



**Gallagher**

Insurance | Risk Management | Consulting

# PCPF Disclosure of Pension Information

## Guidance on the 2025 process

January 2025

## Delivering your Projects

Gallagher hold a contract to deliver administration services in respect of the Parliamentary Contributory Pension Fund (“PCPF”) and have been asked to deliver the 2024-25 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 2025 – Important please read

Please note that the process for 2024-25 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** –we will require your Annex to be submitted by the 4th March in order to confirm and agree membership and associated costs.
- ❑ **Unpaid Ministers** - please flag entries to Gallagher 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 Gallagher invoice (if required).
- ❑ **Invoices** – An invoice will be issued by Gallagher for prompt 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 Gallagher bank account.



## Key dates for 2025

- To set clear expectations on all sides and improve the chances of a seamless project, our process is structured around these important dates:
- **04/03/2025** – 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 1<sup>st</sup> May)
- **19/03/2025** – Deadline for Gallagher NPT to send to the Departments the costs and timescales.
- **27/03/2025** – Departments to confirm Gallagher 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.
- **14/04/2025** – Departments to provide final Annex 13b forms to account for any late movements in period.



## Process Map:

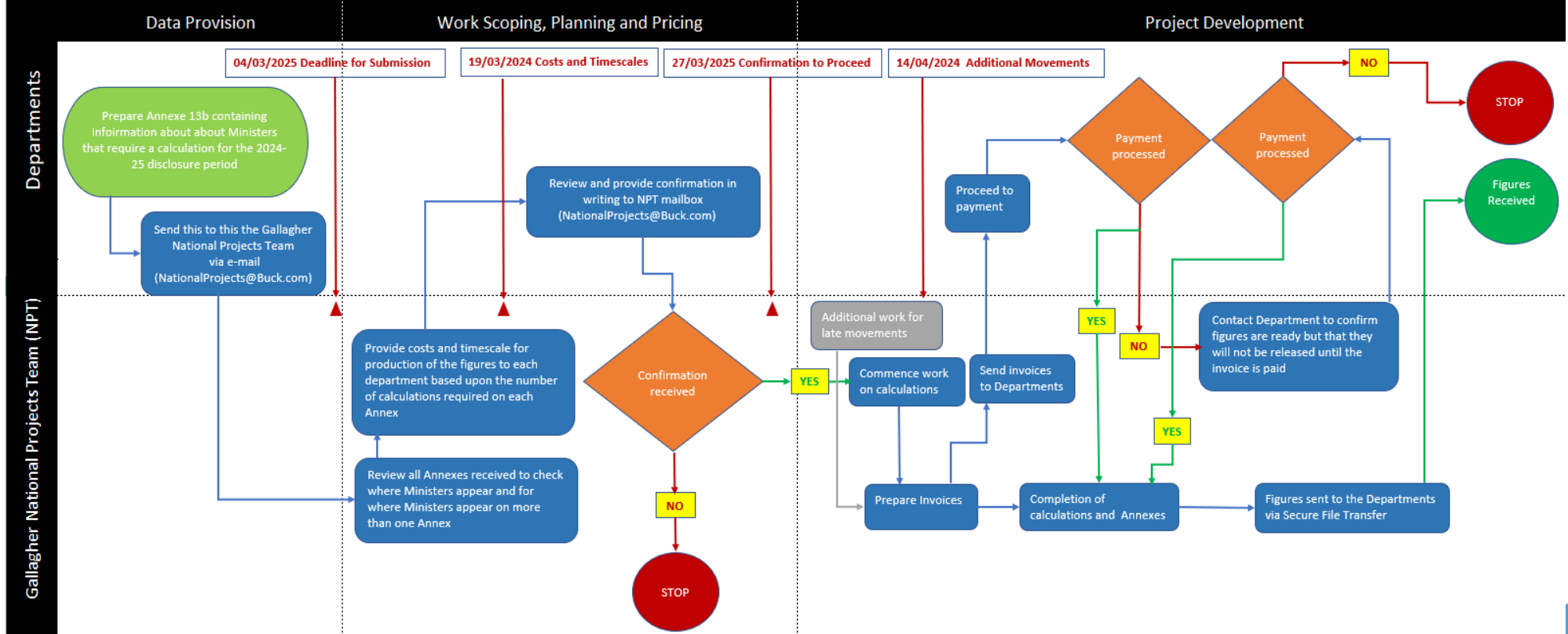
04/03/2025:  
Departments should send Annex 13b to the National Projects Team before this date.

19/03/2025:  
Deadline for NPT to send to the Departments the costs and timescales.

27/03/2025:  
Departments to confirm NPT can proceed with work, costs and time-frames agreed. Once confirmed, figures will be produced. Note figures will only be provided once the invoice is settled (see comments on page 2)

14/04/2025:  
Deadline for NPT to receive any updated Annex 13bs for late movements.

### PCPF 2025 Disclosure of Pension Information



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