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## Appointment of a Lead Officer for the LGPS (Academy)

**LGPS 35A**

During the period when an academy begins the process of joining the Avon Pension Fund it must appoint a Lead Officer.

**Role of the Lead Officer** – to assist in the process of the academy establishing itself as a Scheme Employer in the Avon Pension Fund.

**Responsibilities of the Lead Officer** – to ensure that the Avon Pension Fund is provided with all of the information it needs to administer the LGPS and that information which the APF sends to the Scheme Employer is communicated to appropriate key officers within the Scheme Employer in a timely manner.

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### Lead Officer Details

Name of Scheme Employer: .....

Name of Lead Officer: .....

Job Title: .....

Telephone Number (Office): .....

Telephone Number (Mobile): .....

Email Address\*: .....

*\*this email address must be monitored by an authorised contact of the Scheme Employer in the absence of the Lead Officer*

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### Authorisation of Lead Officer Appointment

*I hereby appoint the above-named to be Lead Officer for the LGPS\**

Name: .....

Job Title: .....

*\*this section must be signed by an officer of the Scheme Employer of Head Teacher, Director, or another equivalent level.*

Signed: ..... Date: .....

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**Avon Pension Fund, Local Government Pension Scheme administered by Bath & North East Somerset Council.**

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