

LOCAL GOVERNMENT PENSION SCHEME

Admission Body Questionnaire

General Notes

- Please provide the following information in order to apply for Admitted Body Status.
- Once completed please email this form along with the staffing spreadsheet to LCPF.employerriskandgovernance@lancashire.gov.uk

Section 1: Name of Scheme Employer who has outsourced the contract

Employer Name			
Contact name		Job title	
Email address		Tel. no.	

Section 2: Contractor Details

Employer Name			
Registered Address			
Company Registration No.			
Company Type	<input type="checkbox"/> Trust <input type="checkbox"/> Limited Company	If Limited Company, tick appropriate box	Liability limited by: <input type="checkbox"/> Shares <input type="checkbox"/> Guarantee
Managing Director			
Contact Name for TUPE arrangements		Job title	
Email address		Tel. no.	

Section 3: Admission Agreement Detail

Proposed Transfer Date	
Please outline how the prospective admission body meets the criteria set out in Schedule 2 Part 3 paragraph 1 of the Local Government Pension	

<p>Scheme Regulations 2013 (see extract at the end of this document. Please state the specific regulation which applies).</p>	
<p><i>YOU MUST SEND COPIES OF ANY CONTRACT DOCUMENT OR OTHER AGREEMENT WHICH SHOWS THE PARTIES TO THE CONTRACT</i></p>	
<p>Length of the contract (if the contract is not for a fixed term, state 'not fixed term')</p>	
<p>Include any extension clauses (show number of years):</p>	
<p>Type of Admission Agreement (A 'closed' admission agreement is one which is limited to the employees who transferred from the Scheme Employer)</p>	<p><input type="checkbox"/> Open <input type="checkbox"/> Closed</p>
<p>Number of employees you wish to be included under the agreement at the outset: [Tip: This should include all employees, even those not currently scheme members]</p>	
<p>TUPE'd staff details</p>	<p>Please provide a list of staff details as an excel spreadsheet in the format specified (this should include all employees, even those not currently scheme members).</p>
<p>Confirm who will pay the administration/actuarial fees associated with the Admission Agreement</p>	
<p>At the end of the contract, who will be responsible for payment of any exit deficit (or exit credit)? See LCPF's Admission and Termination Policy for more details.</p>	

Criteria for Admission

The regulations detail the criteria under which an admission body may enter into an admission agreement with the Lancashire County Pension Fund. Those criteria are set out below

Schedule 2 Part 3 paragraph 1

- a) a body which provides a public service in the United Kingdom which operates otherwise than for the purposes of gain and has sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest (whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise);
- b) a body, to the funds of which a Scheme employer contributes;
- c) a body representative of
 - i. any Scheme employers, or
 - ii. local authorities or officers of local authorities;
- d) a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of—
 - i. the transfer of the service or assets by means of a contract or other arrangement,
 - ii. a direction made under section 15 of the Local Government Act 1999 (Secretary of State's powers),
 - iii. directions made under section 497A of the Education Act 1996;
- e) a body which provides a public service in the United Kingdom and is approved in writing by the Secretary of State for the purpose of admission to the Scheme