

PPF Freedom of Information Publication Scheme

Pension
Protection
Fund

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

PPF Freedom of Information Publication Scheme

Freedom of Information Act 2000

Pension Protection Fund publication scheme

1. Introduction

- 1.1 The Pension Protection Fund (PPF) was established to pay compensation to members of eligible defined benefit pension schemes, when there is a qualifying insolvency event in relation to the employer and where there are insufficient assets in the pension scheme to cover Pension Protection Fund levels of compensation.
- 1.2 The Pension Protection Fund is a statutory fund run by the Board of the Pension Protection Fund ("**The Board**"), a statutory corporation established under the provisions of the Pensions Act 2004. The Pension Protection Fund became operational on 6 April 2005.

2. Freedom of Information Act 2000

- 2.1 The Freedom of Information Act 2000 ("**FOIA**") places a requirement on all public authorities to make as much information as possible available proactively through a publication scheme. The PPF has produced this publication scheme in accordance with the Information Commissioner's guidelines.
- 2.2 The PPF wants to make as much information as possible available to the public. This publication scheme therefore sets out:
- the classes of information the PPF publishes or intends to publish
 - how this information is published or intended to be published; and where charges are made for information.

2.3 Why is some information not on the publication scheme?

The PPF aims to be open and transparent about its work. The publication scheme sets out the main categories of information published by the PPF but is not an exhaustive list as new and updated information are added to the website regularly. In addition there are some limitations to the information we can publish. For example, information will not be published where, in the PPF's view, doing so would raise issues of:

- compliance with the Pensions Act 2004. Section 197 prohibits the disclosure of "restricted information" except in certain limited circumstances. Restricted information is defined in the Act but is broadly information obtained by the PPF which relates to the business or other affairs of any person

PPF Freedom of Information Publication Scheme

- commercial sensitivity
- unwarranted invasion of privacy
- confidentiality
- public interest.

2.4 Requesting information under the FOIA

Under the FOIA individuals and companies have a right to ask the PPF to provide any information it holds that is not exempt under the Act.

Written requests for information which are made under FOIA or where the information requested is not already in the public domain will be dealt with as FOIA requests. Such requests will normally be answered within 20 working days but where this is not possible we will write to inform you that the response will take longer.

If you are not satisfied with the response received you can complain in writing to the Board Secretary at the PPF (contact details in paragraph 4.2 below). Again, such requests will normally be answered within 20 working days but where this is not possible we will write to let you know that the response will take longer. For full information on the PPF's FOIA procedures please see the PPF website.

<http://www.pensionprotectionfund.org.uk/Pages/FreedomofInformation.aspx>

If you remain dissatisfied with the response you have a right to complain to the Information Commissioner. There is no charge for doing this at present. The Information Commissioner may be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.gov.uk
Email: mail@ico.gsi.gov.uk
Phone: 01625 545745
Fax: 01625 545 510

- 2.5 More information about the FOIA is available from the Information Commissioner's website
http://www.ico.gov.uk/what_we_cover/freedom_of_information.aspx

PPF Freedom of Information Publication Scheme

2.6 How information is made available

Information that the Board publishes is available to download free of charge from the Pension Protection Fund website:

www.pensionprotectionfund.org.uk.

Many of the documents referenced in this publication scheme are available on the PPF website. To access these documents easily, you may find it helpful to use the "document finder" tool on the following page of the website:

<http://www.pensionprotectionfund.org.uk/DocumentLibrary/pages/DocSearch.aspx>

If the information you require cannot be found on the website or a hard copy of the information is required the Pension Protection Fund's Stakeholder Support Team will be able to assist (please see paragraph 4.2 for contact details). A single hard copy of information will be provided on request, but multiple copies may incur a charge for photocopying and postage.

3. What sorts of information does the Board publish or make available?

The Information Commissioner has published a model publication scheme with which all public authorities must comply from 1 January 2009. The PPF has modelled its publication scheme on the model publication scheme for Non Departmental Public Bodies (NDBPs) and has used the information categories from this document indicating where these are not applicable to the PPF.

