



Administration Strategy

For the

Dorset County Pension Fund

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Introduction

Dorset County Pension Fund (*“the Fund”*) is responsible for the administration of the Local Government Pension Scheme (*“LGPS”*) within the geographical area of Dorset. The Fund also administers the LGPS on behalf of a number of qualifying employers who are not situated within the Dorset area. The service is carried out by Dorset Council (*“the administering authority”*) on behalf of qualifying employers and ultimately the LGPS members.

This document is the Pensions Administration Strategy statement outlining the policies and performance standards towards providing a cost-effective, inclusive and high quality pensions and administration service. Delivery of such an administration service is not the responsibility of one person or one organisation, but is rather the joint working of a number of different stakeholders, which between them are responsible for delivering the pensions administration service to meet the diverse needs of the membership. As the cost of this service is borne by the Fund, and effectively recharged pro-rata to each employer via the contribution rate, it is in everyone's interests to ensure an efficient cost-effective provision.

Compliance

Developed in consultation with employers within the Fund, this statement seeks to promote good working relationships, improve efficiency and ensure agreed standards of quality in delivery of the pension administration service amongst the employers and the Fund. A copy of this strategy is issued to each of the relevant employers.

The undertakings set out within this Pension Administration Strategy will be reviewed every three years by the Fund. In no circumstances does this strategy override any provision or requirement of the Regulations set out below nor is it intended to replace the information provided in the Employers' Guide on the Dorset County Pension Fund website for daily use; www.dcpfemployers.org

Review

The Fund will review this policy statement and make revisions as appropriate following a material change in its policies in relation to any of the matters contained in the strategy. Employers will be consulted and informed of the changes.

Regulatory Framework

Regulation 59(1) of the LGPS Regulations 2013 enables an LGPS administering authority to prepare a document (*“the pension administration strategy”*) detailing administrative standards, performance measure, data flows and communication with employers.

In addition, Regulation 70 of the LGPS Regulations 2013 allows an administering authority to recover costs from an employing authority where costs have been incurred because of that employing authority's level of performance in carrying out its functions under these Regulations. See Poor Performance section.

This document has been presented, considered and approved by the Local Pensions Board on 24 January 2025 and, as such, the contents of which apply to all existing and future employers of Dorset County Pension Fund and from 1 February 2025.

Liaison and Communication

The delivery of a high quality, cost effective administration service is not the responsibility of just the administering authority, but depends on the joint working of the administering authority with a number of individuals in different organisations to ensure Scheme members, and other interested parties, receive the appropriate level of service and ensure that statutory requirements are met.

Each Employing authority will designate a named individual to act as the main point of contact (Pension Liaison Officer (PLO)) with regard to any aspect of administering the LGPS.

Their key responsibilities will be to:

- to act as a conduit for communications to appropriate staff within the employer - for example, Human Resources, Payroll teams, Directors of Finance;
- to ensure that standards and levels of service are maintained;
- to ensure that details of all nominated representatives and authorised signatures are correct and to notify the Fund of any changes immediately;
- to arrange distribution of communications literature as and when required;
- to inform the Fund of any alternative service arrangements required;
- to assure data quality and ensure the timely submission of data to the Fund;
- to assist and liaise with the Fund on promotional activities; and to ensure payments due to the Fund are made in accordance with the Pensions Administration Strategy

Employer Training / Meetings

Employer workshops are arranged throughout the year but more will be provided if requested or deemed necessary by the Fund. The workshops cover employer responsibilities highlighting:

- Starter and leaver processes
- Final Pay
- LGPS Discretions
- End of Year requirements
- Communications

The Fund will hold Pension Liaison Officer Group (PLOG) meetings 3 times per year. Attendance by each employer's PLO is actively encouraged.

The Fund holds an annual employers' meeting where officers provide information on Fund Finances, Investment Performance and topical issues for the Fund; in recent times this has included updates on future changes to the LGPS. Attendance by each employer's main contact and Senior Management is actively encouraged.

Meetings with senior pension fund staff can be arranged on request.

