

Avon Pension Fund

Local Government Pension Scheme

Employer Application Information



Administering the Local Government Pension Scheme (LGPS) 2014

Prospective Community Admission Bodies and the Local Government Pension Scheme (LGPS)

Background information about admission bodies and the LGPS

Part 3 of Schedule 2 of the Local Government Pension Scheme Regulations 2013 (the "Regulations") sets out the conditions which an organisation would need to satisfy if it were to become an admission body in the Avon Pension Fund.

The essential points are as follows:-

- Admission Bodies fall into two types: community admission bodies and transferee admission bodies (for community admission bodies see paragraph 1 (a-c) of the Schedule and for transferee admission bodies see paragraph 1 (d)).
- A community admission body (CAB) is a "not for profit" organisation that normally has a community of interest with local government employers.
- Any organisation which applies to become a CAB in the Avon Pension Fund must either have a guarantor or provide a bond. This means that, if the CAB fails or is unable to meet its pension obligations, the Fund can revert to the guarantor or bond provider.

Joining the Avon Pension Fund

Only in exceptional cases will applications to become an admission body require the approval of the Avon Pension Fund Committee. In general they will be approved and managed by officers of the Avon Pension Fund having regard to the regulatory requirements. The exceptions will be prospective CABs where a bond is offered in lieu of a guarantor or where the proposed guarantor is not a tax raising public body or a scheduled body in the Avon Pension Fund.

Joining Process

In order to become an admission body in the Avon Pension Fund, an organisation will need to enter into an admission agreement. Once it becomes an admission body, the organisation will pay "employer" contributions to the Fund at a rate which will be determined by the Fund's actuary. The employees will pay contributions at a rate stipulated in Government regulations.

When some or all of the employees of the prospective CAB are being transferred from an existing Fund employer, it may be more appropriate for the Avon Pension Fund to work with the existing employer rather than the CAB itself when arranging for the admission. Much will, however, depend on the circumstances of the case.

Forms will need to be completed and these can be obtained from the Avon Pension Fund's website (About the Fund/Becoming a Fund Employer).

How to submit the forms to the Avon Pension Fund

Once you have completed the forms, please send them by e-mail to julia_grace@bathnes.gov.uk

All spreadsheets with member details should be password protected or sent securely via Globalscape.

Duration of Admission Process

Any organisation applying to become a CAB should allow a period of at least six weeks for a contribution rate to be obtained from the Fund's actuary and an admission agreement to be signed after the relevant forms have been submitted to the Avon Pension Fund.

Details on what happens next

- Employer contribution rates will be revised at each triennial valuation, the next one being due on 31 March 2019 with new rates effective from 1 April 2020.
- Contributions will be paid to the Avon Pension Fund each month using Form LGPS 50, which can be found on the Avon Pension Fund website. The form must be completed on-line; the payment can be made either by bank transfer or cheque, preferably the former.
- The Avon Pension Fund will arrange training sessions on the administration involved and the LGPS. This will be for representatives from the CAB and your payroll provider. These are important and must be attended.
- The Avon Pension Fund will send separate newsletters to employers and employees on a regular basis.
- The Avon Pension Fund will hold quarterly Employer Forum meetings to provide updates to any changes in the LGPS.
- The Avon Pension Fund will hold Annual Employer meetings.
- The Avon Pension Fund will write to you annually to advise you of the information that is required from you at the 31 March of each year.
- The Avon Pension Fund will submit the required data to the Fund actuary for them to determine the employer's contribution rate at the valuation date for the Fund every 3 years.

For more information or if you have a problem or question about administering the LGPS, please contact:

Post:

Avon Pension Fund
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG

Opening Hours:

Monday - Thursday 8.30am - 5.00pm
Friday 8.30am - 4.30pm

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Email: avonpensionfund@bathnes.gov.uk

Tel: 01225 477000 **Fax:** 01225 395258

Disclaimer

The information in this fact sheet applies to participating employers of the Local Government Pension Scheme. The Factsheet was up-to-date at the time of publication and in the event of any dispute over the duties of a participating employer; the appropriate legislation will prevail as this leaflet is provided for information purposes only.

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