

Appendix B

Charging Schedule		
1	Failure to notify BCC of new starters by the 15 th of the month following the month payroll action was taken	£50
2	Failure to notify BCC of a change in hours or a change in member's address by the 15 th of the month following the date where payroll action was taken	£50
3	Failure to notify BCC of unpaid leave, maternity leave or strike breaks by the 15 th of the month following the month in which payroll action was taken	£50
4	Failure to notify BCC of any member leaving by the 15 th of the month following the month in which the member left	£50
5	Failure to notify BCC of any retirement within 3 weeks of the member's retirement date	£50
6	Where as a result of the Employer's/Payroll Providers failure to notify BCC of a retirement interest becomes payable on any lump sum or death grant paid, BCC will recharge the total amount of interest to the Employer/Payroll Provider	Interest calculated in accordance with Regulation 44 of the LGPS (Administration) Regulations 2008
7	Failure to notify BCC of the death in service of a member within 10 working days of notification	£50
8	Failure to pay over monthly contributions to BCC by the 19 th of the month following deduction of the contributions	Interest calculated on a daily basis equal to the Bank of England Base rate plus 1%
9	Failure to provide BCC with the annual year end return by 30 April	£50 per working day from 1 May to date return is received
10	Failure to respond to requests for Year-end information to resolve queries within the prescribed time	£50
11	Estimate requests in excess of two required in a rolling year	£10 per estimate plus VAT per additional request
12	Other non-standard work	Charge dependant on time taken and Officer undertaking the work

Notes to the Charging Schedule

- 1 Notifications of new starters must include all of the information detailed in the New Entrants to the Scheme section of the SLA.
- 2 Notifications of changes in hours and address must include all of the information detailed in the Changes section of the SLA.
- 3 Notification of any unpaid leave, maternity leave or strike breaks must include all of the information detailed in the Unpaid Leave section of the SLA.
- 4 Notifications of leavers must include all of the information required on the 'Notification of Employee Leaving Early form, detailed in the Leavers section of the SLA.
- 5 Notifications of retirements must include all of the information required on the 'Notification of Employee Leaving where Pension Benefits will be Paid' form, detailed in the Retirements section of the SLA.
- 6 Regulation 44 of the LGPS (Administration) Regulations 2008 states that interest must be calculated at one per cent above base rate on a day to day basis from the due date to the date of payment and compounded with three-monthly rests. If late payment of a lump sum or death grant occurs as a result of a failure by the scheme member to provide information to the pension team, the pension fund will be liable for the payment of any interest due.
- 7 Notification of a death in service must include all of the information required on the 'Notification of Employee Leaving where Pension Benefits will be paid' form, detailed in the Death in Service section of the SLA.
- 8 Requirements regarding payment of monthly contributions are set out in the Monthly Contributions section of the SLA.
- 9 Requirements regarding submission of the annual return are set out in the Year-end Return section of the SLA.

Late notifications will only be reported where the standards set out in the SLA have not been met as a result of the participating employer's failure to meet the required standards.