

# Administering Authority Duties

Our duties are:

- to maintain the Pension Fund.
- to decide how any previous service or employment of an employee is to count for pension purposes, and whether such service is classed as a 'period of membership'.
- to notify each member of decisions regarding the counting of service.
- to set up and maintain records for each member that contain all the necessary information for the production of an accurate benefit calculation.
- when an employee ceases employment (or membership of the scheme) to calculate and pay the appropriate benefits, based on the member's record and the termination and pay details provided by the employer.
- following a members death, to supply beneficiaries with details of their entitlement including the method of calculation.
- to produce annual benefit illustrations (based on information to 31 March) (assuming receipt of accurate year-end information from the employer by the stipulated deadline). If, for whatever reason, the year end information is not received by that date we will not be able to guarantee the issue of annual benefit statements for current members of the employer for that year.
- to set up and maintain records for each pensioner member.
- to increase pensions periodically in accordance with the provisions of Pensions Increase Acts and Orders.
- to comply with our responsibilities under stage II of the Internal Dispute Resolution Procedure.
- to arrange for the valuation of the Kent Pension Fund. To appoint an actuary for both this purpose and to provide actuarial advice when required.
- to ensure that sufficient information is issued in the form of newsletters, booklets and other materials to satisfy the requirements of the Occupational Pension Schemes (Disclosure of Information) Regulations 1996.

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- to ensure that steps are taken at all times to pay benefits to appropriate beneficiaries only, and to reduce the possibility of fraud.
- to ensure compliance with Data Protection legislation.
- to comply with any orders or instructions issued by the Pensions Regulator or the Pensions Ombudsman. Where the order or instruction requires financial compensation or a fine to be paid from the Kent Pension Fund, or by any officer responsible for it, and it is due to the default, omission or otherwise negligent act of the employer, the sum concerned may be recharged to the employer.

Produced by Kent Pension Fund

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