Policy Discretions

Each employer is required to produce, publish and maintain a statement of policy regarding the exercise of certain discretionary functions available to them within the LGPS regulations. The policy statement must be kept under review and where revisions are made; the revised policy statement must be sent to the Fund and made readily available to all employees within the employing authority within one month of the effective date.

Notification of Employee's Rights

Any decisions made by an employing authority affecting an employee's rights to membership or entitlement to benefits must be notified to the employee in writing.

Internal Disputes Resolution Procedures (IDRP)

Each employing authority is required to nominate and name the person to whom applications under Stage 1 of the Internal Disputes Resolution Procedures should be made. The name, job title and contact details of this nominated person must be kept current with the Fund.

Fund and Employer Responsibilities

The LGPS Regulations identifies a number of responsibilities for the Fund and Employers.

Performance Standards are held within the following tables:

NEW APPOINTMENTS	
EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
To ensure that pensions information is included as part of any induction process.	To provide to employers on request appropriate information/forms for inductions.
To provide each new employee with an LGPS booklet and application form, either with their contract or within two weeks of starting work.	To update pension information in accordance with regulatory changes and provide sufficient stock within five weeks of request by the employer.

NEW STARTERS	
EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
To ensure that all employees subject to automatic admission are brought into the LGPS from the date of appointment, and provide the Pensions Team each month with relevant details by monthly return or Employer Portal joiner form.	To accurately record and update associated member records on the pension administration system.
To assist the Fund in ensuring that all new starters complete the Pension Membership Form containing information including National Insurance Number, Date of Birth and Home Address and send to the Fund within 1 calendar month of the employee's first pay date.	To write to member sending a Transfer Booklet within 10 days of receipt of Pension Membership Form if starter information has been provided by employer.
Where there is more than one contract of employment with the same employer, each membership shall be maintained separately and the Fund notified.	To accurately record these member records on the pension administration system.
To send the Fund notification in agreed electronic format of any eligible employees subject to automatic entry, who do not wish to join, or elect to leave the scheme within three months of appointment.	To accurately record and update member records on the pension administration system within 30 working days of receipt of the notification.

VALUATION & ANNUAL BENEFIT ILLUSTRATIONS

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To ensure that the Fund is informed of any changes in the circumstances of employees on the Employer Portal within 1 calendar month of the change.</p> <p>The changes include:</p> <p>Status:</p> <ul style="list-style-type: none"> ● Change of Name ● Marital Status ● National Insurance Number ● Address <p>Conditions of Service:</p> <ul style="list-style-type: none"> ● Contractual Hours ● Employee Number and/or Post Number ● Date Joined Scheme (if adjusted) <p>Each employer must ensure that the relevant contributions are deducted, if required.</p> <p>End of Year</p> <p>End of Year contribution return to be sent to the Fund by the 30th April.</p> <p>Employer to respond to End of Year queries within 10 working days of request.</p>	<p>To provide forms for recording any key change in circumstances using secure submission of data electronically.</p> <p>To accurately record and update member records on the pension administration system within 30 working days of notification or any shorter period as requested by the employer with regard to specific requirements.</p> <p>To issue Annual Benefit Illustrations by the 31st August of the year concerned for all members where the employer has sent end of year contribution return by 30th April of that same year.</p> <p>To calculate the LGPS member's Annual Allowance under HMRC Legislation and notify members, where appropriate by the 5th October of the year concerned or within 3 months of member's request.</p>

RETIREMENT ESTIMATES

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To submit a request using the estimate form on the Employer Portal.</p> <p>(Only 1 estimate request per member per rolling year allowed, additional requests chargeable as per Charging Schedule - Appendix A)</p> <p>For larger bulk estimates, requests can be made in alternative formats.</p>	<p>To issue the quotations within 15 working days of receiving the request or by separate agreed timescales for bulk requests.</p>

ACTUAL RETIREMENT

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To submit leaver form as soon as possible and no later than a month after retirement date.</p> <p>Further information can be found in the Employers Guide:</p> <p>www.dcpfemployers.org/employers-guide-2/</p>	