The publication scheme will be reviewed regularly to ensure that Pension Protection Fund is providing information consistent with the principles of the FOIA and advice published by the Information Commissioner. The Pension Protection Fund website will also be updated regularly. The main classes of information published by the PPF, and categorised using the headings set out in the model publication scheme, are shown below. Please note that this does not list every piece of information produced by the PPF and is intended to show the main categories of information.

4. Classes of Information

4.1 Who we are and what we do

4.1.1 Roles and responsibilities

- Biographies of the Chairman, Chief Executive and other members of the Board are available on the PPF website:

<http://www.pensionprotectionfund.org.uk/AboutUs/TheBoard/Pages/TheBoard.aspx>

PPF Freedom of Information Publication Scheme

This includes:

- Roles and responsibilities of Senior staff
- Terms of reference for the Board and its Committees.

4.1.2 Organisational structure

The functions of the Board are explained on the PPF website. The Pensions Act 2004 and the Pensions Act 2008 set out the statutory functions of the PPF, from which a range of regulations flow. Copies are obtainable from online from www.opsi.gov.uk

4.1.3 The Statement of Operating Principles and Scheme of Delegations show which matters are delegated by the Board to the Chief Executive. The terms of reference for Board and Non-Executive Committees set out these committees' roles and responsibilities. The Statement of Operating Principles and Scheme of Delegations and terms of reference are available on the PPF website.

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/statement_of_operating_principles.pdf

4.1.4 Information relating to the legislation relevant to the PPF's functions

Information about the PPF's functions and the legislation which underpins this can be found on the PPF website.

<http://www.pensionprotectionfund.org.uk/About-Us/Pages/About-Us.aspx>

In particular, please see the PPF's Statement of Operating Principles and Scheme of Delegations at:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/statement_of_operating_principles.pdf

4.1.5 Key publications and information

Please see the PPF website for further information on the publications and guidance produced by the PPF. The "document search" tool on the website may provide a useful tool for identifying any documents and can be accessed using the following link:

<http://www.pensionprotectionfund.org.uk/DocumentLibrary/pages/Docsearch.aspx>

There is also an option on the "document search" tool for an archive, which may be useful to locate documents that are not current, i.e. for previous levy years.

PPF Freedom of Information Publication Scheme

4.1.6 Key publications include:

The Levy Determination (published annually)

2009/10 Levy year:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/0910_determination.pdf

2010/11 Levy year:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/1011_determination.pdf

The Statement of Investment Principles for the Pension Protection Fund (reviewed annually)

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/sip_July_2009.pdf

The Statement of Investment Principles for the Fraud Compensation Fund (reviewed annually)

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/fraud_sip.pdf

Annual Report and Accounts (published annually – see also section 4.3.1 and section 5.)

Management Plan (2008/09 – 2010/11) (see also section 5.)

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/management_plan_april_2008.pdf

Management Plan addendum including FAS (2008/09 – 2011/12)

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/Management_Plan_FAS_app.pdf

Guidance is also available on the PPF website and includes:

- guidance for trustees of pension schemes and insolvency practitioners including information relevant when a scheme is in an assessment period
- compensation cap factors
- commutation factors
- annual guidance on Pension Protection Fund levy
- complaints and reviews
- Data Protection policy
- Freedom of Information policy
- answers to “Frequently Asked Questions”
- Presentations given at Roadshows

Information about pension schemes is available on the PPF website; this includes:

PPF Freedom of Information Publication Scheme

- list of pension schemes which are in an assessment period (the time when the Board looks to determine whether a scheme is eligible for entry into the Pension Protection Fund)

<http://www.pensionprotectionfund.org.uk/AssessmentPeriod/Pages/InAssessment.aspx>

- list of schemes which have entered the Pension Protection Fund.

