

Avon Pension Fund

Local Government Pension Scheme

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Appointment of Lead Officer for the LGPS (Academy)

LGPS 35A

During the period when an academy begins the process of joining the Avon Pension Fund it must appoint a Lead Officer.

Role of the Lead Officer - to assist in the process of the academy establishing itself as a Scheme Employer in the Avon Pension Fund.

Responsibilities of the Lead Officer - to ensure that Avon Pension Fund is provided with all of the information it needs to administer the LGPS, and that information which Avon Pension Fund sends to the Scheme Employer is communicated to appropriate key officers within the Scheme Employer, in a timely manner.

NAME OF SCHEME EMPLOYER : _____

NAME OF LEAD OFFICER: _____

JOB TITLE: _____

DIRECT LINE TELEPHONE NUMBER: _____

MOBILE TELEPHONE NUMBER: _____

EMAIL ADDRESS*: _____

** this email address must be monitored by an authorised contact of the Scheme Employer in the absence of the Lead Officer*

SIGNATURE OF LEAD OFFICER: _____

Authorisation of Lead Officer appointment

*I hereby appoint the above-named to be Lead Officer for the LGPS**

NAME: _____

JOB TITLE: _____

SIGNED: _____ DATE: _____

** this section must be signed by an officer of the Scheme Employer of Head Teacher or Director level, or equivalent.*