ILL HEALTH RETIREMENTS

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To determine based on medical opinion and advice of one of the Administering Authorities approved Independent Medical Registered Practitioners (<i>Independent Medical Registered Practitioners (IMRP)</i>) whether an ill health award is to be made and determine which tier 1, 2 or 3.</p> <p>To submit the appropriate form to the Fund at least one month after retirement.</p>	<p>To calculate and pay required benefits inline with actual retirement timescales.</p>
<p>To keep a record of all Tier 3 ill health retirements, particularly in regard to the 18 month review of their gainful employment and any subsequent appointment with an (IMRP) approved by the Administration Authority for a further medical certificate.</p> <p>To inform the Administering Authority if and when the pension should cease.</p>	<p>To calculate and recover any overpayment of pension benefits</p>
<p>To review all Tier 3 ill health retirement cases prior to discontinuance at three years and notify member of cessation if applicable.</p> <p>Further information on ill health retirements can be found in the Employers Guide; www.dcpfemployers.org/employers-ill-health-forms</p>	<p>Update the member records as becoming a "<i>pensioner member with deferred benefits from the date of the suspension</i>".</p>

MEMBERS LEAVING EMPLOYMENT BEFORE RETIREMENT

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To notify the Fund of the employee's date and reason for cessation of membership and all other relevant information via the Employer Portal within one month of the event.</p>	<p>To accurately record and update member records on the pension administration system.</p> <p>To inform members who leave the Scheme, who are not entitled to immediate payment of benefits, the options available and deferred benefit entitlement within 40 days.</p>

FORMER MEMBERS WITH DEFERRED BENEFITS

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To keep adequate records of the following for members who leave the Scheme with deferred benefits as early payment of benefits may be required:</p> <ul style="list-style-type: none"> • Name and Last known address • National Insurance Number • Payroll Number • Date of Birth • Last job including job description • Salary details • Date and reason for leaving <p>On application from the former employee to have their deferred benefits paid early, a determination as to whether or not they are eligible for early payment on ill health grounds after seeking a suitable medical opinion from an independent Registered Medical Practitioner (IRMP) approved by the Administering Authority, to determine whether benefits should be released early on compassionate grounds and whether any early retirement reduction should be waived.</p>	<p>To record and update member records on pension administration system.</p> <p>Issue deferred benefit notification within 40 working days of notification by employer.</p> <p>To provide former members, where possible, an annual benefit illustration of their deferred benefits updated by accrued annual pensions increase award.</p> <p>To provide estimates of benefits that may be payable and any resulting employer costs within 15 working days of request.</p>

DEATH IN SERVICE & TERMINAL ILLNESS

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To inform the Fund immediately of the death of an employee or when a member is suffering from a potentially terminal illness and provide details of the next of kin.</p> <p>Further information can be found in the employers website:</p> <p>www.dcpfemployers.org</p>	<p>To assist employers, employees and their next of kin in ensuring the pension options are made available and that the payment of benefits are expedited in an appropriate caring manner.</p>

FINANCIAL OBLIGATIONS

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To pay the Fund all contributions deducted from payroll (<i>not including</i> AVCs) of its employees and employer contributions, which must be received no later than 22nd of the month following the period of deductions, by an electronic payment.</p> <p>To re-imburse the Fund for all pension payments made which are not to be borne by the Fund e.g. early retirement strain cost, compensatory added years, injury allowances under an agreed schedule.</p> <p>To ensure that all payments made to the Fund are supported by a completed Monthly Financial Return form which is available at www.dcpfemployers.org/payroll-information/</p>	<p>To allocate the received contributions to each employers record.</p> <p>To monitor employer contribution payover as detailed in the Fund's Payment of Employee and Employer Pension Contributions Policy.</p> <p>Interest will be charged for late payment as detailed in Regulation 71(4) of the LGPS Regulations 2013.</p>
<p>To apply the correct employer and employee contribution rate.</p> <p>To alter employee contribution rates at all other times in line with the employers' discretionary policy on adjusting employee contribution rates.</p>	<p>Inform each employer of any new contribution banding.</p>
<p>To pay all rechargeable items to the Fund within four weeks of the invoice.</p>	<p>The Fund will inform employers of any recharge items as they become due.</p>
<p>To pay the appropriate AVC provider AVC contributions deducted from payroll of its employees no later than the 19th day of the month following the period of deductions.</p>	<p>To record and update member records on pension administration system to show membership of AVC scheme.</p>