<http://www.pensionprotectionfund.org.uk/TransferredSchemes/pages/Transferred-Schemes.aspx>

4.1.7 Lists of and information relating to organisations with which the PPF works in partnership

Information relating to organisations with which the PPF works in partnership is available on the PPF website; this includes:

- framework document between the Pension Protection Fund and the Department for Work and Pensions.

<http://www.pensionprotectionfund.org.uk/DocumentLibrary/pages/DisplayDocs.aspx?search=t&title=framework+document>

- memorandum of understanding between the Pensions Regulator and the Pension Protection Fund.

<http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/moumar2008.pdf>

- partnering agreement between the Pensions Regulator and the Board of the Pension Protection Fund dated 10 March 2008.

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/partnering_agreement_mar2008.pdf

- memorandum of understanding between the PPF and the UK Actuarial Profession

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/mou_actuaries_ppf.pdf

Links to the websites of other organisations the PPF works closely with are provided:

http://www.pensionprotectionfund.org.uk/Pages/useful_links.aspx

4.1.8 Senior Staff

Information about PPF Executive Directors can be found on the PPF website:

<http://www.pensionprotectionfund.org.uk/About-Us/TheBoard/Pages/BoardMembers.aspx>

PPF Freedom of Information Publication Scheme

4.2 The location and contact details for the PPF

The Pension Protection Fund is located at:

Knollys House
17 Addiscombe Road
Croydon
Surrey
CR0 6SR

Tel: 0845 600 2541
Fax: 020 8633 4903
Email: information@ppf.gsi.gov.uk

4.3 What we spend and how we spend it

4.3.4 Financial statements, budgets and variance reports

Financial statements are published in the Annual Report and Accounts. The report and accounts document is published annually and is available on the PPF website.

For 2008/09 financial year:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/ara_0809.pdf

For 2007/08 financial year:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/ara_0708.pdf

The PPF's resource forecast is published in its Management Plan and Business plan which is available on the PPF website.

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/management_plan_april_2008.pdf

4.3.5 Capital programme

- Spending reviews

The PPF is a Public Corporation and its Administration budget is approved by Parliament annually.

Financial audit reports

The PPF's report and accounts are subject to audit by the National Audit Office (NAO). A statement from the Comptroller & Auditor General at the NAO is included in the Annual Report and Accounts which is available on the PPF website.

PPF Freedom of Information Publication Scheme

- Staff and Board Members' allowances and expenses

The PPF's allowances and expenses policy is available on the PPF website:

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/board_expenses_policy.pdf

Board Members' expenses are published on the website quarterly:

<http://www.pensionprotectionfund.org.uk/AboutUs/TheBoard/Pages/TheBoard.aspx>

4.3.6 Pay and grading structures

The remuneration of senior staff is published in the Annual Report and Accounts. (see section 5.2 for links to the Annual Report and Accounts)

The PPF does not have a grading structure but salary or salary range is included with job advertisements which are published on the PPF website.

<http://www.pensionprotectionfund.org.uk/careers/Pages/Careers.aspx>

4.3.7 Procurement and tendering procedures

All tender documents for contracts to be awarded following the OJEU process are placed in the public domain.

- Financial statements for projects and events

The PPF's Annual Report and Accounts, which is available on the website, includes information on the PPF's operating expenses. If a more detailed breakdown of costs is required e.g. for a particular event or project we will respond to this in accordance with the PPF's Freedom of Information procedures.

- Internal financial regulations

Requests for information will be dealt with under the PPF's Freedom of Information procedures.

5. What are our priorities and how are we doing

5.1 Strategic plans

The PPF's Management Plan is available on its website.

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/management_plan_april_2008.pdf

PPF Freedom of Information Publication Scheme

5.2 Annual Report and Accounts

The Board is required under the Pensions Act 2004 to produce an annual report which is laid before Parliament by the Secretary of State. Copies of each year's Annual Report and Accounts are available on the PPF website.

5.3 Internal and external performance reviews

The Annual Report and Accounts provides an overview of the PPF's performance in meeting its objectives. This includes a summary of feedback on performance from stakeholders. Copies of each year's Annual Report and Accounts are available on the PPF website.

