

Avon Pension Fund

Local Government Pension Scheme

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Appointment of Lead Officer for the LGPS (CAB)

LGPS 35C

When an organisation applies to the Avon Pension Fund for admission as a Community Admission Body (CAB), a Lead Officer must be appointed. Depending on the circumstances of the case, the Lead Officer may be appointed either by the prospective CAB or, where some or all of the CAB employees have been transferred from an existing Fund employer, the existing employer.

Role of the Lead Officer - to manage the admission process on behalf of the prospective CAB and, where applicable, the existing Fund employer.

Responsibilities of the Lead Officer - to ensure that all the necessary information is provided to the Avon Pension Fund as requested so that the admission agreement and, where applicable, the bond agreement are completed within the agreed timescale.

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 Director level, or equivalent.*