ADDITIONAL BENEFITS (APCs)

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>To collect from the employee payroll, contributions and to arrange the prompt payment to the Fund, which must be received no later than 22nd of the month following the period of deductions, by an electronic payment.</p> <p>More information can be found on the employers website at www.dcpfemployers.org</p>	<p>To provide information on Additional Pension Contributions (APCs) and Shared Cost Additional Pension Contributions (SCAPCs) on request to the LGPS member and employers and issue quotations within 15 working days. (check legal deadline extend if possible)</p>

DISCRETIONS POLICY

EMPLOYERS' RESPONSIBILITY	FUND'S RESPONSIBILITY
<p>Formulate, publish and update (as necessary) an Employer Discretions Policy as required under the LGPS Regulations using the Discretions template and provide a copy of this to Administering Authority. More information can be found on the employers website at www.dcpfemployers.org/employer-discretions</p> <p>This must be done within 30 days of policy being agreed by the appropriate officers or committee of the Employer OR any changes being made</p> <p>AND</p> <p>No later than 6 months after being informed by the Fund of any relevant change in the Regulations</p>	<p>Formulate, publish and update (as necessary) an Administering Authority Discretions Policy as required under the LGPS Regulations. The Fund will keep the policies under review and will update within 6 months of any relevant change in the Regulations.</p> <p>Where the Fund does not have an up to date discretions policy from an Employer, the Fund will not process anything which involves Employers discretions. This currently includes application of rule of 85 for members between 55 and 60, additional pension awards, flexible retirement and waiving of actuarial reductions on any of these.</p>

Fund Administration Performance - Task Standards

In all cases the standard quoted applies only once all necessary information and documents have been received

TASK	STANDARD (WORKING DAYS)
Letters/emails acknowledged	10 Days
New Starters processed - electronic/paper	30 Days
Payment of non LGPS transfer values	15 Days
Provision of non LGPS transfer quotes	15 Days
Notification of deferred benefits	40 Days
Respond to members general postal / telephone enquiries	20 Days
Changes in details processed	20 Days
Estimates for divorce purposes processed	30 Days
Refund Payments	15 Days
Deferred benefits calculated	40 Days
Estimate requests	15 Days
Pre retirement letters sent detailing options	10 Days
New retirement benefits processed for payment following receipt of election	10 Days
Deferred benefits processed for payment following receipt of forms	10 Days
Initial letter following death notification	5 Days
Processing of survivor pensions following receipt of forms	10 Days
Processing of death grants	15 Days

The annual figures for the Fund performance measures across all employers will be monitored by the Local Pensions Board and reported in the Annual Report.

Audit

The Fund is subject to an annual audit of its processes and internal controls. Employers are expected to fully comply with any requests for information from both internal and approved external auditors. Any subsequent recommendations will be considered and where appropriate implemented with Employing authority cooperation

Benchmarking

The Fund will regularly monitor its costs and service performance by benchmarking with other administering authorities. Details of the costs of administration, quality measures and standards of performance will be monitored by the Pension Fund Committee and the Local Pensions Board. A summary will be published in the Annual Report.

Employer Performance Reporting

Poor Performance

Regulation 59(2) (e) allows an Administering Authority to recover additional costs from an employer where, in its opinion, they are directly related to the poor performance of that employer. Where this situation arises, the Administering Authority is required to give written notice to the scheme employer, setting out the reasons for believing that additional costs should be recovered, the amount of the additional costs, together with the basis on which the additional amount has been calculated.

The Local Pensions Board will monitor regularly the key performance measures. The Fund will seek, at the earliest opportunity, to work closely with employers in identifying areas of poor performance, provide the necessary training and development to put in place appropriate processes to improve the level of service into the future.

In the event of continued poor performance and a lack of any evidence of measures being taken to achieve improvement by an employing authority the Fund will seek to recover any additional costs arising.

The Fund may also charge for other services, details of all the charges that apply are provided in Appendix A.

Any third party costs or regulatory fines incurred by the Fund as a consequence of administrative failures or poor performance by the employing authority will be recovered from the employer. These may include fines imposed by the Courts or the Pensions Ombudsman and additional charges in respect of actuarial fees, legal fees, interest payments, third party computer charges and additional printing and distribution costs.

