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Year-end return 2021/2022

We would like to thank those employers not yet using [i-Connect](#), who have submitted their 2021/2022 year-end return.

If you receive any queries from us, it is because we are unable to reconcile some of the data, so please respond as soon as possible to help us finalise your return. We appreciate your continued support as we go through the submissions.

Employers that we have confirmed are live on i-Connect from at least 1 April 2021, do not need to submit a year-end.

Overdue year-end returns

Without a finalised year-end return, we are unable to provide annual benefit statements for your employees who are in the scheme. This is a breach of statutory disclosure regulations.

If your year-end return has not been submitted, 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: [Contributions and reconciliation](#)

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

Underperformance charges for additional administration may become applicable where employers fail to respond to reminders. Details of the charges are published in our [Administration Strategy](#).

Employer responsibilities

Ill health retirement

When conducting an 18-month review of a Tier 3 ill health pension, or any other ill health retirement decision, it is the employer's responsibility to inform the ex-employee of their decision and of the relevant rights of appeal. This can be done by including the Application for Adjudication of Disagreements Procedure leaflet available on our [Feedback, complaints and appeals webpage](#) with the decision letter.

Further information can be found in our [ill health process guide](#).

Pensionable pay

We are reliant on being informed by employers of the correct pensionable pay when a member leaves and any revisions that may be applicable.

Employer enrolment webpage

We have created a new employer webpage about [enrolment](#) to help you work out your legal employer duties. It covers the following topics:

- Automatic enrolment
- Contractual enrolment
- Opting out
- 50/50 section
- Resources, including a technical guide and sample letters

Public Sector Exit Payments

On 12 May 2022, the Department for Levelling Up, Housing and Communities (DLUHC) published [statutory guidance on special severance payments](#), which includes a list of the bodies the guidance applies to.

The guidance covers approval, disclosure and reporting requirements and confirms that strain cost:

- related to the early payment of LGPS benefits does not constitute a Special Severance Payment
- when awarding additional pension under regulation 31 of the LGPS Regulations 2013, it may constitute a Special Severance Payment

DLUHC consulted on a draft version of this guidance in 2021. You can find links to the original consultation, the LGA response and the government's response on the [scheme consultations](#) page of the LGPS Regulations and Guidance website.

Employee details changes

It's important that you let us know as soon as possible when an employee's details change, for example, title, name, address. This helps us to minimise the risk of data breaches occurring.

If you're not using i-Connect yet, please remember to notify us using the C1 Form when any of your LGPS members change their personal and contact details. The C1 Form is available on the [Forms for employers](#) section of our website.

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 training, events and communications.

pensions@derbyshire.gov.uk - For queries and requests from members of the LGPS.

pensions.icconnect@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 538900

Email: pensions.regs@derbyshire.gov.uk

Website: www.derbyshirepensionfund.org.uk


