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Year end return 2019/2020

Thank you to all of our employers who have submitted their 2019/2020 year-end return in such difficult circumstances. Our Technical Team are currently working through the returns. We appreciate your continued support. If you receive any queries from the team, please respond to them as soon as possible to help us finalise your return.

Outstanding year end returns

If your year end return is outstanding, it's important that you send it urgently. Please arrange for it to be completed and sent to pensions.tech@derbyshire.gov.uk. You can find further support on our website's [contributions and reconciliations](#) page.

If you need support with a specific query, you can contact us at pensions.tech@derbyshire.gov.uk.

(Please note: Charges for [additional administration](#) may become applicable where employers fail to respond to reminders.)

Electronic signatures

We recognise during this pandemic that a lot of our employers are working from home.

Our working lives look very different and some of us don't have the usual office equipment.

You'll know that for auditing purposes, we require up to date signatures on our forms. This has become a challenge for some of our employers whilst working from home. In order to avoid queries and delays, we want to highlight a few ways you can insert your signature into our forms easily without a printer or scanner:

- We've provided some online guidance detailing [how to insert your electronic signature](#) into a PDF document.

- If you have your electronic signature saved as an image on your laptop or computer, you can insert the image into an Excel cell or in Word using 'Insert > Pictures'.
- You can download an app on your mobile phone to scan printed documents as a PDF or image, such as Microsoft Office Lens or PDF scanner.

Please note that documents containing electronic signatures must be sent to us from an authorised signatory's email address.

2019 actuarial valuation

The 2019 Actuarial Valuation report is now [available on our website](#). The report, prepared by the pension fund's actuary, Hymans Robertson LLP, reviews the fund's financial position and sets out each employer's contribution rate.

Exit credits

The Local Government Pension Scheme (Amendment) Regulations 2020 which came into force on 20 March 2020 require the Fund to determine the amount of any exit credit which might be payable to a ceasing employer if its pension liabilities have been overfunded at its date of exit from the Fund.

We're currently formulating a draft Exit Credits Policy for the Pensions and Investments Committee to consider. All employers will be invited to comment on the draft policy during a period of consultation in due course.

We'll let you know as soon as the consultation is open.

FAQs

McCloud

The LGPS member website has released [a frequently asked questions webpage for the McCloud court case](#). It covers the following questions:

- What is the McCloud court case about?
- What does it mean for the LGPS?
- Will the changes apply to me?
- Will my pension increase?
- When will the changes come into effect?
- What do I need to do?

Please provide the link to your employees who are LGPS members, and familiarise yourself with the content.

As noted in our February newsletter (issue 165), please remember to retain your employee records in case they're needed once a remedy to the McCloud case has been agreed.

Coronavirus

A quick reminder that [FAQs](#) about the impact of Coronavirus on the LGPS for scheme members and employers are available on our website.

Employer webinar

The Local Government Association (LGA) recently offered a webinar for LGPS employers called 'COVID-19 for LGPS employers'. A recording of the webinar and the presentation slides are available on their [Covid-19 news and information](#) page on the LGPS Regulations and Guidance website.

i-Connect

You'll be aware from previous newsletters that we're working towards all employers completing monthly data submissions by Autumn 2021.

Our first group of employers are now live on i-Connect and experiencing the benefits of the system.

If you haven't heard from us yet to confirm your implementation phase, please contact us at pensions.iconnect@derbyshire.gov.uk

Information about [i-Connect](#) is available on our website.

Member self-service

We'll be notifying our members on their annual benefit statements this year that in 2021 their statements will be issued online.

More details will be available soon, and our team will be seeking your help to encourage your employees to register for online access.

LGPS videos

LGPS have released 7 new videos which we've made available on our website. They're clear and simple to help our members and employers understand what a pension is and other important information. They're available to watch on our [LGPS videos webpage](#) and are titled as follows:

- What is a pension?
 - How your pension works
 - Looking after your pension
 - Protection for you and your family
 - Life after work
 - Your annual allowance
 - Your lifetime allowance
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Ill health retirement

It's important that ill health retirement applications and Tier 3 reviews continue to be progressed during the current situation. This includes obtaining medical opinions from IRMPs (Independent Registered Medical Practitioners).

If you experience delays in receiving an IRMP's opinion, you should ask the IRMP to include details in their report about any delays caused by Covid-19 (e.g. receiving GP/Consultant reports).

Delays can adversely affect your scheme members, including the date an ill health pension is payable from, or the date that a Tier 3 pension is upgraded to Tier 2. We want to provide the best customer service possible and avoid you receiving member appeals where possible.

Standard contract wording

In order to reduce the amount of Starter (S1) and Leaver (L1) forms that you're required to submit, we can provide approved wording to include in your contracts for new starters and also where existing employees receive a new contract from moving jobs. The wording is available for all employers eligible for the LGPS (except Admitted Bodies with closed admission agreements). If this is something you'd be interested in using, you can request the approved contract wording

by emailing pensions.regs@derbyshire.gov.uk. We'll ask you to notify us of when you start applying it.

Forms guidance

Reminder: Relief workers leaving dates

When a relief worker leaves your employment, it's important that the date you use as the leaving date on the L1 leavers form is the date you closed their pay record and terminated their relief contract, not the date when they last worked if that was an earlier date.

Reminder: Relief workers leaving dates

Please note that the "Post ref" field on the S1 form is now restricted to 12 characters to tie in with space available on our system. Please ensure that you always use the latest version of the form available on our [website](#).

Retirement

Our Pensions Administration Manager, Nigel Dowey, is retiring on 30 June 2020 after 5 years with the Fund, and many years previously with other pension funds. We send our best wishes to Nigel for a long and happy retirement.

Email addresses

A quick reminder of our email addresses and what they should be used for:

- dpf.employers@derbyshire.gov.uk - For submitting member notification forms such as the S1, L1, C1 and estimate requests. All found [here](#).
- pensions.tech@derbyshire.gov.uk - For submitting contribution returns (CR1), data and payment queries.
- pensions.regs@derbyshire.gov.uk - For queries relating to LGPS regulations, employer visits, events and communications.
- pensions@derbyshire.gov.uk - For queries and requests from members of the LGPS.

**If you have any queries about the information provided in this newsletter,
or about the LGPS in general, please contact us at:**

Derbyshire Pension Fund, County Hall, Matlock, DE4 3AH

Tel: 01629 538862

Email: pensions.regs@derbyshire.gov.uk

Website: www.derbyshirepensionfund.org.uk