In dealing with poor performance the Fund will:

- Write to the employer setting out the area(s) of poor performance;
- meet with the employing authority, to discuss area(s) of poor performance and how these can be addressed;
- issue formal written notice, where no improvement is demonstrated by the employing authority or where there has been a failure to take agreed action by the employing authority;
- make a claim for cost recovery, taking account of time and resources in resolving the specific area(s) of poor performance;
- will report any claim for the cost of recovery to the Local Pensions Board at the next available meeting and may form part of the administration report in the Fund's published Annual Report;
- Report the employer to the Pensions Regulator where deemed necessary.

Standards of Data

Overriding Legislation

In performing the role of administering the LGPS, The Fund and Employers will comply with the overriding legislation, including:

- the UK General Data Protection Regulations
- the Occupational and Personal Pensions Schemes (*Disclosure of Information*) Regulations 2013;
- the Public Pensions Pensions Act
- any Transitional Regulations currently in place;
- the Discretionary and Compensation Regulations 2006;
- the Data Protection Act 2018;
- the Freedom of Information Act 2000;
- the Equality Act 2010;
- the Finance Act 2013;
- Health and Safety Legislation;
- Employment Rights Act 1998;
- HMRC Legislation and
- Current Government Actuaries Department Guidance

and any future amendments to the above legislation.

Associated Policy Statements

Communications Policy

The statement outlines the Fund's policy on:

- Information to members, representatives and employers;
- The format, frequency and method of distributing such information;
- The promotion of the Scheme to prospective members and their employing authorities

The policy can be accessed on the Dorset County Pension Fund website:

www.dorsetpensionfund.org/forms-and-publications/communications-policy

Governance Policy

Dorset Council has delegated to the Pension Fund Committee various powers and duties in respect of the investment of the Fund. This statement sets out the scheme of delegation and the terms of reference, structure and operational procedures of the delegation.

The policy can be accessed on the Dorset County Pension Fund website:

www.dorsetpensionfund.org/about-the-scheme/about-the-pension-fund/the-pension-fund-committee/

Privacy Statement

The fund collects and processes personal data about scheme members. The Privacy Notice explains the information the Fund holds and how it is used.

The policy can be accessed on the Dorset County Pension Fund website:

www.dorsetpensionfund.org/forms-and-publications/privacy-policy

Data Retention Policy

This statement sets out the Fund's policy on the retention of personal data.

The policy can be found on the Dorset County Pension Fund website:

www.dorsetpensionfund.org/forms-and-publications/data-retention-policy

Employer Discretions

The LGPS Regulations require every employing authority to:

- issue a written policy statement on how it will exercise the various discretions provided by the LGPS;
- keep it under review;
- revise it as necessary.

A list of the Employer discretions can be found on the Employers Website:

www.dcpfemployers.org/employer-discretions

Administering Authority Discretions

The LGPS Regulations require every administering authority to:

- issue a written policy statement on how it will exercise the various discretions provided by the LGPS;
- keep it under review;
- revise it as necessary.

A copy of the Dorset County Pension Fund Administering Authority Discretions can be found on the Dorset County Pension Fund website: www.dcpfemployers.org/employer-policies

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013 EXCERPTS RELATED TO PENSIONS ADMINISTRATION STRATEGY DOCUMENTS

Exchange of information - Regulation 80

(1). A Scheme employer must -

- a) inform the appropriate administering authority of all decisions made by the employer under regulation 72 (first instance decisions) or by an adjudicator appointed by the Scheme employer under regulation 74 (applications for adjudication of disagreements) concerning members; and
- b) give that authority such other information as it requires for discharging its Scheme functions.

(2). If -

- a) an administering authority makes any decision under regulations 72 (first instance decisions), 75 (decisions of the adjudicator) or 76 (reference of adjudications to administering authority) about a person for whom it is not the Scheme employer; and
- b) information about that decision is required by the person's Scheme employer for discharging that employer's Scheme functions, that authority must give that employer that information if asked to supply it.

