

Circular number	11/2009	Date issued	3 March 2009
This circular is	For action	By	13 March 2009
This circular is	Relevant to the National Framework		
Status	Notification to Fire and Rescue Authorities (FRAs) of the new arrangements for the claiming and payment of Firefighter Pension Top Up Grant. Complete and return the attached claim administrator /certifier form by Friday 13 March 2009.		

Financial arrangements for firefighter pensions top-up grant - claims and payments

Issued by:

Robert Flynn
Programmes, Finance and Performance Division

Addressed to:

The Chair of the Fire and Rescue Authority
The Chief Executive of the County Council
The Clerk to the Fire and Rescue Authority
The Clerk to the Combined Fire and Rescue Authority
The Commissioner of the London Fire and Emergency Planning Authority
The Chief Fire Officer

Please forward to:

Treasurers
Finance Directors

Summary

This circular notifies FRAs about the changes of responsibility within CLG for the provision of top up grants and requests FRAs to complete the attached LGASNET Claims Administrator / Certifier form and return by Friday 13 March 2009.

For further information, contact:

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1.0 Introduction

- 1.1 With effect from 1 March 2009 responsibility for the provision of pension top up grant passed from the Fire and Resilience Directorate to the Workforce, Pay and Pensions Division of the Department's Local Government Finance Directorate. Future claims for and the payment of top up grant will be processed through the LOGASnet system.
- 1.2 LOGASnet (Local Grants and Subsidy:net) is the Department's web-based data collection and payments processing system designed to assist with the processing of claims for, and the calculation of, grants and subsidy payments to local authorities and other bodies in England. Payments are made via a direct interface with the Department's accounting system, SAP. Many fire authorities will already be familiar with the system through the payments of other grants to local authorities.
- 1.3 The next round of forms to be completed will be made available via LOGASnet on 1 April 2009, with payments being made in July 2009. For the system to become operational, information is required on the members of staff responsible for 'Claims Administration' and 'Claims Certification'. The 'Claims Administrator' is the person responsible for ensuring the FPF2 and 3 forms are completed, and ensuring that they have been certified by the Claims Certifier by the due date in May 2009. The 'Claims Certifier' should be the Treasurer, Statutory Finance Officer or a member of staff with authority to confirm the accuracy of the information provided. Even if you have previously been set up as a user on LOGASnet in respect of other LOGASnet payments, a new form must be completed in respect of this specific grant, as details may vary from grant to grant. The form is attached at **Annex A**. Once completed, it should be sent to the email address at the end of this Circular. **It is important to emphasise that without completion of the attached form no claims can be received and no payments made.**
- 1.4 Following the setting up of the 'Claims Administrator' and 'Claims Certifier' roles on the system, FPF forms 2 and 3 will be made available from 1 April 2009 on LOGASnet. The online certification of these forms, by the 'Claims Certifier' will mean there is no longer a requirement to provide a 'wet signature'.

2.0 Changes in responsibility from 1 March 2009

- 2.1 From 1 March 2009, the Departmental contact for pension top up grant will be Anthony Mooney, Workforce, Pay and Pensions, Local Government Finance, Communities and Local Government, Zone 5/F6, Eland House, Bressenden Place, London, SW1E 5DU. Telephone No 020 7944 8087 E-mail Anthony.mooney@communities.qsi.gov.uk
- 2.2 In future, all general information relating to Firefighter Pensions Top Up Grant will be sent from the Workforce, Pay and Pensions Team under the cover of Firefighter Pension Scheme Circulars.

3.0 Return of Completed Registration Forms

- 3.1 FRAs are requested to return the completed forms to firepensions@communities.gsi.gov.uk by Friday 13 March 2009. Please note that no forms can be sent out, or payments made without completion and return of the attached form. If you have any questions or you would like further information please contact Anthony Mooney on 020 7944 8087.

Robert Flynn
Programmes, Finance and Performance Division

LOGASNET CLAIMS ADMINISTRATOR AND CLAIMS CERTIFIER IN RESPECT OF FIRE-FIGHTER PENSIONS GRANT CLAIMS / PAYMENTS

For.....Fire Authority

LOGASNET ROLE	Claim Administrator
First Name	
Last Name	
Email Address	
Telephone Number	

LOGASNET ROLE	Claim Certifier
First Name	
Last Name	
Email Address	
Telephone Number	

Please return the completed forms to firepensions@communities.gsi.gov.uk by Friday 13 March 2009.