

PAS Code	Function/Task	Performance Standard	Frequency	Record	Comments/Progress
1.1 Administering Authority - Governance					
1.1.1	Regularly review the pension administration strategy and consult with all scheme employers	To review at least triennially and revise following any material change in policies that relate to the PAS	Triennially or as and when required	Maintain a Governance Log	
1.1.2	Review the Funding Strategy Statement following consultation with scheme employers and the Fund's actuary where required	To review following each Fund valuation or following material change in policy or regulation. Publish by 31 March following the valuation date or as required	Triennially or as and when required	Maintain a Governance Log	
1.1.3	Review the Communication Policy	Triennial review and publish within 30 days of the policy being agreed by Pension Committee. An annual update of actions taken to be included in the pension fund annual report	Triennially or as and when required	Maintain a Governance Log	
1.1.4	Review the Governance and compliance statement	Annual review and publish within 30 days of any revision being agreed by Pension Committee	Annually	Maintain a Governance Log	
1.1.5	Formulate and publish policies in relation to all areas where the administering authority may exercise a discretion within the Regulations	Review following a material change in policy or regulation and publish within 30 days of any revision being agreed by Pension Committee	As and When Required	Maintain a Governance Log	
1.1.6	Maintain the Internal Disputes Resolution Procedure Policy and register of IDRPs	To review policy following any change in policy or regulation. Register to be updated within 7 days of receiving notification	As and When Required	Maintain a Governance Log	
1.1.7	Notify scheme employer of issues relating to unsatisfactory performance under the PAS	When performance issues are noted	Monthly	Maintain a PAS monitoring log	
1.1.8	Notify scheme employer of decision to recover additional costs associated with unsatisfactory performance	Within 10 working days of scheme employer failure to improve performance by notified timescale	Monthly	Maintain a PAS monitoring log	
1.1.9	Ensure continued and open communications channels are maintained between the Local Pensions Board and Pensions Committee	Each meeting to include relevant updates and actions	As and When Required	Noted within the meeting minutes	
1.2 Administering Authority – Fund Administration					
1.2.1	Consult with employers on the outcomes of the triennial valuation	Within 30 days of receiving the draft Rates and Adjustment Certificate from the Fund Actuary	Triennially	Maintain an employer database	
1.2.2	Notify employers of contribution requirements for 3 years effective from April following the actuarial valuation date	Within 30 days following sign off of the final Rates and Adjustment Certificate	Triennially	Maintain an employer database	
1.2.3	Notify new scheme employers of their contribution requirements	Within 7 days of receipt of the Contribution Rate Report from the Fund Actuary	As and When Required	Maintain an employer database	
1.2.4	Carry out termination valuations on scheme employers ceasing participation in the Fund	Within 60 days of receipt of notification of termination	As and When Required	Maintain an employer database	
1.2.5	Invoice strain cost payments in relation to early payment of benefits following flexible, redundancy, efficiency, employer consent or ill health retirements	Within 60 days of payment of members benefits or upon notification that the charge is due			Remove as we do not monitor
1.2.6	Invoice any other charges in respect of work carried out on behalf of the employer by the accounts team, administration team or Fund actuary in line with the charging policy	Within 60 days of work being carried out or, in the case of a re-charge, receipt of the relevant invoice by the Fund			
1.3 Administering Authority – Outsourcing					
1.3.1	Action requests for a Pensions Information Memorandum for inclusion in Invitation to Tender Packs	Each step to be action within 7 days of receipt of the relevant information	As and When Required	Maintain an employer database	
1.3.2	Ensure Admission Agreements are in place for relevant new scheme employers	Within 90 days of receipt of all required information dependent on timely responses from other stakeholders	As and When Required	Maintain an employer database	
1.3.3	Arrange a risk assessment to be carried out by the Fund Actuary for all new admitted bodies to establish the level of bond or guarantee required in order to protect other scheme employers participating in the Fund	To be completed prior to the body being admitted	As and When Required	Maintain an employer database	
1.3.4	Undertake a review of the level of bond/guarantee	Annual review each year end or on extension of a contract or as advised by the Fund Actuary	Annually or as and when required	Maintain an employer database	
1.4 Administering Authority – Data Quality and Administration					
