



North East Scotland Pension Fund
nespf

Employer Engagement Policy

August 2020

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Purpose Statement

This policy sets out the Employer Engagement Strategy for the North East Scotland Pension Fund (NESPF), as administered by Aberdeen City Council.

The efficient and effective administration of the Local Government Pension Scheme (LGPS) is dependent on the NESPF supporting and engaging with all scheme employers. In recognising the range of employers, the Fund will aim to tailor its engagement to ensure it caters for different employer needs.

In determining this policy the Fund takes proper advice at reasonable intervals through its advisors to the Pensions Committee.

Application and Scope

The Fund will work with employers in an open and transparent manner to:

- provide employers with Fund information in a relevant, informative and accessible format
- take into account employers views and opinions regarding the administration of the scheme
- assess and understand employers ability to underwrite risks to the Fund
- enable employers to recognise the needs of the scheme and the administering authority's duties
- provide help and guidance to ensure that employers understand the requirements and obligations of participation within the Fund.

The NESPF will support scheme employers by:

- providing a dedicated Employer Relationship Team
- providing guidance on employers administration responsibilities based on LGPS legislative requirements
- providing online forms, newsletters, booklets and such other materials as are necessary for the administration of the Scheme
- producing regular bulletins to inform Scheme employers of issues concerning Scheme administration and actions they are required to take following amendments to the LGPS
- interpretation of legislation affecting the Scheme and informing stakeholders of any elections/ decisions they are required to make as a result of any such changes in legislation
- holding an annual financial forum for employee and employer representatives to report on Fund performance in terms of the financial management of the Fund and the administration performance
- hosting an annual administration forum with employer delegates being invited to submit agenda items for discussion
- providing ongoing training on the completion of NESPF forms and automated services

- providing for Employer Relationship Team members or other relevant staff to visit the employer's offices for one to one support and training (or at a suitable alternative location such as NESPF office)
- reporting Fund and employer performance outcomes in respect of the Pensions Administration Strategy (PAS)

Supporting Procedures & Documentation

This policy is supported by:

- Funding Strategy Statement
- Guidance for those seeking admission to the Fund
- Pension Administration Strategy
- Communication Policy

Responsibilities

Day to day responsibility for the implementation of this policy sits with the Chief Officer-Finance and dedicated staff within the Pensions Team.

The Pensions Committee will review this policy annually, or in the event of a policy revision and taking account of the results from any training needs analysis and emerging issues.

Any questions or feedback on this document should be forwarded to the **Governance Team**

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