**Royal County of Berkshire Pension Fund**

**Employer Contact Information Sheet**

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| **EMPLOYER NAME** |  |
| **ADDRESS** |  |
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Each employing authority should nominate a person (or persons) who will be responsible for pension matters and who will act as the Scheme Administrator’s primary contact with the Employing Authority. Please provide details of the nominated Pension Liaison Officer(s) within your organisation:

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| **PENSION LIASION OFFICER(S)** |
| **FIRST NOMINATED PERSON** |
| **NAME** |
| **JOB TITLE** |
| **TELEPHONE NO.** |
| **E-MAIL ADDRESS** |
| **SPECIFIC RESPONSIBILITIES (if more than one PLO is nominated)** |
| **SECOND NOMINATED PERSON** |
| **NAME** |
| **JOB TITLE** |
| **TELEPHONE NO.** |
| **E-MAIL ADDRESS** |
| **SPECIFIC RESPONSIBILITIES (if more than one PLO is nominated)** |

|  |  |
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| **HR** | |
| **HR PROVIDER** |  |
| **HR CONTACT** |  |
| **TELEPHONE NO.** |  |
| **E-MAIL ADDRESS** |  |

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| **PAYROLL** | |
| **PAYROLL PROVIDER** |  |
| **PAYROLL CONTACT** |  |
| **TELEPHONE NO.** |  |
| **E-MAIL ADDRESS** |  |

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| **INTERNAL DISPUTE RESOLUTION PROCEDURE** | |
| Each Scheme employer must appoint a person (“the adjudicator”) to consider applications from  any person whose rights or liabilities under the Scheme are affected by:  (a) a decision under regulation 72 (first instance decisions); or  (b) any other act or omission by a Scheme employer or administering authority,  and to make a decision on such applications.  Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rest with “the adjudicator” as named below by the Scheme employer: | |
| **STAGE 1 IDRP OFFICER** |  |
| **TELEPHONE NO.** |  |
| **E-MAIL ADDRESS** |  |

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| **OCCUPATIONAL HEALTH PHYSCIAN** | |
| **TELEPHONE NO.** |  |
| **E-MAIL ADDRESS** |  |

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| **Signed** |  | | |
| **Name** |  | | |
| **Job Title** |  | | |
| **Tel no** |  | **Date** |  |

**Please return this completed form to Joanne Brazier, Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, SL6 1SF or e-mail:** [**Joanne.brazier@rbwm.gov.uk**](mailto:Joanne.brazier@rbwm.gov.uk)