

## Appointment of Lead Officer and Authorised Contacts

**LGPS 53**

### Supplementary Guidance

**APF will only deal with appointed Authorised Contacts in relation to any pension queries.**

The LGPS 53 form is used to appoint a Lead Officer, as the key liaison point for your organisation, and for appointing authorised contacts to send/accept information from and to the Avon Pension Fund (APF).

**This form supersedes all previous LGPS53's. Any one previously authorised but not listed on the new form will have their access deleted. Incomplete forms will be returned by APF for correction/completion each time.**

#### Lead Officer – role and responsibilities:

The lead officer will be the main liaison with the APF and will need to ensure that the fund is provided with all information it needs to administer the scheme in a timely and accurate manner.

The lead officer will be automatically granted all roles and given access to the agreed payrolls.

#### i-Connect:

All Avon Pension Fund employers are expected to now provide us with monthly data for their members using i-Connect, this will be completed by either an Online return OLR or a CSV upload - if you use a third-party payroll provider they may already use i-Connect with us in which case you will be added to their CSV upload.

The i-Connect Portal can be used to send forms to Avon Pensions Fund, loaded directly to members records, to run reports and calculate Strain on the Fund Costs. Avon Pension Fund will decide which access levels will be given to your authorised contacts. These access levels and their functions are listed below.

*Please note that if your Third-Party payroll provider is uploading your i-Connect monthly returns for you, they will automatically be given Uploader and Document Uploader.*

	Human Resources	Document Uploader	Reporter	Uploader	Final Pay Submitter
<b>i-Connect Portal</b>					
Strain cost calculation quotation report - <i>Allows users to request and receive strain costs for employee early retirement or redundancy options on bulk or individually</i>	✓	x	x	x	x
Leaver Form & Document upload - <i>Allows users to securely upload documents, for active members and leavers, electronically from i-Connect to the member's Document List in Altair.</i>	x	✓	x	x	x

<b>i-Connect Online Returns</b>					
Monthly data submission - <i>Allows the submission of data via an Online Return</i>	x	x	x	✓	x
Submission transaction report - <i>This report provides a breakdown of each i-Connect event by Scheme, Employer, Payroll and Payroll Period. Totals are provided for the following items:</i> <ul style="list-style-type: none"> <li>• Members Submitted</li> <li>• Members Omitted</li> <li>• Events Completed</li> <li>• Events in Error</li> <li>• Suppressed Events</li> <li>• Event Totals</li> </ul>	✓	x	✓	x	x
Contribution's reconciliation report - <i>This report provides a breakdown by Scheme, Employer, Payroll and Payroll Period, for the financial values included in the data submissions. Totals are provided for the payroll period values and/or the Year to Date values for:</i> <ul style="list-style-type: none"> <li>• Pay (main and 50/50 Section)</li> <li>• Employee Contributions</li> <li>• Employer Contributions</li> <li>• Additional Voluntary Contributions</li> <li>• Additional Pension Contributions</li> </ul>	✓	x	✓	x	x
Submission Errors report - <i>This report provides a breakdown of each i-Connect event error by Scheme, Employer, Payroll and Payroll Period. Details are provided for the following items:</i> <ul style="list-style-type: none"> <li>• Event Name</li> <li>• Event Error</li> <li>• Additional Error Information</li> </ul>	✓	✓	✓	x	x
Strain cost calculation quotation report	✓	x	x	x	x
Final Pay Submission - <i>Displays a task for the user to complete when members that require their Final Pay submitting are identified.</i>	x	x	x	x	✓
<b>i-Connect CSV Returns</b>					
Monthly CSV upload - <i>Allows the submission of data via a payroll extract file upload (.CSV).</i>	x	x	x	✓	x
Submission transaction report	✓	✓	✓	x	x
Contribution's reconciliation report	✓	✓	✓	x	x
Submission Errors report	✓	✓	✓	x	x
Strain cost calculation quotation report	✓	x	x	x	x
Final Pay Submission - <i>Displays a task for the user to complete when members that require their Final Pay submitting are identified.</i>	x	x	x	x	✓

GlobalScape	✓	✓	✓	✓	✓
www.apfemployers.org.uk	✓	✓	✓	✓	✓

### Third Party Payroll contacts:

Where an Employer uses a Third Party Payroll provider to administer the scheme they will need to register users in the 'Authorised contacts - Third Party Payroll Provider' section of the form.

### Authorisation of Lead officer/ Authorised contact appointment:

This form must be signed by the Head of Establishment i.e. the Chief Executive or the Director of Human Resources or Finance of the Scheme Employer. Under LGPS Regulations, Foundation and Trust Schools are not Scheme Employers and their HR and finance staff can only complete pension documentation if authorised to do so by the local education authority.

When the form is signed, you will be authorising that the employees listed will be given access to GlobalScape and www.apfemployers.org.uk and will receive all email communication bulletin and notifications from APF.

### What happens next:

The Employer Relations Team will process the LGPS53, checking the form has been completed correctly and adding your chosen contacts to our list of authorised contacts. All contacts will be given access to GlobalScape, our secure portal, and i-Connect. You will receive your username and password for both of these Portals once the LGPS53 has been processed.

If you require training on how to use i-Connect, Employer Relations will contact you to arrange this.

*If you use a third party payroll provider, who will be uploading i-Connect returns on your behalf, they will be sent a separate form to confirm their contacts.*

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### 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](http://avonpensionfund.org.uk)