1.4.1	Provide support for employers in conjunction with the LPPA engagement team through a dedicated employer section of the website, forums, employer newsletters and training program	Ongoing support as required	As and When Required	Maintain an employer database	
1.4.2	Notify scheme employers and scheme members of changes to the scheme regulations	As soon as possible following confirmation/receipt of guidance regarding the change with a target of within 60 days of the regulatory change	As and When Required	Record as part of the communications campaign	
1.4.3	Provide good quality data to the Fund Actuary for the purposes of performing the triennial fund valuation exercise.	All data to be submitted by the Actuary's deadline and queries responded to within 14 days of receipt of the initial query or within 14 days of information being received from a scheme employer if required	Triennially or as and when required	Maintain a Valuation Monitoring Log	
1.4.4	Produce annual benefit statements to active and deferred members as at 31 March each year	By 31 August following the year-end	Annually	Maintain a Governance Log	
1.4.5	Produce and issue pension saving statements each year to members who have exceeded their annual allowance	By 6 October following the end of tax year (subject to receipt of all relevant information from the scheme employer)	Annually	Maintain a Governance Log	
1.4.6	Monitor administration work in line with the Service Level Agreement that forms part of the shared service agreement with Lancashire County Council	On receipt of each quarterly performance report. Discussed at the quarterly client meeting and presented to the Local Pension Board	Quarterly	Maintain a contract monitoring log	

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2.1 Scheme Employers - Governance					
2.1.1	Designate a named individual to act as a Pensions Liaison Officer who is the main contact with regards to any aspect of administering the LGPS	Within 30 days of becoming a scheme employer or a change of named contact	Annually	Maintain an employer database	April employer communications will cover PAS/Discretions and include a contact sheet for completion
2.1.2	Formulate, publish and keep under review policies in relation to all areas where the employer may exercise a discretion within LGPS	A copy of the policy document is to be supplied to the administering authority within 30 days of becoming a scheme employer or a change in policy	Annually	Maintain an employer database	April employer communications will cover PAS/Discretions and include a contact sheet for completion
2.1.3	Appoint person for stage 1 internal dispute process (IDRP) and ensure this is noted within the discretions policy	Within 30 days of becoming a scheme employer or a change of appointed person	Annually	Maintain an employer database	April employer communications will cover PAS/Discretions and include a contact sheet for completion
2.1.4	Notify the administering authority of a receipt of a complaint under IDRP	Within 7 days of receipt of the complaint	Quarterly	Include in the IDRP log	
2.1.5	Notify the administering authority that the stage 1 IDRP decision has been made	Within 7 days of making the determination	Quarterly	Include in the IDRP log	
2.1.6	Distribute any information provided by the administering authority or administrators to scheme members/potential scheme members	Individual requirement within timescale specified in each instance	Quarterly	Record as part of the communications campaign	
2.2 Scheme Employers – Fund Administration					
2.2.1	Ensure correct employee contribution rate is applied and reviewed in line with the contribution bands	Immediately on commencing scheme membership and in line with employer discretion	Annually	Maintain an employer reconciliation log	
2.2.2	Ensure correct employer contribution rate is applied as advised by the administering authority and determined by the Fund Actuary	Immediately as directed in line with the Rates and Adjustments certificate	Annually	Maintain an employer reconciliation log	
2.2.3	Ensure correct deduction of employee contributions	Each payroll cycle	Monthly	Maintain an employer reconciliation log	
2.2.4	Arrange the deduction of any employee additional contributions and any amendments as required	Each payroll cycle as required	Monthly	Maintain an employer reconciliation log	
2.2.5	Arrange the deduction of Additional Voluntary Contributions (AVCs) and payment to the relevant AVC provider	Each payroll cycle as required			Remove as we do not monitor?
2.2.6	Remit the employer and employee contributions to the Fund and provide a monthly report, to include details of any additional contributions and AVCs, in the format specified by the administering authority	Payment via BACS by 22 nd of the month following the deduction. The monthly report must be sent as specified in the completion notes by the same deadline	Monthly	Maintain an employer reconciliation log	
2.2.7	Refund any employee contributions when an employee opts out of the pension scheme within 3 months of joining	From the earliest available payroll after the opt out form is received			Remove as we do not monitor?
