



PCPF Disclosure of Pension Information

Guidance on the 2021 process

February 2021



Delivering your Projects

Buck hold a contract to deliver administration services in respect of the Parliamentary Contributory Pension Fund (“PCPF”) and have been asked to deliver the 2021 Disclosure of Pension Information. This will be delivered by our specialist National Projects Team (“NPT”), largely based in our Bristol office. The focus of the NPT is to deliver high-quality project work to support your scheme journey, collaborating with the “day-to-day” administration team in order to deliver projects on time and to budget, without impacting the service delivery and member experience.

All communications with the NPT should be done using the central mailbox – Nationalprojects@buck.com

Requirements for 2021 – Important please read

Please note that the process for 2021 has been reviewed and agreed with the PCPF Pensions Unit. We have provided a process map on the next page and included some highlights from our process below:

- **Receipt of Annexes ahead of commencement of work** – We will wait to receive all Annexes 13b from all Departments before we start reviewing the scope and providing the pricing. All work for this project needs to be scoped at once, as there might be ministers appearing on multiple Annexes.
- **Cost approval** – We require each department to confirm their acceptance of the cost and timescales quoted via email, along with a PO number for the Buck invoice (if required). At this stage we will commence the work to produce the figures.
- **Invoices** – An invoice will be issued by Buck for urgent settlement by government departments.
- **Settlement of invoices** –The figures will only be provided to government department once the invoices have been processed and funds received into the Buck bank account.

Key dates for 2021

- To set clear expectations on all sides and improve the chances of a seamless project, our process is structured around three important dates:
 - **15/04/2021** – Departments should send Annex 13b to the National Projects Team before this date
 - **19/04/2021** – Deadline for Buck NPT to send to the Departments the costs and timescales
 - **26/04/2021** – Departments to confirm Buck NPT can proceed with work, costs and timeframes agreed. An invoice will be raised within 10 working days of receipt of this confirmation.

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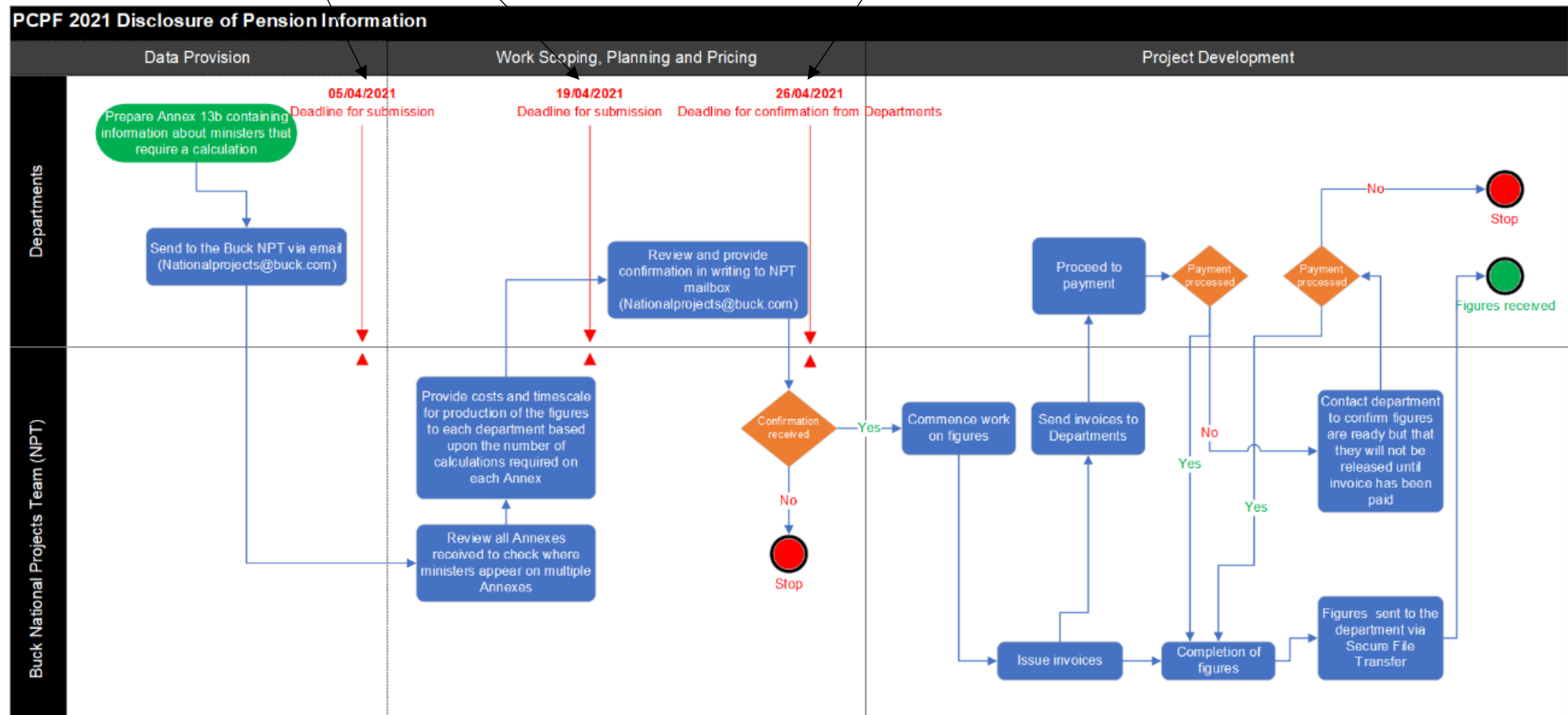


Departments should send Annex 13b to the National Projects Team before this date

Deadline for Buck NPT to send to the Departments the costs and timescales

Departments to confirm Buck NPT can proceed with work, costs and timeframes agreed. Once confirmed figures will be produced. **Note** figures will only be provided once invoice is settled (see comments on page 1)

Process Map



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