

LGPS Employer Responsibilities

As an employer you have administrative responsibilities which you will need to meet in respect of your employees who contribute to the Local Government Pension Scheme (LGPS).

You will need to notify the London Pensions Fund Authority (LPFA) of the following:-

- Employees joining the pension scheme
- Change of address

Any change to a pension scheme member's employment that may affect benefits for example:

- Change of Hours
- Leave without pay or reduced pay
- Permanent reduction in pay
- Employees leaving / opting out of the pension scheme

All of the information above should be submitted under the following site: www.yourfund.org.uk If you do not already have access to this site, please contact 0207 369 6247 to be set up with access to submit online forms.

An employer's welcome pack has been produced, which explains in more detail the procedures you need to be aware of. This can be found at:-

www.yourpension.org.uk/Agencies/bexley/employers/welcome.aspx

The failure of an employer meeting the aforementioned responsibilities will lead to the following consequences:-

- Member records not up to date
- Members not receiving Annual Benefit Statements
- If the data is inaccurate your employer contributions could rise following actuarial valuation of the scheme
- Payment of employee's and employer's contributions should be made to Bexley promptly at monthly intervals. The Pensions Regulator may take legal action if these are made late