

# Letting Authority - Application for new Admission Body

*For existing scheme employers outsourcing a service*

## Section A – General

Letting Authority name	
<b>Legal contact details for Letting Authority or person in charge of procurement.</b>  Name  Email  Telephone number  <i><b>Please Note:</b> this must be the person who will be responsible for reviewing and signing the Admission Agreement</i>	
Previous provider (if any)	
<b>Previous Provider contact details</b>  Name  Email  Telephone number	
If you are an academy outsourcing a service, tick if you have approval for the DfE Guarantee	<input type="checkbox"/>
Details of Member(s) Transferring  This information should be supplied by the letting authority on a password protected excel spreadsheet please from your payroll provider up to date of transfer. For Academies that use the county payroll please contact your usual payroll advisor for this information.	Please Include: <ul style="list-style-type: none"><li>• Name</li><li>• National Insurance number</li><li>• Date of Birth</li><li>• Payroll number</li><li>• Current weekly hours worked</li><li>• Full time equivalent annual pay</li><li>• Actual Annual Salary</li><li>• Actual pensionable pay up to date of transfer (care pay)</li><li>• Full member of the scheme or 50/50?</li></ul>

<p>Contact details of who will be providing the above required information (e.g. payroll provider).</p> <p>Name</p> <p>Email</p> <p>Telephone number</p>	
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## Section B - New Provider Details

New provider	
<p><b>New Provider contact details</b></p> <p>Name</p> <p>Email</p> <p>Telephone number</p>	
Date contract is due to commence.	
<p>What arrangements have been made regarding pension provision for transferring staff?</p> <p><b>This is a decision that MUST be discussed with the new contractor and decided upon before the contract starts</b></p> <p><i>Please check the funds admissions and terminations policy document before creating the contract. Information is provided on the different funding arrangements and this will help you to ensure your contract has the right information about pension liabilities. This can be found on the new employer's page of our website at: <a href="https://www.warwickshirepensionfund.org.uk/">https://www.warwickshirepensionfund.org.uk/</a></i></p>	<p><input type="checkbox"/> <b>Fully Funded</b> - so contractor takes on full liability for pension provision going forward and a bond will be required to cover any deficit at cessation of the contract.</p> <p><input type="checkbox"/> <b>Variable Pass-through Arrangement</b> - where any pension liability at the end of the contract comes back to letting authority. The rate is at primary rate of the letting authority that will change as and when the letting employer's primary rate changes</p>

**By signing, you are confirming the procurement of the contractor named above.**

Name	
Position	
Signature	
Date	

**Please note it is really important that you let Warwickshire Pension Fund know as soon as you start to look at contracting out a service. This will ensure there is enough time to get the admission agreement in place for the start of the contract**

**If an admission agreement is not in place at the start of the contract there is a risk that the employees will not be covered by the Local Government Pension Scheme**