

APPENDIX B.

Date: 30 January 2019  
 My Ref: PEN/IH  
 Your Ref:  
 Contact: Ian Howe  
 Phone: 0116 305 6945  
 Email: ian.howe@leics.gov.uk

Dear

Leicestershire County Council – Tudor Grange to Ridge Crest Admission Agreement

I am writing to inform you about an outstanding pension issue that affects you following the cleaning service transferring from Tudor Grange Academy to Ridge Crest Cleaning on the 1 August 2018.

When staff move over to a new employer as part of a Transfer of Undertakings (Protection of Employment) TUPE transfer, their employer has to maintain the pension arrangements. This is usually via an "admission agreement and bond". The process that should be followed is;

- The new employer (Ridge Crest) requests admission to the Leicestershire Local Government Pension Scheme (LGPS)
- The transferring employer (Tudor Grange Academy) provides us with details of the staff transferring
- The Pension Scheme's Actuary calculates the new employer contribution rate and bond value
- The new employer sets up a bond to cover the value
- All parties sign the legal documents - admission agreement and bond
- The staff then transfer over to the new employer

Unfortunately in this case the admission agreement and bond remain outstanding.

Given that this significant issue remains, it was reported to the Local Pensions Board for the Leicestershire Fund and they have instructed me to make you aware of this issue.

I wish to assure you, the Pension Section at Leicestershire County Council has been doing everything we can to resolve this for you and we will continue to do so.

However, we feel a six month delay is totally unacceptable and shows a lack of regard for the moral duty of care that you deserve.



The intention of the admission agreement is that it is backdated to 1 August 2018, the date of the transfer, so that you will retain continuous service within the LGPS.

It is extremely unusual that the Fund has felt it necessary to express concern over the completion of an admission agreement and bond, as they are normally implemented smoothly.

I'm really sorry to have to inform you about this issue and I stress again, we are continuing to try and resolve this for you but if you require further information please contact me directly.

As soon as the position is rectified I will write to you again to confirm this.

Yours sincerely

Ian Howe  
Pensions Manager