

Last updated: August 2021

This **Multi-Lot, Multi-Provider Framework** is open to all LGPS Funds, Investment Pools and other bodies for the procurement of Actuarial Services from a range of qualified Providers. The previous Actuarial Framework was launched in July 2016 and used by **over 50 LGPS Funds** over five years. Using this Framework will **reduce the time and cost associated with procurement** by offering a facility that has already been competitively tendered.

### PROVIDERS

- Aon Solutions UK Limited (all Lots)
- Barnett Waddingham (all Lots)
- BDO (Lot 4)
- Deloitte (Lot 5)
- Equiniti (Lot 5)
- Government Actuary Department (Lot 5)
- Hymans Robertson (All Lots)
- Mercer (All Lots)
- Muse Advisory Ltd (Lot 3)
- PWC (Lot 5)

### KEY DETAILS

- *Dates of operation:*  
**July 2021 - June 2025**
- *Contract award length:*  
**10 years** - no contract will be permitted to extend beyond **June 2035**
- *Structure:* **Multiple Lot — Multi-Provider**
- *Procurement route:*  
**Direct Award and Further Competition**

### LOT STRUCTURE:

- Lot 1 - Actuarial Services
- Lot 2 - Benefits Consultancy
- Lot 3 - Governance Consultancy
- Lot 4 - Funding Risk Advisory Services
- Lot 5 - Consultancy Services to Support Specialist Projects

The full specification for this Framework can be found at Page 4 onwards.

### WHO CAN USE THIS FRAMEWORK?

- Any LGPS Administering Authorities within England, Wales and Scotland including the Firefighters' and Police Pension Schemes
- NILGOSC in Northern Ireland
- The Board of the Pension Protection Fund
- Other Administering Authorities or scheme managers of a Public Sector pension scheme
- Other Public Sector bodies requiring pensions related services
- LGPS Funds, groups of Funds or bodies established by them with the purpose of operating on a collective basis

### FOUNDING AUTHORITIES:

Environment Agency Pension Fund

Essex Pension Fund

Cronfa Bensiynau Clwyd  
Clwyd Pension Fund

Administered by  
Sir y Fflint  
Flintshire  
COUNTY COUNCIL



Using National LGPS Frameworks can save you significant time and money whilst still delivering a service **specified to your requirements**, supporting local decision making and accountability.

## WHY SHOULD I USE THIS FRAMEWORK?

- **Easy access to pre-selected, specialist providers** - The National LGPS Frameworks provide an easy access route to pre-selected specialist Providers who are best placed to deliver Actuarial, Benefits and Governance Consultancy Services to the LGPS.
- **Efficiency and Flexibility**- The Framework removes the need for you to conduct full tender exercises or lengthy Provider evaluations, saving the time and costs associated with procurement exercises. In addition, this allows you to be more flexible with the planning and running of any tender process via Further Competition. There is also an option to **Direct Award** on Lot 5.
- **Best practice procurement** - Each of the Providers on the National LGPS Frameworks have been subject to a rigorous procurement process, ensuring they offer the scope and quality services you require. The pre-agreed terms and conditions offer you contractual safeguards.
- **Agreed terms and conditions** - Terms and conditions are already established and agreed for you and Providers. This removes the need to re-draft and/or renegotiate terms for each procurement you undertake. You have the right to refine, but not fundamentally alter, the terms and conditions to take into account any special requirements. The terms and conditions also provide a 'no fault break clause' giving you the right to terminate the contract at any time by giving 60 days' notice.
- **Comprehensive supporting documentation** - In addition to the Specification of Requirements and Call-Off Terms and Conditions, a comprehensive pack of supporting documents is provided to support your Further Competition. This includes Provider Catalogues, Guide to Further Competition, Example Invitation to Further Competition, Pricing Schedules and Award Letters.

### Full Tender Exercise

#### **Tender**

- Selection evaluation
- Financial evaluation
- Track record
- Capacity and expertise
- Knowledge and understanding
- Organisation and people

#### **Select and award**

- Evaluate and award

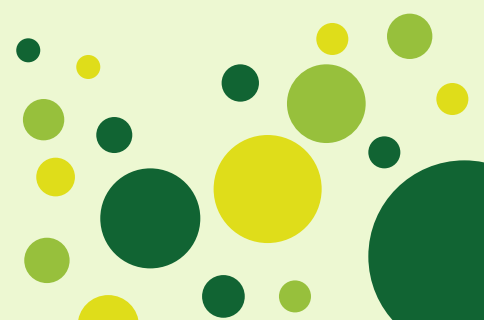
- Terms and conditions

#### Framework

#### **Further Competition**

- Refine requirement and evaluation criteria
- Further Competition
- Evaluate and award

**All the stages in the grey circle have been undertaken by the National LGPS Framework Founding Authorities in setting up the Framework and is fully compliant with the Public Contracts Regulations 2015.**



## HOW DO I JOIN?

We cannot share any of the commercially sensitive details of this Framework with you until you have completed and returned a signed **Confidentiality Statement and Option Form**. Returning this places you under no obligation to use the Framework but allows us to share the full set of Framework documents with you.