2007/08 financial year

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/ara_0708.pdf

2008/09 financial year

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/ara_0809.pdf

A Review of Pensions Institutions, an independent review for the Department for Work and Pensions led by Paul Thornton, included a review of the role of the PPF. This report is available on the DWP website. (www.dwp.gov.uk/).

5.4 Reports to Parliament

The PPF's Annual Report and Accounts are laid before Parliament by the Secretary of State. Copies of each year's Annual Report and Accounts are available on the PPF website. See section 5.2 for links to the Annual Report and Accounts on the PPF website.

5.5 Inspection reports where the authority is subject to formal inspection

The NAO carried out a Value for Money Audit of the PPF during 2009. To date the report has not been published.

5.6 Service standards

The PPF has procedures for responding to reviews and complaints, Freedom of Information enquiries and Data Protection enquiries. http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/complaints_guide_march2006.pdf

5.7 Statistics produced in accordance with the PPF's requirements

Not applicable to the PPF.

PPF Freedom of Information Publication Scheme

Public service agreements

Not applicable to the PPF.

5.8 Responsible investment

The PPF follows a responsible investment approach which is currently focused on UK equity activities. Information is published on the website, including highlights of any issues where the PPF has voted against the management of a particular organisation. The voting reports are available at:

<http://www.pensionprotectionfund.org.uk/AboutUs/Pages/Investment.aspx>

6. How we make decisions

6.1 Major policy proposals and decisions

The PPF consults on major policy proposals, such as the development of the levy, and publishes a response to the consultations it issues. Current and closed consultations and the PPF's responses to these are available on the PPF website.

<http://www.pensionprotectionfund.org.uk/levy/Pages/PensionProtectionLevy.aspx>

Background information relating to major policy proposals and decisions is also provided on these pages.

6.2 Public consultations

All PPF consultations, current and closed, and the PPF's responses to these are available on the PPF website. The document search function on the PPF website can be used to help locate a particular document.

<http://www.pensionprotectionfund.org.uk/DocumentLibrary/pages/DocSearch.aspx>

6.3 Minutes of senior level meetings

The PPF does not publish meeting minutes routinely. Requests for minutes will be dealt with under the PPF's Freedom of Information procedures.

6.4 Reports and papers provided for consideration at senior level meetings

The PPF does not publish meeting reports and papers routinely. Requests for reports and papers will be dealt with under the PPF's Freedom of Information procedures.

PPF Freedom of Information Publication Scheme

6.5 **Internal communications guidance and criteria used for decision making i.e. process systems and key personnel**

Requests for information will be dealt with under the PPF's Freedom of Information procedures.

7. **Policies and procedures**

7.1 **Policies and procedures for the conduct of departmental business**

Requests for information will be dealt with under the PPF's Freedom of Information procedures.

7.2 **Policies and procedures for the provision of services**

Information on PPF policies and procedures such as reviews, Freedom of Information and Data Protection are available on the PPF website.

Data Protection Act

<http://www.pensionprotectionfund.org.uk/Pages/DataProtectionAct.aspx>

Freedom of Information Act

<http://www.pensionprotectionfund.org.uk/Pages/FreedomofInformation.aspx>

Information for recipients of compensation and potential recipients of compensation is available on the PPF website.

Potential recipients of compensation

<http://www.pensionprotectionfund.org.uk/Pages/Compensation.aspx>

PPF members (requires registration process to be completed)

<https://www.ppfonline.org.uk/web.chi/ppfstatic.html>

7.3 **Policies and procedures for the recruitment and employment of staff**

The PPF's policies and procedures for the recruitment and employment of staff are available on the PPF website.

<http://www.pensionprotectionfund.org.uk/careers/Pages/Careers.aspx>

7.4 **Customer service (including the complaints procedure)**

The PPF website provides information for PPF customers, including those who are receiving compensation from the Fund. A range of leaflets

PPF Freedom of Information Publication Scheme

explaining how the PPF operates, how compensation is calculated etc. are also available on the website.

