

To: Chief Executives  
Salaries & Wages Officers  
Human Resources Officers  
Pension Contacts

Circular 11/2015  
10 July 2015

At: All Employing Authorities

Dear Colleagues

### **Pension Administration Strategy consultation**

This Circular has been issued to all employing authorities to invite consultation on NILGOSC's draft Pension Administration Strategy. A copy of the draft Pension Administration Strategy ('the Strategy') is attached.

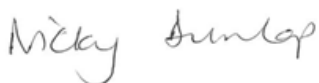
Regulation 65 of the Local Government Pension Scheme Regulations (Northern Ireland) 2014 states that NILGOSC may prepare a written statement of its policies in relation to certain administrative matters. The Regulations refer to such a statement as a 'Pension Administration Strategy'.

The purpose of the Strategy is to highlight the responsibilities of NILGOSC and the Scheme's employing authorities when carrying out their respective Scheme functions. The Strategy sets out the service standards and targets for both NILGOSC, as the Scheme administrator, and for Scheme employers. When it has been finalised and published, the Strategy will replace NILGOSC's Service Level Agreement, and will apply to all employing authorities in the Scheme.

The Strategy also explains the circumstances in which NILGOSC may recharge to an employing authority any additional costs arising from the authority's level of performance, or any additional costs relating to non-routine services or administration.

Your views on the draft Pension Administration Strategy would be much appreciated. If you would like to comment on the draft Strategy, or if you have any queries about this Circular, please contact me [nichola.dunlop@nilgosc.org.uk](mailto:nichola.dunlop@nilgosc.org.uk) by close of play on Friday 18 September 2015.

Yours sincerely



**Nicky Dunlop**  
Services Manager