

The Pensions Regulator

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7544-001486/01/02-HO
Mrs Judith Roberts
Clerk
MILLINGTON CUM GIVENDALE PARISH COUNCIL
Juniper Cottage
1 Manor Barn Court
Millington
East Riding of Yorkshire
YO42 1TX



Your staging date	1 May 2017
Your PAYE reference	120/ZA62046
Letter code	1163516932

January 2017

Dear Mrs Roberts

Your staging date is approaching – what you will need to do next

I am writing to you because you have previously told us that **none of your staff** would meet the age and earnings criteria to be put into a pension scheme on your staging date.

If this is still the case you do not have to do anything until 1 May 2017.

What must I do on 1 May 2017?

You must check that you still do not have anyone to put into a pension scheme. If you do you must put them into the scheme.

What must I do by 12 June 2017?

You must write to your staff individually to tell them that they have not been put into a pension scheme, but that they can ask to join one if they want to.

What must I do by 2 October 2017?

Even if you don't have any staff to put into a pension scheme you must still complete your declaration of compliance. This is an online form to tell us how you have met your duties.

For information on these duties please go to: www.tpr.gov.uk/sd-duty



You can also choose to start your duties early. To do this you must bring your staging date forward. You can pick a date that suits you and you can complete your declaration of compliance at the same time. To find out how go to: www.tpr.gov.uk/bringforward

What if something has changed?

If the age and earnings of any of your staff has changed or you have taken on new staff, you may now have someone to put into a pension scheme. To check this, go to: www.tpr.gov.uk/duty-check

If you now have someone to put into a pension scheme on your staging date, you will need to choose one.

The government has set up NEST for employers that wish to use it for automatic enrolment. For more information on other pension schemes available and how to choose one go to: www.tpr.gov.uk/select-scheme

It's the law - if you fail to complete all of your duties you may be fined and/or prosecuted.



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I will be writing again soon with more information to help with your preparations.

Yours sincerely



Charles Counsell
Executive Director, The Pensions Regulator

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