TEMPLATE LETTER TO BE USED BY A SCHEME EMPLOYER WHEN NOTIFYING AN EMPLOYEE OF A REVISION TO THEIR EMPLOYEE CONTRIBUTION RATE

Dear [INSERT EMPLOYEE NAME]

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013 (as amended)

In accordance with the requirements of the above regulations I am writing to inform you of the employee pension contribution rate that will apply to you from 1 April [INSERT YEAR].

In accordance with the *\*council’s policy*, we have reviewed your contribution band based on your pensionable pay as at 1 April [INSERT YEAR] in accordance with the information available to Payroll on [INSERT PAYROLL CLOSING DATE?] April [INSERT YEAR].

From 1 April [YEAR] your revised contribution rate will be [NUMBER]% in your role as [INSERT JOB ROLE].

If you have a query regarding how your contribution rate has been determined please contact [INSERT EMPLOYER’S EMAIL AND/OR PHONE NUMBER AND/OR ADDRESS]. Should you remain dissatisfied with the decision taken to assess your contribution rate you have a right of appeal, under the Internal Disputes Resolution Procedure (IDRP), to an adjudicator appointed by [INSERT NAME OF EMPLOYER]. Your appeal must be lodged within 6 months of the date that you received notification of your contribution rate.

Adjudicator’s details:

Name:

Job Title:

Address:

Email:

Should you continue to be dissatisfied following the adjudicator’s review you have a right to ask the administering authority (Royal Borough of Windsor & Maidenhead), within 6 months of the adjudicator’s decision, to undertake a further review of the decision.

Yours sincerely

* Insert your own type of establishment e.g. school/college/academy/admission body etc.