2.2.8	Remit strain cost payments to the Fund in relation to early payment of benefits following flexible, redundancy, efficiency, employer consent or ill health retirements	Within 30 days of receipt of the Fund's invoice			
2.2.9	Remit any other charges to the Fund in respect of work carried out on behalf of the employer by the accounts team, administration team or Fund actuary in line with the charging policy	Within 30 days of receipt of the Fund's invoice			
2.3 Scheme Employers – Restructures and Outsourcing					
2.3.1	Notify the administering authority of any services that are being outsourced and will involve a Tupe transfer of staff to another organisation	Immediately at the decision to tender and prior to the launch of the tender process. A Pensions Information Memorandum must be obtained to include with Invitation to Tender documentation to potential bidders, to confirm pension costs.	Continuous monitoring	Maintain an employer database	
2.3.2	Respond to requests for information from the administering authority or LPPA	Within 21 days of receipt	Monthly	Maintain a PAS monitoring log	
2.3.3	Work with the administering authority to arrange for an Admission Agreement to be completed and Fund security to be established	At least 90 days in advance of the contract commencement date	Continuous monitoring	Maintain an employer work monitoring report	
2.3.4	Notify the administering authority of any decision to extend existing outsourced contracts beyond the initial end date	Within 30 days of the decision to extend	Continuous monitoring	Maintain an employer work monitoring report	
2.3.5	Notify the administering authority that the contract is due to cease	At least 90 days before the end of the contract	Continuous monitoring	Maintain an employer work monitoring report	
2.4 Scheme Employers – Data Quality and Scheme Administration					
2.4.1	Provide a monthly return as specified by the administering authority to update member records, feed into valuation/GAD cost sharing exercise and annual benefit/annual allowance statements	Completed and validated return to be submitted by the specified deadline (usually the 10th of the month) via the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.2	To resolve queries resulting from the monthly return process	As soon as possible but no later than 21 days from date of receipt. In circumstances where an employer submits a late monthly return shorter timescales may be required as advised by the administering authority or LPPA.	Monthly	Maintain a PAS monitoring log	
2.4.3	To action all requests for data, information or delayed forms	To fully answer all queries from the administering authority or LPPA within 21 days of receipt of the query	Monthly	Maintain a PAS monitoring log	
2.4.4	Ensure Automatic Re-enrolment requirements are met	Engage with payroll department as soon as notification is received from the Pensions Regulator	Quarterly	Maintain an employer database	
2.4.5	Notify new joiners/additional employments in the format specified by the administering authority	Within 14 days of the member's first pensionable pay run after contractual or automatic enrolment date via the new joiner form or monthly return on the LPPA Portal.	Quarterly	Maintain a PAS monitoring log	
2.4.6	Direct all eligible new employees to the pension scheme website www.lppapensions.co.uk	At date of employee appointment			Remove as we do not monitor?
2.4.7	Action and notify movement between the main and 50:50 scheme following member election or automatic re-enrolment in the format specified by the administering authority	Action from the next available payroll and notify via the scheme movements form on the LPPA Portal within 30 days of the change	Monthly	Maintain a PAS monitoring log	
2.4.8	Notify all child related absence, reserved forces leave or periods of unpaid authorised or un-authorised leave without pay in the format specified by the administering authority	Within 30 days of the start of the leave and confirmation that the member has returned within 30 days via the absence/return from absence notification forms on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.9	Notify of a change to members contractual hours or weeks	Within 30 days of the pay run implementing the change via the change of hours form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.10	Notify of any new/revised additional contribution elections	Within 30 days of the pay run implementing the additional contributions via the employer contact form on the pensions website	Monthly	Maintain a PAS monitoring log	
2.4.11	Notify of early leavers or opt outs in a format specified by the administering authority	Within 30 days of the members final pensionable pay run via the leaver form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.12	Notify of retirements (age, redundancy, efficiency, ill health or flexible) in a format specified by the administering authority	Within 7 days of the members final pensionable pay run via the leaver form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.12	Notify of the relevant tier for an ill health retirement in a format specified by the administering authority	The relevant ill health certificate should be completed by the Occupational Health Practitioner and uploaded with the leaver form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.13	Notify of the death of an employee and provide next of kin details in a format specified by the administering authority	Within 3 working days of knowledge of the death of the employee via the bereavements form on the LPPA website. Followed by the leaver form on the LPPA Portal within 7 days of the final pay run.	Monthly	Maintain a PAS monitoring log	
2.4.14	Notify of the revision to a member's leaver information following a payment after leaving in a format specified by the administering authority	Within 30 days of the pay run via the leaver form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	
2.4.15	To Notify of intent to request a bulk estimate retirement calculations to seek both member pension details and employer strain costs	As soon as practical to allow time to consider resource planning via email to the Pensions Projects and Contracts Manager	Monthly	Maintain a PAS monitoring log	
2.4.16	Request estimate retirement calculations to seek member pension details and employer strain costs (where applicable) in a format specified by the administering authority	With as much notice as possible but at least 30 days prior the date figures are required via the estimate request form on the LPPA Portal	Monthly	Maintain a PAS monitoring log	