

Pensions Administration Strategy - Schedule of charging

Employer Functions

Task	Description	Charge
Redundancy and Severance	Calculation and payment of redundancy and/or severance payments	LPFA Staffing charges apply @ charge per hour
Injury payments	Calculation and payment of injury payments	LPFA Staffing charges apply @ charge per hour
FRS17	Provision of data required for FRS17 calculations	LPFA Staffing charges apply @ charge per hour
Cessation and interim valuation data	Provision of data required for interim and/or cessation valuations	LPFA Staffing charges apply @ charge per hour
Payment of compensation payments	Payment of non LGPS pensions either alongside or separate to LGPS benefits	LPFA Staffing charges apply @ charge per hour
Misc non LGPS	Any requests for advice or work which are outside of the requirements of an administering authority as defined by the LGPS regulations	LPFA Staffing charges apply @ charge per hour
Admission Agreements	Setting up and amendment of admission agreements	LPFA Staffing charges apply @ charge per hour
3rd Party activity	Recharges will apply to any work for which a third party is required e.g. lawyer or actuary, and the cost will be incurred by the employer	LPFA Staffing charges apply @ charge per hour

Administering Authority Functions

Task	Description	Charge
Estimates - employer	20 per 100 active members per annum - requests above the limit chargeable	Each estimate above the limit charged at £25 per case (plus VAT)
On-site visits and seminars requested by employer	All chargeable	LPFA Staffing charges apply @ charge per hour
All employer forums/seminars	Limited to 2 each year others chargeable if requested by employers	LPFA Staffing charges apply @ charge per hour
Requests for legislative advice	Limited to monthly updates via email and annual forum plus a reasonable amount of hours per employer per annum. Hours in excess would be chargeable	LPFA Staffing charges apply @ charge per hour - This will apply if the legislative advice is specific to you as an Employer. Should the information requested by you be chargeable, you will be notified in advance
Requests for technical website advice	Limited to 10 support calls per annum. Any other support calls or assistance in the running of files will be chargeable	LPFA Staffing charges apply @ charge per hour

Employer Responsibilities

Task	Description	Charge
Payments of monies due	Monthly contributions (LG221) - on time, correct amount and online LG221 submitted (and authorised) Payroll Recharge - on time, correct amount Capital Sums - on time, correct amount Single payments of contributions	Any late or incorrect payments will be charged at a standard £25 plus interest. If this charge is paid late, you will incur a subsequent charge for late payment of £25 plus interest. Interest will be charged at 1% above the base rate
End of year error rates	Less than 10% record error rate at year end. Respond to errors within 3 months of notification by LPFA	Errors in excess of the 10% tolerance will be chargeable at £10 per query
Response to other queries raised (e.g. by team)	30 day turnaround	We will record and monitor cases where the Pensions Services Team have raised an individual query and a response has not been received within 30 working days. LPFA reserve the right to charge a fee of £20 for cases where a response is not received within 10 working days
On-line access	Use of online forms or interfaces from 1st April for all relevant tasks	100% of forms to now be submitted online - LPFA reserve the right to charge £5 per form not submitted online
Data match	Submission of data match files every month / quarter dependent on size of employer	We recommend employers use this facility throughout the year to identify any missing joiners, leavers or change of hours forms. This will help you reduce the number of errors raised at year end which will reduce the likelihood of any charges being applied
Submission of joiners/leavers	Notification of joiners within 10 days of joining scheme Notification of leavers within 10 days of leaving scheme Notification of retirement 20 days prior to last day of service	This is good practice and LPFA will use this information to record and monitor the employers performance against the overall SLA. Should LPFA require any additional resources to process cases as a result of late notification, we reserve the right to charge the LPFA staffing charges @ charge per hour
Notification of other changes during employment	Relevant changes e.g. change of hours, maternity leave notification online within 1 month of event	This is good practice and LPFA will use this information to record and monitor the employers performance against the overall SLA. Should LPFA require any additional resources to process cases as a result of late notification, we reserve the right to charge the LPFA staffing charges @ charge per hour
Up to date discretion policies in place	Discretionary policies to be in place and up to date	This is a legal requirement. LPFA will continue to pursue these policies and reserve the right to charge if having to chase employers. Charging will be based on the LPFA staffing charges @ charge per hour
Customer Relationship Management (CRM) contacts	LPFA notified of contact change or new contact within 1 month of alteration via the online form (which is currently under development)	We will run a quarterly check on each employers contact details. It is important that we are informed of changes in contacts, this will ensure each employer does not miss out on any important information