



Derbyshire  
Pension  
Fund

Local Government Pension Scheme  
**Employer Newsletter**

Issue 171  
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## Employer guides

Derbyshire Pension Fund and the Local Government Association (LGA) provide employer guides to help you make LGPS related decisions.

### Administration Strategy

Following a period of consultation, a revised version of our Administration Strategy has been published. The main change is the addition of [i-Connect](#) as part of your employer role.

You'll need to use this latest version of the [strategy](#) as your guide to your roles and responsibilities as an LGPS employer.

### Ill Health Retirement

Ill health retirement is the release of pension benefits to employees or ex-employees who satisfy the relevant criteria. There are two types of ill health retirement: Active member ill health retirement and Deferred member early payment of pension benefits. If you are assessing someone's eligibility our [Employers guide to ill health retirement](#) should provide the information you need to ensure the ill health process is followed.

### Appeals

In all LGPS cases, individuals must be given the right to appeal under the Application for Adjudication of Disagreements Procedure (AADP). An appeal can relate to any decision, for example, whether to grant ill health retirement and/or the benefits paid. Our [Employers Guide to Appeals](#) provides insight into the appeals process.

If you have an individual who is considering making an appeal, you can provide them with a link to our [feedback complaints and appeals page](#).

## LGA HR and Payroll Guides

The LGA provides useful guides that cover a variety of subjects including HR and Payroll guides. Further information and guides can be found in the [Employers section of the LGPS regulations website](#).

## My Pension Online

Very soon scheme members will be given the opportunity to register for My Pension Online to access their pension record and view documents online. In preparation for the launch of My Pension Online we have created a new section on the website. To keep up to date with the launch please go to [derbyshirepensionfund.org.uk/my pensiononline](http://derbyshirepensionfund.org.uk/my pensiononline).

We'll provide more details nearer to the launch and will be asking for your help to encourage your employees to register.

## Standard contract wording

To streamline your employer role, we can provide approved wording about the LGPS to include in your contracts of employment. The wording is applicable to new starters and existing employees who change jobs and receive a new contract.

Using the approved wording in most cases will replace your requirement to submit Leaver (L1) and Starter (S1) forms when employees change jobs. It also ensures that employees are fully informed of their pension options at an early stage.

To receive the approved wording for new starters and new contracts for existing staff, please email us at [pensions.reqs@derbyshire.gov.uk](mailto:pensions.reqs@derbyshire.gov.uk). We just need to know when you start applying it.

The wording is specific to employees with continued eligibility for the LGPS, so isn't needed by Admission Bodies with closed admission agreements.

## LGPS videos

The LGA have produced several short, informative videos explaining different pension and LGPS subjects. They are all available on our [website](#) and you may wish to use them in any staff training.

## Year-End Return 2020/2021

For employers who are not already using i-Connect, the deadline for submitting your Year-End Return for 2020/2021 was 23 April 2021.

If you have not been able to meet the deadline, please contact [pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk) to update us on your progress as soon as possible.

## Email addresses

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

[dpf.employers@derbyshire.gov.uk](mailto: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](mailto:pensions.tech@derbyshire.gov.uk) - For submitting contribution returns (CR1), data and payment queries.

[pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk) - For queries relating to LGPS regulations, employer training, events and communications.

[pensions@derbyshire.gov.uk](mailto:pensions@derbyshire.gov.uk) - For queries and requests from members of the LGPS.

[pensions.iconnect@derbyshire.gov.uk](mailto:pensions.iconnect@derbyshire.gov.uk) – For employer queries about i-Connect

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](mailto:pensions.regs@derbyshire.gov.uk)

Website: [www.derbyshirepensionfund.org.uk](http://www.derbyshirepensionfund.org.uk)