Information about the PPF's process for review and reconsideration of reviewable matters or maladministration can be found on the PPF website.

<http://www.pensionprotectionfund.org.uk/levy/invoicing/pages/reviewsandappeals.aspx>

The PPF also operates a separate complaints process which is handled by the Complaints officer.

Wherever possible the Stakeholder Support Team will seek to resolve any issue or concern raised informally. The Stakeholder support team's contact details are:

Knollys House
17 Addiscombe Road
Croydon
Surrey
CR0 6SR

Tel 0845 600 2541

Fax 020 8633 4910

Textphone 0845 600 2542

Email information@ppf.gsi.gov.uk

7.5 **Complaints process**

The PPF operates a complaints procedure which can be used for making complaints of a general nature. Information about this can be obtained from the website:

<http://www.pensionprotectionfund.org.uk/aboutus/complaintsandconcerns/pages/complaintsandconcerns.aspx>

The Complaints Officer can be contacted at:

Knollys House
17 Addiscombe Road
Croydon
Surrey
CR0 6SR

Tel 0845 600 2541

Fax 020 8633 4910

Textphone 0845 600 2542

Email complaints@ppf.gsi.gov.uk

PPF Freedom of Information Publication Scheme

7.6 Records management and personal data policies

The PPF processes data in accordance with the principles of the Data Protection Act 1998. More information is available on the website:
<http://www.pensionprotectionfund.org.uk/pages/dataprotectionact.aspx>

7.7 Charging regimes and policies

7.7.1 Lists and registers

Not applicable to the PPF.

7.7.2 Public registers and registers held as public records

Not applicable to the PPF.

7.7.3 Asset registers and Information Asset Register

Not applicable to the PPF.

7.7.4 Disclosure logs

- Register of gifts and hospitality provided to Board Members and senior personnel

A copy of the gifts and hospitality register for Board Members (which is updated during the year as entries are received) is available on request. Please contact the Board Secretary for this information.

- Register of interests

The register of interests for Board Members is published on the PPF website.

http://www.pensionprotectionfund.org.uk/DocumentLibrary/Documents/board_register_interests.pdf

- Board Member expenses are published on the PPF's website quarterly in accordance with Cabinet Office guidelines.
<http://www.pensionprotectionfund.org.uk/AboutUs/TheBoard/Pages/TheBoard.aspx>

- Other lists required by law

Not applicable to the PPF.

PPF Freedom of Information Publication Scheme

8. The services we offer

8.1 Regulatory responsibilities

Not applicable to the PPF.

8.2 Services for public authorities

Not applicable to the PPF.

8.3 Services for industry

Not applicable to the PPF.

8.4 Services for other organisations

The Board of the Pension Protection Fund administers the Financial Assistance Scheme (FAS) via the FAS Operational Unit ("FASOU"). The PPF is accountable to Parliament through the Department for Work and Pensions.

8.5 Services for members of the public

Information for recipients of compensation and potential recipients of compensation is available on the PPF website:

<http://www.pensionprotectionfund.org.uk/Pages/Compensation.aspx>

8.6 Services for which the NDPB is entitled to recover a fee together with those fees

PPF publications are available to download from the PPF website free of charge. A single hard copy of information will be provided on request, but multiple copies may incur a charge of photocopying and postage. Documents may be requested in other formats.

8.7 Leaflets, booklets and newsletters

A range of leaflets and booklets, including information for levy payers, trustees and recipients and potential recipients of compensation are available on the PPF website.

8.8 Advice and guidance

Advice and guidance for levy payers, trustees and recipients and potential recipients of compensation are available on the PPF website.

PPF Freedom of Information Publication Scheme

8.9 Media releases

Please see the Press Office Section on the PPF website for Press releases, speeches, statements, fact sheets and presentations:

<http://www.pensionprotectionfund.org.uk/Pages/MediaCentre.aspx>

PPF Freedom of Information Publication Scheme

V4 January 2010

Effective from 21 January 2010