART 1**

**Member details –** this must be filled in for all complaints

Date of birth

National Insurance No:

Current or last role

Home Address (including postcode)

Full Name

**PART 2**

**Dependant details –** if you are the member’s dependant or are making a claim on as a dependant’s representative, please complete this section

Home Address (including postcode)

Full Name

Relationship to Member

Date of birth

**PART 3**

**Representative details –** if you are representing the member or the member’s dependant,

Please give your details here

Full Name

Correspondence Address (including postcode)

In what capacity are you acting?

**PART 4**

**Details of the complaint**

Write the full details of your complaint here. Please try to explain exactly why you are unhappy, giving dates or periods of pension scheme membership that you think is relevant.

**If there is not enough space, please use a separate sheet and attach it to this form**

Please write your name and national insurance number at the top of any additional sheets. If you are not the member then please write the member’s name and national insurance number at the top of the sheets.

**PART 5**

**Enclosures –** please list any additional documentation you are submitting in support of your claim. This should include a copy of any notification of the decision you are complaining about (including the decision communicated at Stage 1 of your application) as well as any other correspondence or documentation you feel is relevant. If you refer to this documentation in your claim, it is helpful if you number the enclosures and reference the numbers in your complaint.

**PART 6**

**Declaration and signature**

I wish to apply for a reconsideration of a decision made under Stage One of the Internal Dispute Resolution Procedures. I understand that the Stage Two decision maker(s) will either confirm the Stage One decision or give a new decision in its place.

2. I understand that an application may not be made where, in respect of a dispute where:

* a notice of appeal has been issued under Rule H2 of the Firemen’s Pension Scheme Order 1992, under Part 8 Rule 4 of the Firefighters’ Pension Scheme (England) Order 2006, under Regulation 154 of the Firefighters' Pension Scheme (England) Regulations 2014, or under Part 6 Rule 2 of the Firefighters’ Compensation Scheme (England) Order 2006 – i.e. an appeal to a Board of Medical Referees against the content of a medical opinion considered by the Fire and Rescue Authority in the determination of an award, or
* proceedings relating to the dispute have begun in any court or tribunal, or
* the Pensions Ombudsman has commenced an investigation into a complaint made or dispute referred to him.

3. I attach a copy of the notice of the decision made by the Chief Fire Officer or their representative at Stage One of the Authority’s Internal Dispute Resolution Procedures. The reason for my dissatisfaction with that decision is set out in this form and, where relevant, on attached pages.

Date

Signature

Print name

**PART 7**

**Submission –** please send your completed application and any supporting documentation to:

Staffordshire Police, Fire & Crime Commissioner

Police Headquarters

Weston Road Complex

Weston Road

Stafford

ST18 0YY