



# PCPF Disclosure of Pension Information

Guidance on the 2022 process

February 2022



## 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 2022 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](mailto:Nationalprojects@buck.com)

## Requirements for 2022 – Important please read

Please note that the process for 2022 has been reviewed and agreed with the PCPF Secretariat at the House of Commons, who manage our contract on behalf of the Trustees of the PCPF. The PCPF Secretariat can be contacted through their central mailbox [pensionsMP@parliament.uk](mailto:pensionsMP@parliament.uk)

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** – Due to the number of ministerial movements over the scheme year to date we will require all submissions from all ministerial departments to be received before we can start the calculations.
- **Unpaid Ministers** - please flag entries to Buck where you have recorded a minister on an annex who is either being paid by another department or is not receiving a ministerial salary.
- **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 2022

- To set clear expectations on all sides and improve the chances of a seamless project, our process is structured around these important dates:
- **28/02/2022** – Departments should send Annex 13b to the National Projects Team before this date and please make clear if there is a specific reporting date required (with earliest date available being 30th April)
- **11/03/2022** – Deadline for Buck NPT to send to the Departments the costs and timescales.
- **18/03/2022** – Departments to confirm Buck NPT can proceed with work, costs and time frames agreed and PO number supplied. An invoice will be raised within 10 working days of receipt of this confirmation.
- **10/04/2022** – Departments to provide final Annex 13b forms to account for any late movements in period.

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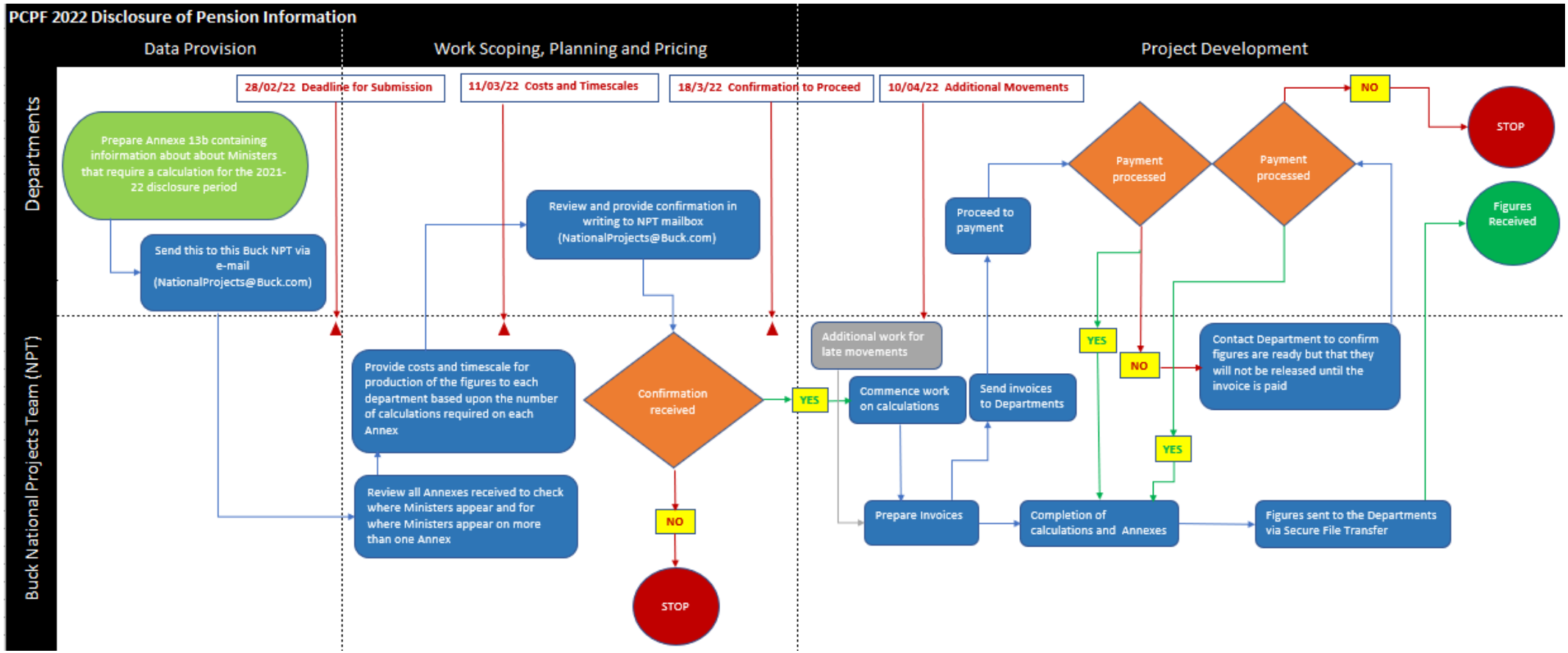
# Process Map:

**28/02/22:**  
Departments should send Annex 13b to the National Projects Team before this date

**11/03/22:**  
Deadline for Buck NPT to send to the Departments the costs and timescales

**18/03/22:**  
Departments to confirm Buck NPT can proceed with work, costs and time frames agreed. Once confirmed figures will be produced. **Note** figures will only be provided once invoice is settled (see comments on page 1)

**10/04/22:**  
Deadline for Buck NPT to receive any updated Annex 13bs for late movements



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