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Local Government Association (LGA) employer training

The LGA is offering virtual LGPS employer role training on 4 dates between August and December 2024. The training covers:

- Brief overview of the LGPS
- Joining the LGPS
- CARE vs Final Pay
- Absences
- Additional Contributions
- All types of retirement
- Early leavers
- Other areas for consideration - including employer discretions, maximising tax-free cash and internal dispute resolution procedures

If you would like to book onto a session, please select one of the following dates to find out more information:

- [Thursday 29 August 2024](#)
- [Tuesday 1 October 2024](#)
- [Thursday 7 November 2024](#)
- [Friday 6 December 2024](#)



Change to shortfall factors

The new [shortfall cost](#) factors are now in effect as of 1 April 2024. We emailed our main employer contacts at the end of January 2024 confirming their implementation.

Shortfall costs are payable by employers to cover the cost of paying pension benefits early when an employee aged 55 or over has their employment terminated and they are eligible for the early release of their pension benefits. Shortfall costs are sometimes called strain costs.

2024 / 2025 contribution returns

All employers should have received their contribution return templates (CR1 form) for 2024 / 2025. Please ensure that these are used going forward for the current scheme year, as older templates will not be accepted.

If your employer contribution rate has changed from the 2023 / 2024 scheme year, please make sure to apply this change for your April 2024 contribution payment and return.

The deadline for your April 2024 CR1 form is 19 May 2024.

If you haven't received your employer's CR1 form, please contact our Technical Team:
pensions.tech@derbyshire.gov.uk



i-Connect reason for leaving

Please ensure the reason for an employee leaving the LGPS is recorded accurately on your i-Connect submissions.

The way we process leavers is dependent upon the “reason for leaving” field, therefore it is crucial that it is recorded as one of the following:

- Opted out
- Compulsory Transfer (TUPE)
- Resignation / Redundancy Under 55
- Dismissal / Ill Health Capability
- Gross Misconduct Dismissal
- Redundancy 55+ / Efficiency Dismissal
- Flexible Retirement
- Retirement / Resignation 55+
- Employee Reaching Age 75
- Ill Health Retirement
- Death in service

Incorrect reporting of reasons for leaving can directly result in issues such as: pension benefits not being paid, an incorrect level of benefits being paid, or employees receiving a refund of their LGPS contributions when they are not due.

If you need assistance with your i-Connect submissions, please contact us:

pensions.iconnect@derbyshire.gov.uk

My Pension Online

We'd like to thank employers that have shared information with their employees about My Pension Online, our service for Local Government Pension Scheme (LGPS) members.

Annual benefit statements

Over the coming months we will be writing to our members to let them know that their latest annual benefit statement is available on their My Pension Online account. If your employees enquire about the service, you can direct them to our website where the [My Pension Online homepage](#) offers guidance on the registration process.

Any unresolved queries regarding your employee data for the 2023/2024 scheme year, will result in the delay of your employees' annual benefit statements being processed. Other reasons for a delay in an employee's statement being received can be found on the [active member annual benefit statement](#) page of our website.

Troubleshooting

Where employees have already registered for My Pension Online, but are struggling to access their account, you can remind them:

- Their username is not their email address – it is something unique they created when they registered for My Pension Online
- If they cannot remember their username, password, or security question answers, they can reset or receive a reminder by using the “I have forgotten my...” facilities

Once they have logged into their account, if they have more than one pension record, they can navigate between them to access the appropriate record and benefit statement.

Promotional resources

We'd be grateful if you could share our updated promotional resources with your LGPS eligible employees. Our [My Pension Online resources](#) page includes images that can be used for:

- Newsletters
- Emails
- Intranet pages
- Printed materials

A promotional graphic for 'My Pension Online'. On the left, a smartphone displays a QR code. To the right, the text reads 'My Pension Online' in a large, bold, black font. Below this, it says 'Access your pension details:' followed by the URL 'derbyshirepensionfund.org.uk/mpo' in blue. The 'lgps' logo is centered below the URL. At the bottom, it says 'Scan the code to go straight to our access form'. The background shows a person's shoulder and a tablet device.

Payroll guide for Prudential AVCs

Prudential has published a [payroll guide](#) for employers who submit Additional Voluntary Contribution (AVC) payments to them on a monthly basis.

The guide is aimed at helping to streamline the process for AVC payments and to avoid problems with submitting data and payments to Prudential.

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.iconnect@derbyshire.gov.uk – For employer queries about i-Connect.

For queries and requests from members of the LGPS, please direct them to the [enquiry form](#) on our website.

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

