



**The
Pensions
Regulator**

Making workplace pensions work

PO Box 332
Darlington
DL1 9PS

www.tpr.gov.uk/info

Mrs Helen Roberts
Clerk To The Council
Bodfari Community Council
Fron Haul
Mold Road
Bodfari
Denbigh
LL16 4DY



Your PAYE reference	914/RA03313
Your Letter code	1008947837

December 2018

Dear Mrs Roberts

Re-enrolment: your legal duties as an employer

Every three years you have a legal duty as an employer to assess and re-enrol eligible staff who have left your workplace pension scheme. This is known as 're-enrolment'. You must then submit a re-declaration of compliance to tell us how you have met your legal duties, even if you have no staff to re-enrol.

What do I need to do?

We have outlined the key steps you need to take to complete your duties:

Step 1: Choose a re-enrolment date

You will need to choose a re-enrolment date between 1 January 2019 and 30 June 2019. This is the date on which you need to assess and re-enrol your eligible staff. Use our online tool to help you choose a date. Go to: www.tpr.gov.uk/info

Step 2: Work out who you need to re-enrol

On your chosen re-enrolment date, you'll need to assess certain staff to work out if you need to put them back into your pension scheme.

Step 3: Write to staff you need to re-enrol

Within 6 weeks of your chosen re-enrolment date you will need to write to the staff you have put back into your pension scheme and let them know what you have done.

Step 4: Complete your re-declaration of compliance

Whether you have staff to re-enrol or not you must complete a re-declaration of compliance to tell us how you have met your legal duties.

Your re-declaration deadline is **2 September 2019**.

More information

For more detailed information on your duties please go to: www.tpr.gov.uk/overview



Keeping you up to date with your duties

According to our records, you are the person responsible for re-enrolment. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

We'll also send more regular information by email to the contact listed below to help your organisation comply with workplace pensions law.

Nominated contact for further information:

Name: Not known

Email address: Not known

Make sure your contact details are correct

If your nominated contact's details are incorrect, or if you are no longer the most senior person responsible for automatic enrolment, please provide us with new details at: www.tpr.gov.uk/autoenrol-nominate. You'll need both the letter code and PAYE reference shown at the top of this letter to do this.

I will write to you again, but you should start preparing now and allow plenty of time to ensure you meet your legal duties on time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Ryder'.

Darren Ryder

Director, The Pensions Regulator