**\*\*SPECIMEN \*\***

This document needs to be on employer letter headed paper

Any text (to include this section) in red needs to be populated/deleted with the relevant information

**STATUTORY NOTIFICATION**

FOR AN EMPLOYEE WHO HAS JOINED THE SCHEME

[Member Name]

[Member address1]

[Member address 2]

[Member address 3]

[Member postcode]

Dear [Member Name],

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

**LOCAL GOVERNMENT PENSION REGULATIONS 2013**

I have to advise you that in your present employment you are a person to whom the above-named Regulations apply and that consequently, you are entitled to participate in the benefits of the West Midlands Pension Fund in relation to the employees of [Employer Name].

An explanation of the principal provisions of the Local Government Pension Scheme can be found on the West Midlands Pension Fund website (https://www.wmpfonline.com) under ‘A Guide to the Local Government Pension Scheme’.

Date of becoming a member in the employment to which this notice relates: [Date].

Nature of Employment:

Full Time Full time hours of employment [Hours]

Part-time Part-time hours of employment [Part-time/Full time hours]

Casual/Variable time

Pensionable Pay, at the date of becoming a member: [Pensionable pay (£)]

Contribution Rate: [Contribution Rate (%)]

If you require any further information in connection with the above particulars, please address your enquiry to me.

The Fund will confirm the rate of contributions payable and of any periods of previous employment which will be recognised as periods of membership under the provisions of the LGPS.

If you are dissatisfied with this decision, you may wish to make a written application to the adjudicator, appointed by [Employer Name] to give a decision on the issue under dispute. However, you may wish to consult me first so that the matter can be reconsidered and possibly resolved without having recourse to the formal dispute procedure.

If you feel there are grounds for making a written application to the adjudicator, you should write within 6 months from the date of this notification to:

[Name, Job Title and correspondence address of adjudicator [a representative at the employer]

If you are unhappy with the decision made by the adjudicator you can then apply to the Administering Authority for reconsideration of the matter. The address to write to is:

Tim Johnson

Chief Executive

Wolverhampton City Council

P O Box 3948

Wolverhampton

WV1 1XP

Your further application should be made within 6 months of the date of notice of the decision made by the adjudicator.

‘MoneyHelper’ (formerly TPAS (The Pensions Advisory Service)) can be contacted at any time during the disputes process to assist members and beneficiaries of the scheme in connection with any pensions query they may have or difficulty which they have failed to resolve with the administrators of the scheme.

MoneyHelper can be contacted via:

Telephone: 0800 011 3797

Website: [https://www.moneyhelper.org.uk/en/pensions-and-retirement?source=tpas#](https://www.moneyhelper.org.uk/en/pensions-and-retirement?source=tpas)

Submit an enquiry: <https://www.moneyhelper.org.uk/en/contact-us/pensions-guidance/pensions-guidance-enquiry-form>

Web chat: <https://www.moneyhelper.org.uk/pensionschat>

Yours faithfully,

[Name]

[Job Title]