



Norfolk Pension Fund

lgps | Local Government
Pension Scheme

Town and Parish Council Employer Guide

Your essential LGPS responsibilities

As a town or parish council participating in the Local Government Pension Scheme (LGPS), you are responsible for providing accurate employee information and paying pension contributions to Norfolk Pension Fund on time.

This guide summarises the main tasks, deadlines and contacts you need. Keep a copy with your council's payroll and financial records and pass it to any new clerk or payroll contact.

1. Submit your monthly pension information

You must submit your employee and payroll information through **i-Connect** each month.

Make sure the figures in your i-Connect submission match the pensionable pay and contribution amounts recorded on your Monthly Contribution Remittance form, known as the **SR71**.

If you need help with i-Connect, contact the technical team on:

Email: pensions.technical@norfolk.gov.uk

Telephone: 01603 222132

2. Complete your SR71 form

You will receive a personalised SR71 form showing your council's employer contribution rate and payment dates. Use the rate shown on the form for the period specified.

Complete the SR71 using the instructions in the **Notes** tab.

3. Send the SR71 before making payment

Email your completed SR71 to:

Sam Ayling

Email: sam.ayling@norfolk.gov.uk

Telephone: 01603 222906

The SR71 must be sent **prior to payment**. Sending it in advance allows the Fund to identify and allocate the payment promptly when it is received.

4. Pay contributions on time

Pay the total employee and employer contributions electronically by the **payment due date shown on your personalised SR71**.

Late payment is a serious matter and may result in further action, including potential reporting to The Pensions Regulator.

5. Check the contribution rate

Use the employer contribution rate displayed on your personalised SR71. The rate applies for the period shown on the form, so do not continue using a previous rate without checking the effective date.

You must also apply the appropriate employee contribution rate to each scheme member's pensionable pay and update it when required.

6. Tell us when your contacts change

Please notify Norfolk Pension Fund promptly if your:

- clerk or responsible financial officer changes;
- payroll provider changes;
- payroll or pensions contact changes;
- email address or telephone number changes; or
- council appoints someone new to complete i-Connect or the SR71.

To report changes to employer contacts, please [update our Employer Contacts form on our website](#).

New clerk checklist

When taking over responsibility for pension administration, check that you:

- have access to i-Connect;
- know who processes the council's payroll;
- have the current personalised SR71;
- know the applicable employer contribution rate;
- know the monthly submission and payment dates;
- have the Fund's correct payment details;
- can access previous i-Connect submissions and SR71 records;
- have notified the Fund of the change in contact; and
- know who to contact if you need assistance.

Further information

For detailed requirements, refer to the [G001 - Employer Handbook \(Issue 17 Feb 2026\)](#) and the [Employer Guide to i-Connect Online Returns](#).