

Guidance Notes for Application to Warwickshire LGPS Pension Fund

In order to be admitted to the Warwickshire Pension Fund, the applicant body must fulfil the requirements of the relevant Local Government Pension Scheme (LGPS) regulations.

The LGPS regulations set out the types of bodies that can be admitted to the LGPS if they meet certain criteria. The most common types of those admission bodies are:

- Community Bodies –
 - *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);*
 - *a body, to the funds of which a Scheme employer contributes.*
 - *a body representative of any Scheme employers, or local authorities or officers of local authorities.*
 - *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.*

- Transferee / Admission Bodies –
 - *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 the transfer of the service or assets, by means of a contract or other arrangement*

- Scheduled Bodies –
 - *a body who has entered into Academy arrangements within the meaning of section 1 (academy arrangements) of the Academies Act 2010.*

For further information on the types of admission bodies and how that affects admission to the Warwickshire Pension Fund, please refer to the **Admissions and Termination Policy** available on our website at: <https://www.warwickshirepensionfund.org.uk/>.

You will need to provide further information under either section A, B or C of the Application Form, depending on which type of admission body you are.

An authorised representative must sign the declaration to confirm that the applicant body is undertaking to comply with the relevant LGPS regulations if it is admitted. In the event that the applicant body's application is accepted, this will be regarded as acceptance to the standard terms in the template form admission agreement as appended to the Admissions and Termination Policy.

Advice to Consider when Outsourcing a Service

Any Letting Authority body/Scheme Employer (generally an academy or multiple academy trusts) which is intending to outsource a service, for example, catering or cleaning services, that involves a TUPE transfer of either employees of the academy or of the county council (or subsidiary of the county council) to a new contractor and are members of the Local Government Pension Scheme (or have the right to be members of the LGPS) will continue to retain the right to membership of the LGPS.

Importantly, that right to retain membership of the LGPS continues whilst the employee continues in that role during the initial and all subsequent contracts with this contractor or subsequent contractors. This acknowledges that the academy retains responsibility for those employee pension rights going forward.

Along with the responsibility for the academy to ensure continued membership of the LGPS the academy also retains accrued pension rights for those members transferred.

The pension rights are safeguarded by way of an Admission Agreement between the contractor, the Letting Authority body/Scheme Employer, and the pension fund. This is a legal and binding document that sets out the legal responsibilities of all parties.

What employer rate does the contractor pay?

The contractor will want to know what the employer rate for membership of the LGPS with the pension fund is.

The Warwickshire Pension Fund's preferred approach is that the contractor has a variable passthrough rate.

This rate is equal to the primary contribution rate of the Letting Authority body/Scheme Employer (e.g. academy) letting the contract. This rate will usually apply for the duration of the contract but if for any reason the primary rate is changed, this will be reflected in the passthrough rate applicable for the contractor. This would normally only occur following the triennial valuation of the pension fund when contributions are calculated for the subsequent years.

When determining the primary contribution rate, the Fund's Actuary (with the agreement of the Fund) uses a risk-based approach which sets contributions allowing for a desired likelihood of achieving the employer's funding target. Further details of the approach are documented in the Funding Strategy Statement.

At the end of the contract the employees and liabilities are simply transferred back to the Letting Authority body/Scheme Employer who may decide to outsource the contract again or retain the service back in house.

The benefits of this arrangement are:

- Potential contractors know immediately the rate payable and can price this into their contract price without having to wait for an assessment of the rate.
- there are no protracted conversations with the contractor about any concerns they may have about any potential liabilities they incur during the duration of the contract

- at the end of the contract the contractor has no concerns about any cessation payment which may be due to the Fund in respect of unfunded liabilities.

The alternative to a passthrough rate is for a bespoke contribution rate to be determined and this will involve the pension fund's actuary confirming the rate payable. This assessment tends to take five to six weeks **and will incur actuarial fees**. The Fund will also require a bond to be in place to cover the potential liabilities should the contractor foreclose. A bond is there to protect the academy and failure to have a bond in place will mean the academy is potentially exposed to unfunded liabilities if the contractor goes into liquidation or administration.

An example of actuarial fees involved in outsourcing:

Passthrough between £750 to £1,000 for the creation of the 'opening position'.

Bespoke contribution rate and bond assessment between £1,500 to £2,000. There will also be additional fees due to the underwriter for the bond.

NB, the pension fund will invoice the academy for any fees incurred. If the academy has an agreement with the contractor to pay the fees this is between the academy and the contractor.

Before you put out a tender to outsource a service please contact the Pension fund to let us know:

- The service you are looking to outsource
- The date the contract is due to start
- The length of the contract
- The information included in your contract about pensions

If a contract is let before the admission agreement is in place there is a **risk that your employees will not be covered by the pension scheme** for the period, the agreement is not in place.

It is at the funds discretion as to whether membership can be back dated if an agreement is not in place at the start of the contract.