
Appointment of a Lead Officer for the LGPS (CAB)

LGPS 35C

When an organisation applies to the Avon Pension Fund for admission as a Community Admission Body (CAB), a Lead Officer must be appointed. Depending on the circumstances of the case, the Lead Officer may be appointed either by the prospective CAB or, where some or all of the CAB employees have been transferred from an employer already in the Fund, the existing employer.

Role of the Lead Officer – manage the admission process on behalf of the prospective CAB and, where applicable, the existing Fund employer.

Responsibilities of the Lead Officer – ensure that all the necessary information is provided to the Avon Pension Fund as requested so that the admission agreement and, where desired, a bond agreement are completed within the agreed timescale.

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*

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 Director or equivalent level.*

Signed: Date:

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

Data Protection: Avon Pension Fund is a Data Controller as defined in the UK GDPR. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we process your data, your individual rights and answers to frequently asked questions, please visit our website: avonpensionfund.org.uk

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