

Employer Factsheet

Employer Role and Responsibilities in relation to Pensions and Performance Standards

The following outlines the role and responsibilities of all Employers in the Fund and the performance standards Employers are expected to meet to enable the Fund to deliver an efficient, quality and value for money service. The Employer role is divided in to two key areas:

- Scheme Membership and Employer Administration
- Scheme Governance and Administration

Scheme Membership and Employer Administration

This section details the function which relate to the administration in respect of individual scheme members benefits.

Scheme Membership and Employer Administration		
Scheme employer Responsibility	Action Required by Scheme employer	Timescale for Scheme employer to Act (Service Level Agreement)
New Starter	Notify the Fund of new starters to the LGPS.	By the 19th of the following month which the Scheme member joined.
Scheme member Contributions	Arrange for the correct deduction of contributions from a Scheme member's pensionable pay.	Immediately on joining the scheme, opting in or a change in circumstances.
Scheme member Contribution Rate	Ensure the correct Scheme member contribution rate is applied.	Immediately on commencing scheme membership and in line with the Scheme employers' policy on banding changes and, as a minimum, in each April payroll thereafter.

Scheme Membership and Employer Administration

Scheme employer Responsibility	Action Required by Scheme employer	Timescale for Scheme employer to Act (Service Level Agreement)
Change of Personal Circumstances	Notify the Fund of any material changes in Scheme members' circumstances (e.g. payroll/contract change, address change, marital or civil partnership status).	By the 19th of the following month which the material change occurred.
Scheme members Leave of Absence	<p>Notify Scheme member of options regarding any unpaid authorised absence (Additional Pensions Contributions (APC) to cover breaks). Inform the Fund of APP for relevant periods of absence.</p> <p>Notify the Fund of leaves of absence (industrial dispute, child related leave, authorised absence and unauthorised absence).</p>	Monthly submissions / notifications should be reported to the Fund by 19th of the following month.
Additional Pension Contributions (APC's)	<p>Election from Scheme member to buy extra pension:</p> <p>Commence / Cease deduction of APC; or amend such deductions, as appropriate.</p>	Month following election to pay additional pension contributions.

Scheme Membership and Employer Administration

Scheme employer Responsibility	Action Required by Scheme employer	Timescale for Scheme employer to Act (Service Level Agreement)
Shared Cost Additional Pension Contributions (SCAPC's)	<p>Election from Scheme member to buy back lost pension if away from work with no pay.</p> <p>If employee elects within 30 days of returning to work, Scheme employer will meet two thirds of the cost (except for industrial action - strike).</p> <p>Commence / Cease deduction of APC; or amend such deductions, as appropriate.</p> <p>Pay across Scheme employer share to Fund.</p>	Month following election to pay additional pension contributions.
Additional Voluntary Contributions (AVC's)	Arrange for deduction of AVC's and payment over of contributions to AVC provider(s).	<p>Commence deduction of AVC's in the next month's payroll run following the receipt of election.</p> <p>Pay over contributions to the AVC provider (s) by the 19th of the month following the deduction.</p> <p>Upload the relevant schedule to AVC provider(s).</p>
Scheme member Leaves Employment (voluntary resignation under age 60)	Notify the Fund when the Scheme member leaves employment using the method stipulated by the Fund.	By the 19th of the following month after the date of leaving.
Final Pay calculation	For Scheme members with pre-1 April 2014 membership (final salary arrangement), to provide average FTE pensionable pay for last 365 days of employment.	Within 10 working days of data being requested by the Fund.