Once we have received your signed **Confidentiality Statement and Option Form** we will share the full set of documentation through our online Document Portal, including:

- **Guidance Notes**
- **Guide to Further Competition**
- **Example Invitation to Further Competition**
- **Example Award Letters**
- **Order Form**
- **Call-Off Terms and Conditions**
- **Rebate Structure and Examples**
- **Pricing Schedules**
- **Provider Catalogues**

Once you decide to use the National LGPS Framework we will send you two copies of your **Member Access Agreement**. This is a legal document between your Authority and Norfolk County Council (the Letting Authority for this Framework). The purpose of the document is to regulate any liabilities that may arise as a result of use of this Framework. **If your organisation already has a Member Access Agreement in place** from another Framework please let us know.

You will also receive an invoice for the **Joiner's Fee (see below)**. The National LGPS Frameworks are a not for profit programme established 'by the LGPS, for the LGPS' and the joiner's fee helps towards the set-up costs and ongoing support and administration of this Framework. You will then be able to carry out your **Direct Award or Further Competition**.

## JOINING FEES

Lot	Joining Fee
All Lots (maximum fee)	£3,000
Lot 1	£2,000
Lot 2	£1,000
Lot 3	£1,000
Lot 4	£1,000
Lot 5	£500

### CONTACT US:

Email:  
[nationalLGPSframeworks@norfolk.gov.uk](mailto:nationalLGPSframeworks@norfolk.gov.uk)

Phone: 01603 306846

To view the other services available via National LGPS Frameworks, please visit  
[www.nationallgpsframeworks.org](http://www.nationallgpsframeworks.org)

## SPECIFICATION OF REQUIREMENTS

### Lot 1 - Actuarial Services

#### Actuarial Services including but not limited to:

- *Actuarial calculations and modelling:*
  - Completion of the statutory Actuarial Valuation exercise in accordance with the LGPS governing regulations (to include advising on actuarial assumptions, preparation of individual valuation positions and provision of contribution rates for each participating employer if required)
  - Completion of interim valuations, if required
  - Completion of Actuarial Valuation at the date of cessation of a scheduled body or an admission body to assess any termination liabilities or credits arising
  - Annual accounting valuations of pension liabilities (in accordance with FRS102 / IAS19 requirements or any such standard as is in force) - including the calculation of opening positions for new Employers
  - Calculation of opening positions (level of assets and liabilities) for new participating Employers and the calculation of the appropriate Employer contribution rate at commencement
  - Calculation and actuarial advice relating to the consideration of an appropriate bond or other guarantee either where an Authority is entering into an admission agreement with a contracting party or other circumstance
  - Provision of appropriate actuarial factors as prescribed by the LGPS governing regulations or as requested
  - Provision of modelling and projection in respect of underlying assumptions and risk strategy at a Fund or Employer level
  - Undertaking Asset Liability Studies (in line with valuation cycle or more frequently if required)
  - Cashflow modelling
  - Individual member actuarial calculations e.g. forfeiture

- *Providing information and advice:*
  - Advice on exit agreements
  - Advice on changes in status of Employers
  - Advice on the management of closed Employer liabilities and Fund participation
  - Actuarial advice in relation to outsourcing/reshaping service delivery (including staff transfers and changes in workforce profile)
  - Advice on Employer admissions and other forms of Employer entry e.g. Academy Schools
  - Actuarial advice to new or existing participating Employers
  - Supply of scheme communication, advice and training
  - Provision of data information (including data validation advice) to Funds and their Employers
  - Advice on funding policy implications of investment strategy changes
  - Preparation of pensions information on behalf of participating Employers for inclusion in their tender documentation when letting services that includes the transfer of staff who are members of the LGPS
  - Advice on approaches to risk sharing
  - Provision of funding and contribution strategy advice and advice relating to policy documents
  - Provide advice on the Fund on GAD analysis under Section 13 of the Public Service Pensions Act
  - Implications of regulatory change and legal impact
  - Advice and support on compliance with regulatory requirements
  - Support in respect of appropriate pensions taxation matters

- *Working with Stakeholders:*
  - Providing responses to auditors of Administering Authorities and participating Employer bodies in respect of the financial reporting of Pensions and any other matters arising
  - Liaising with GAD in relation to Section 13 of the Public Service Pensions Act
  - To act as expert witness (in case of arbitration, regulatory or other)
  - Support for all associated Stakeholders as required including but not limited to Scheme Members, Pension Boards, Section 101 Committees and Employers
- *Reviewing processes, structures and policies:*
  - Funding Strategy Statement preparation and advice
  - Support in relation to any funding and associated KPIs (whether set by the Scheme Advisory Board or GAD)
- *Supporting projects and provision of services:*
  - Employer covenant analysis and funding policy implications where appropriate
  - Employer risk analysis and funding policy implications where appropriate
  - Supporting notional segregation of Employer assets and/or liabilities within the Fund e.g. in support of Employer specific funding strategy
  - Merging of Funds or the combination or disaggregation of Employers and any consequent movements between Funds
  - Supporting notional segregation of Employer assets and/or liabilities within the Fund e.g. to support Employer specific funding strategy, to track assets for accounting purposes