(3). Within three months of the end of each Scheme year, each Scheme employer must give a statement to the appropriate administering authority giving the following details in respect of each employee who has been an active member during the Scheme year -

- a) the employee's name and gender;
- b) the employee's date of birth and national insurance number;
- c) a unique reference number relating to each employment in which the employee has been an active member; and
- d) the information relating to the employee for the Scheme year in question for each employment which is specified in paragraph (4).

(4). The information required by paragraph (3)(d) is -

- a) the dates of active membership;
- b) the pensionable pay received and employee contributions deducted while regulation 9 (contributions) applied;
- c) the pensionable pay received and employee contributions deducted while regulation 10 (temporary reduction in contributions) applied;
- d) any contributions by the employer in relation to the employee's pensionable pay;
- e) any contributions by employee or employer under regulation 16 (additional pension contributions);
- f) any contributions by employee or employer under regulation 17 (additional voluntary contributions).

Pension administration strategy - Regulation 59

- (1). An administering authority may prepare a written statement of the authority's policies in relation to such of the matters mentioned in paragraph (2) as it considers appropriate (*"its pension administration strategy"*) and, where it does so, paragraphs (3) to (7) apply.**
- (2). The matters are -**
- a) procedures for liaison and communication with employers in relation to which it is the administering authority (*"its scheme employers"*);
 - b) the establishment of levels of performance which the administering authority and its Scheme employers are expected to achieve in carrying out their Scheme functions by -
 - i. the setting of performance targets,
 - ii. the making of agreements about levels of performance and associated matters, or
 - iii. such other means as the administering authority considers appropriate;
 - c) procedures which aim to secure that the administering authority and its Scheme employers comply with statutory requirements in respect of those functions and with any agreement about levels of performance;
 - d) procedures for improving the communication by the administering authority and its Scheme employers to each other of information relating to those functions;
 - e) the circumstances in which the administering authority may consider giving written notice to any of its Scheme employers under regulation 70 (additional costs arising from Scheme employer's level of performance) on account of that employer's unsatisfactory performance in carrying out its Scheme functions when measured against levels of performance established under sub-paragraph (b);
 - f) the publication by the administering authority of annual reports dealing with -
 - i. the extent to which that authority and its Scheme employers have achieved the levels of performance established under sub-paragraph (b), and
 - ii. such other matters arising from its pension administration strategy as it considers appropriate; and
 - g) such other matters as appear to the administering authority after consulting its Scheme employers and such other persons as it considers appropriate, to be suitable for inclusion in that strategy.
- (3). An administering authority must -**
- a) keep its pension administration strategy under review; and
 - b) make such revisions as are appropriate following a material change in its policies in relation to any of the matters contained in the strategy.
- (4). In preparing or reviewing and making revisions to its pensions administration strategy, an administering authority must consult its scheme employers and such other persons as it considers appropriate.**
- (5). An administering authority must publish -**
- a) its pension administration strategy; and
 - b) where revisions are made to it, the strategy as revised.
- (6). When an administering authority publishes its pension administration strategy, or that strategy as revised, it must send a copy of it to each of its employers and to the Secretary of State as soon as is reasonably practicable.**
- (7). An administering authority and its Scheme employers must have regard to the pension administration strategy when carrying out their functions under these Regulations.**
- (8). In this regulation references to the functions of an administering authority include, where applicable, its functions as a Scheme employer.**

Additional costs arising from Scheme employer's level of performance - Regulation 70

- (1). This regulation applies where, in the opinion of an administering authority, it has incurred additional costs which should be recovered from a Scheme employer because of that employer's level of performance in carrying out its functions under these Regulations.**
- (2). The administering authority may give written notice to the Scheme employer stating -**
 - (a) the administering authority's reasons for forming the opinion mentioned in paragraph (1);**
 - (b) the amount the authority has determined the Scheme employer should pay under regulation 69(1)(d) (payments by Scheme employers to administering authorities) in respect of those costs and the basis on which the specified amount is calculated; and**
 - (c) where the administering authority has prepared a pension administration strategy under regulation 59, the provisions of the strategy which are relevant to the decision to give the notice and to the matters in sub-paragraphs (a) or (b).**