Scheme Membership and Employer Administration

Scheme employer Responsibility	Action Required by Scheme employer	Timescale for Scheme employer to Act (Service Level Agreement)
Scheme member due to Retire	<p>Notify the Fund when a Scheme member is due to retire including an accurate assessment of pay and confirmation of reason for leaving using the method stipulated by the Fund.</p> <p>Note: where Scheme member has attained their Normal Pension Age (State Pension age, but with a minimum of age 65), notification of benefits must be provided within 1 month.</p>	As soon as practicable, but no later than 19th of following month following the Scheme members' retirement date.
Ill-Health	<p>The Scheme employer to determine eligibility and notify the Fund of Ill-Health award and the Tier granted.</p> <p>To submit completed Medical Certificate from approved independent registered medical practitioner (IRMP).</p>	Within 10 working days of decision being made
Tier 3 Review	Scheme employer to review Tier 3 Ill- Health pension at 18 months and, if required at the 3rd year after payment commenced.	<p>In line with regulations and advice of Independent Registered Medical Practitioner (IRMP).</p> <p>Notify the Fund within 10 days of decision taken.</p>
Ill-Health Deferred Pensioner (former Scheme member)	The Scheme employer to notify the Fund of Ill-Health award.	Within 10 working days of decision being made.
Death of a Scheme member (Death in Service)	Notify the Fund of the death of a Scheme member including an accurate assessment of pensionable pay.	As soon as practicable, but within 10 working days of being notified of the death.
Scheme member Enquiries	Respond to enquiries from the Fund.	Within 10 days from receipt of enquiry.

Scheme Governance and Administration

This section details the function which relate to the governance and administration of the whole Fund, rather than individual scheme members benefits.

Scheme Governance and Administration		
Scheme Employer Responsibility	Action Required by Scheme Employer	Timescale for Scheme Employer to Act (Service Level Agreement)
Pensions Discretions	Formulate and publish policies in relation to all areas where the Scheme employer may exercise a discretion within the LGPS (including providing a copy of the policy document to the Fund).	To be kept under regular review and a revised statement published within one month of any changes and no later than 6 months after being informed by the Fund of any relevant changes.
Scheme employee and Scheme employer Pension Contributions	Remit Scheme employer and Scheme member contributions to the Fund and provide schedule of payments in the format stipulated by the Fund.	Cleared funds to be received by 19th calendar day of the month after deduction.
Scheme employer Contribution Rate	Implement changes to Scheme employer contribution rate as instructed by the Fund.	At date specified on the actuarial advice received by the Fund.
Year-end Information	Provide accurate year-end information required by the Fund in the format stipulated in the instructions issued by the Fund.	By 19th April following the year-end or earlier date specified by the Fund e.g. earlier submission in a valuation year.
Website	Refer new /prospective Scheme members to the Fund's website.	Within 10 days of commencement of employment or change in contractual conditions.
Contracting Services	Notify the Fund if contracting out services which will involve a TUPE transfer of staff to another organisation.	At the time of deciding to tender so that pension costs can be included in the tender decision-making process.
Admission Agreement	Work with the Fund to arrange for an Admission Agreement to be put in place when contracting out a service and assist in ensuring it is complied with.	Admission Agreement to be put in place no later than two weeks after the date the contract commenced.
Admission Agreement (potential cessation)	Notify the Fund as soon as you are aware of a cessation event (i.e. last active Scheme member leaving, termination of contract).	As soon as the decision is made, so that the Fund can assess the impact and instruct the Actuary to carry out calculations, if applicable.

Scheme Governance and Administration		
Scheme Employer Responsibility	Action Required by Scheme Employer	Timescale for Scheme Employer to Act (Service Level Agreement)
Retirement Costs (strain)	Make additional Fund payments in relation to early payment of benefits from flexible retirement, redundancy or business efficiency retirement or where a Scheme member retires early with Scheme employers' consent.	Within 28 days of receipt of invoice from the Fund.
Additional Costs / Sanctions	Pay any fines / costs incurred because of non-performance / non-compliance with this Pensions Administration Strategy or those charged by the Pensions Regulator, as a result of a direct breach of the LGPS Regulations.	Within 28 days of receipt of invoice from the Fund.
Payment of Invoices	Prompt payment of invoices issued by the Fund for specific services provided.	Within 28 days of the invoice date
Breaches	Respond to enquiries from the Fund relating to a material Breach of the Law.	Within 5 days of the request.
Internal Dispute Resolution Procedure (IDRP)	Appoint person for Stage 1 appeals made under the IDRP process.	Within 28 days of becoming a Scheme employer or following the resignation of the current adjudicator.

To contact us for more information.



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