## Lot 2 - Benefits Consultancy Services

### Benefits Consultancy Services including but not limited to:

- *Providing information and advice:*
  - Benefit administration advice about outsourcing/reshaping service delivery
  - Benefit advice to new or existing participating Employers
  - Supply of scheme communication and information, advice and training
  - Advice and support on regulatory change
  - Advice and support on compliance with regulatory requirements, including TPR requirements and other best practice
  - Internal Dispute Resolution Procedure (IDRP) support and guidance
  - Pensions taxation advice, including support on annual and lifetime allowance calculations
  - Provision of benefit calculations
- *Working with Stakeholders:*
  - Provision of training
  - Attendance at meetings as required by Stakeholders
  - Working with LGPS administration software providers
  - Support for Stakeholders as required including but not limited to Scheme Members, Pension Boards, Committees or equivalent and Employers
  - Support in relation to any benefit related KPIs (whether set by the Scheme Advisory Board, GAD or other body)
- *Reviewing processes, structures and policies*
  - AVC Reviews and advice
  - Process review, design and implementation
  - Advice on administration management structures, service standards and key performance indicators
  - Support and advice on policy development, scheme communication and information

- Advice on the development and implementation of administration strategy including, but not limited to, advice and support on a Pensions Administration Strategy and statutory governance requirements
- Administration reviews including effectiveness of processes
- *Supporting projects and provision of services:*
  - Support on bulk exercises such as trivial commutation
  - Provide pension fund risk management and implementation advice
  - Supporting Funds in the delivery of statutory and best practice requirements
  - Advice and support on data quality and improvements

### **Lot 3 - Governance Consultancy**

#### **Governance Consultancy Services including but not limited to:**

- *Providing information and advice:*
  - Advice and guidance on Fund governance and development
  - Advice relating to performance of the Funds objectives and policy aims
  - Advice and support on compliance with regulatory requirement and other governance standards
  - Advice on approach to scheme communication and information
  - Service planning advice and support
  - Advice on conflicts of interest
- *Working with Stakeholders:*
  - Provision of training
  - Support for Stakeholders as required including but not limited to Scheme Members, Pension Boards, Section 101 Committees or equivalent and Employers
  - Attendance at meetings as required by Stakeholders



- *Reviewing processes, structures and policies:*
  - Review and development of Fund strategies and policies
  - Reviews and advice on governance structures
  - Advice and support on data quality improvements
  - Advice on organisational structures, service standards and key performance indicators
- *Supporting projects and provision of services:*
  - Provide pension fund risk management support and advice

#### **Lot 4 - Funding Risk Advisory Services**

##### **Funding Risk Advisory Services including but not limited to:**

- Advice on the integration of investment and funding strategy (along with covenant if applicable) e.g. funding level, by Employer type, cashflow profile etc. Asset/Liability modelling to support any recommendations, with potential changes to strategy and rationale.
- Advice, detailed covenant analysis and general support in assessing covenant risk and proactive engagement with Employers in financial difficulties
- Advice on risk budgets (in terms of ultimate objectives e.g. contributions tolerance) and flexing these as funding levels evolve.
- Development of monitoring metrics and tools to track progress and keep Stakeholders informed of progress against strategic objectives (mindful of risk parameters)
- Provision and/or interpretation of scenario-based analysis aligned to possible risks and their outcomes
- Development of tools/frameworks to facilitate discussion with Stakeholders on strategy change e.g. Employer paths from entry to exit
- Advice and support on policy development and principles for use of ancillary risk management tools
- Potential for detailed trigger analyses, implementation and recalibration (e.g. yield, funding level, contribution amounts)

- Allowance for discount rate/expected return calibration for hedging or other updates
- Review and “test” any associated funding/risk management policies against the Fund’s objectives

### **Lot 5 - Consultancy Services to Support Specialist Projects**

#### **Discrete pieces of Specialist, Pensions-related work including but not limited to:**

- LGPS Asset Management restructuring (“asset pooling”)
- Change Management
- Project Management
- Regulatory and best practice compliance reviews (including, but not limited to, compliance with MHCLG and The Pensions Regulator requirements)
- Data Quality, Validation Audits and improvement support
- Support for bulk exercises e.g. trivial commutation data cleansing, frozen refund tracing
- AVC Reviews and Advice
- Employer covenant analysis and funding policy implications where appropriate
- Pensions taxation advice, including support on annual and lifetime allowance calculations
- Reviews and guidance on structures and their effectiveness