



WILTSHIRE PENSION FUND

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www.wiltshirepensionfund.org.uk

Ref:
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Dear Employer

Local Government Pension Scheme – Contributions

Following a review, we are changing our process concerning the payment of monthly contributions. This letter outlines the changes and your employer obligations in relation to these changes.

The Wiltshire Pension Fund must now comply with the Public Service Pension Act 2013 and the subsequent Pensions Regulator's code of practice ([Code of Practice no. 14 Governance and administration of public sector pension schemes](#)). These oblige pension funds to ensure that all employer and employee contributions and supporting member information are received on time.

Late payments and information are not only a breach of the statutory legal requirements but also create extra work for our staff. As a result we have recently audited our procedures and some changes will now be made to ensure that they are sufficiently robust. These will come into use from 1st October 2017.

The revised process will be as follows:

1. Reminder emails will be sent to all employers on the first Monday of each month. All payments need to reach the Fund by the 22nd of the month (19th day if payment is to be made via cheque) following the month of deduction together with a supporting Monthly Contribution Return (MCR) to the following address - PensionFinance@wiltshire.gov.uk.
2. The Monthly Contribution Return (MCR) has been reviewed and updated. We will now ask employers to quote a unique three digit code on the MCR. Your unique 3 digit code will be sent to you in the next few weeks. We attach a copy of a revised MCR form for your reference and would appreciate if you could inform your payroll provider to use this from 1 October 2017. A copy of the form can be found on our website at the following link: [Monthly Contribution Return \(MCR\)](#). The MCR needs to be sent to the Wiltshire Pension Fund as a password protected file by 19th of each month to enable coding of the contributions payment.
3. The Fund will accept a MCR in a different format if you or your payroll provider are unable to use the revised form if the required information is made available to the Fund for each of its individual members. This is required to ensure we adhere to the Pension Regulator requirements.
4. We will always do our best to work with you to help resolve issues as they arise but where issues remain unresolved we reserve the right to take further actions under the regulations. This will now include:
 - a. The Fund will charge interest on amounts outstanding. Interest will be charged at a rate of 1% above the Bank of England base rate, compounded every three months, in accordance with regulation 71 of the LGPS regulations.
 - b. Regulation 70 of the LGPS regulations allows for the Fund to recover from a Scheme employer any additional costs incurred as a result of their failure to meet their obligations. Costs will be recovered at a rate of £50 per hour to cover the administration of chasing late payments and MCRs. For full

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details please refer to our Administration Strategy which can be viewed on our website at <http://www.wiltshirepensionfund.org.uk/employer-area/employers-guide/administration-strategy-2014.htm> .

5. Where actions fail to rectify the position this may then need to be reported to the Pensions Regulator for those employers who persistently fail to meet their obligations (in line with [Code of Practice no. 14 Governance and administration of public sector pension schemes](#)).

We appreciate and thank all employers for providing both contributions payments and the supporting documentation on a timely basis and this revised framework is being implemented to ensure we meet the Pension Regulators requirements and are able to provide assurance reporting to our Pension Fund Committee and Local Pension Board.

However, if you have any questions regarding the areas covered in this letter, please do contact us. Further guidance on the procedures can also be found in the Employer's Guide on our website (<http://www.wiltshirepensionfund.org.uk>). The following contacts will be available to assist you:

Denise Robinson (Employer Relationship Manager) denise.robinson@wiltshire.gov.uk

Chris Ashton (Pension Fund Accountant - Maternity) chris.ashton@wiltshire.gov.uk

Susan Tompkins (Accounting Technician) susan.tompkins@wiltshire.gov.uk

Yours sincerely

Chris Ashton

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