

June 2025



London River House
Royal Pier Road
Gravesend
Kent DA12 2BG
United Kingdom
Tel: +44 (0)1474 562200
Web: www.pla.co.uk

Dear Member

**PLA Pension Fund
PLA (UDS) Widows', Widowers' & Orphans Pension Fund
PLA Retirement Benefits Scheme (referred to as the PLA pension schemes)**

Update on the Administration and Secretarial services of the PLA pension schemes

Further to the communication sent to you last year, I am writing with an important update regarding the administration and secretarial services of the PLA pension schemes.

To improve resilience and ensure continued high-quality service, the Port of London Authority, together with the Trustees, have decided to outsource the following services for the PLA pension schemes:

- Administration
- Pensioner payroll
- Treasury services
- Secretarial services
- Governance
- Member communications

These services will soon be provided by **Gallagher** ([Retirement and Pensions | AJG United Kingdom](#)), a highly regarded specialist firm in providing pension scheme administration and support to trustees. We are working closely with Gallagher to ensure a smooth handover and aim to complete the transition during Q4 this year.

You will receive further communication, from Gallagher, during the transition process and nearer to completion of the transition. This communication is purely by way of an update with more detailed information to follow.

This change does not affect your benefits or entitlements under the PLA pension schemes in any way. It is purely an administrative change designed to enhance service delivery and future-proof the administration of the PLA pension schemes.

Your Data and Privacy

The Trustees remain fully committed to protecting the privacy and security of your information. All data transfers take place using secure communication portals and in full compliance with relevant data protection regulations. Information will only be shared with authorised personnel involved in the management of the various schemes. A copy of the privacy notice can be provided on request

Until the transition is complete, please continue to use your existing contact channels. Further contact details will be provided in due course as part of the handover process.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Bottacchi', with a long, sweeping horizontal stroke extending to the right.

D Bottacchi (Miss)
Pensions Manager
Tel: +44 (0)1474 562287
Email: pensions@pla.co.uk