Interest on late payments by Scheme employers - Regulation 71

- (1). An administering authority may require a Scheme employer or former Scheme employer from which any payment is due under regulations 67 to 70 (employer's contributions or payments) is overdue to pay interest on that amount.**
- (2). The date on which any amount due under regulations 67 (employer's contributions), 68 (employer's further payments), 70 (additional costs arising from Scheme employer's level of performance) is overdue is one month from the date specified by the administering authority for payment.**
- (3). The date on which any amount due under regulation 69 (payment by Scheme employers to administering authorities) (other than an extra charge payable under regulation 68 and referred to in regulation 69(1)(b)) is overdue is the day after the date when that payment is due.**
- (4). Interest payable under this regulation must be calculated at one per cent above base rate on a day to day basis from the due date to the date of payment and compounded with three-monthly rests**

Overriding legislation dictates minimum standards that Pension Schemes should meet in providing certain pieces of information to the various associated parties - not least of which the Scheme member.

Appendix A - Charging Schedule

Failure to notify the Fund of new starters with full information within 2 month of their start date	£50 initial charge plus £10 for each month or part month of continued non-provision
Failure to notify the Fund of changes in status within 1 month of the change	£50 per case
Failure to notify the Fund of any member leaving the Scheme (termination of employment, retirement or opting-out) within 1 month of the event	£50 initial charge plus additional £10 per month or part month of continued non-provision
Failure to notify the Fund of a member's retirement within 2 months	In addition to above, interest payable on lump sum and pension recharged to employer
Where as a result of the Employer's/Payroll Providers failure to notify the Fund of a retirement interest becomes payable on any lump sum or death grant paid, the Fund will recharge the total amount of interest to the Employer/Payroll Provider	Interest calculated in accordance with Regulation 71 of the LGPS Regulations 2013
Failure to notify the Fund of the death in service of a member within 10 working days of the Employer receiving notification	£250 per case
Failure to pay over the monthly contributions to the Fund by the 22 nd of the month following deduction of the contributions	Interest calculated on a daily basis equal to the Bank of England Base Rate plus 1%
Failure to provide the Fund with the End of Year return by 30 th April	£100 per working day from day after required date to date return is received
Failure to respond to requests for End of Year information to resolve queries within 10 working days of Fund request	£50 initial charge plus additional £10 per day of continued non-provision
Estimate requests in excess of 1 required in a rolling year Employers (add members £50	£150 per estimate request plus VAT per additional request
Estimate requests from member in excess of 1 per rolling year	£50 per estimate request plus VAT per additional request
Failure to pay invoices from the Fund within the prescribed payment period	Interest calculated on a daily basis equal to the Bank of England Base Rate plus 1%
Additional work for the fund caused by employer persistent failure.	Hourly rate, as detailed on next page, for each additional hour spent on task

Notes to Charging Schedule

- Notifications of new starters, changes, absences, leavers, retirements and death in service must give full information as detailed in the employer website:
<https://dcpfemployers.org/employers-guide-2/>
- Regulation 71 of the LGPS Regulations 2013 states that interest must be calculated at one per cent above base rate on a day to day basis from the due date to the date of payment and compounded with three-monthly rests. If late payment of a lump sum or death grant occurs as a result of a failure by the scheme member or scheme member's representative to provide the information to the Fund, the Fund will be liable for the payment of any interest due.
- For a persistent failure to resolve an isolated case satisfactorily we will recharge costs from the point in time at which a formal letter is written to the employer until the case is resolved, at an hourly rate, as detailed below, that an officer spends trying to resolve the matter, exclusive of VAT.
- Where the performance of the employer results in fines or additional costs being levied against the Fund we will recharge the full costs it has incurred to the relevant employer.
- All such costs or fines will be levied against the scheme employer, even where the fault may lie with an external provider appointed by the scheme employer

Time Spent - Officer charges

Summary of officer charges for time spent on cases triggered by employer under performance

Charge levels			
	Level 1 (Work at Pension Technical Officer level)	Level 2 (Work at Senior Pension Technical Officer level)	Level 3 (Work at Pension Manager level)
Hourly rate	£15.00	£18.00	£23.00

Contact Details

Write to us at:

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