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| [INSERT APPLICANT’S ADDRESS]   |   [XX XXXX XXXX] |

Dear [XXXX]

**The Secretary of State’s Direction which directs that [XXXX (XXX)] is substituted for [XXXX]**

1. I am writing with regard to your application of [XXXX] submitted jointly on behalf of your client [XXXX **(XXXX)],** as well as [XXXX **(XXXX)],** [XXXX] as administering authority for the [XXXX **(XXX)]** and [XXXX **(XXX)].**

2. You sought a Direction from the Secretary of State to substitute [XXX] which administers the [XXXX], for the [XXXX], under the provisions of Schedule 3, Part 2, Paragraph 3, of the Local Government Pension Scheme Regulations 2013 **(“the Regulations”).**

**[XXXX] and [XXXX] merger**

3. You explained that [XXXX] proposes to merge into [XXX] on [XX XXXX], and the functions and employees of [XXXX] will transfer to [XXX] and then [XXXX] will immediately be dissolved. [XXX] participates as a Scheme employer in the [XXXX] administered by [XXXX] (the [XXXX] Fund), and [XXXX] participates in the [XXX]. You therefore propose that after the proposed merger date, [XXXX] should be substituted for the [XXXX] as the administering authority and the pension assets and liabilities of both of these colleges will be combined in the [XXXX] Fund.

1. (Please include the relevant information about AVCs should there be any, including the number of AVCs with the current provider and the manner in which these contracts will be dealt with)

**The Consultation**

4. The Secretary of State is required by Paragraph 4(a) of Part 2 of Schedule 3 to the Regulations to consult any bodies appearing to be affected by a proposed Direction under the Regulations. A formal consultation email was issued on [XX XXXX] to the [XXXX], [XXXX], [XXXX] and [XXXX]. These bodies were invited to make any representations as to whether the Direction should be made and come into force on [XXXX]. [Each of the responses received from the consulted bodies supported the proposal – **to be confirmed**].

**The Secretary of State’s Direction**

5. On behalf of the Secretary of State, I am authorised to issue Directions under the powers in Paragraph 3 of Part 2 of Schedule 3 to the Regulations. The Secretary of State directs that from [XX XXXX], the [XXXX] that administers the [XXXX] becomes the administering authority for [XXXX XXXX] of the [XXXX], following its merger and subsequent dissolution.

6. In the exercise of the power in Paragraph 4(b) of Part 2 of Schedule 3 of the Regulations, the Secretary of State directs that the liabilities and assets relating to [XXXX] transfer from the [XXXX] to the [XXXX], after the merger of the colleges and the subsequent dissolution of the [XXXX]. The result will be that the [XXXX] of both [XXXX] and [XXXX] are combined in the [XXXX] with effect from [XX XXXX]

Yours sincerely,

Local Government Finance Reform and Pensions Division

A copy of this letter has been sent to the following:

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| 1. |
| 2. |
| 3. |
| 4. |