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This special edition includes important information about the impact of coronavirus on the LGPS and also how we need your help to reassure your employees in the scheme about their pension.

Coronavirus & the LGPS

Employees contacting the Fund

In our last newsletter (March – issue 166), we asked you to share a message with your employees about how to contact us during the current situation. If you haven't done so, please arrange to share the message we provided in the last newsletter.

Coronavirus FAQs

We've published a new section on our website FAQs, which provides information and Q&As about the coronavirus.

derbyshirepensionfund.org.uk/coronavirus

This section includes two pages:

- **FAQs for members** - This page will reassure many of your employees in the scheme that their pension is safe and secure. It'll also help reduce the volume of enquiries made to you. We need your help to let them know about the page, so please share this [Coronavirus FAQ for members](#) link as soon as possible.
- **FAQs for employers** – This page includes a set of FAQs which answer many of the questions our employers have contacted us about. It covers topics such as furlough pay, employee contribution rates and Emergency Volunteering leave.

We'll update these pages with any new developments.

Forms & notifications

Our main forms now ask you to provide a **personal email address** for your employees. It's more important than ever for us to be able to contact members safely and securely electronically. When you're submitting a form to us, if you don't hold a personal email address, please contact your employee to check whether they're happy to share this information with us.

That information will help us to process pension benefits, and respond to other pension matters as quickly as possible.

Please always use the latest version of our forms, which are available on our [website](#).

Deadlines

Here's a quick reminder of our main deadlines to support us all in maintaining our service;

- **S1** – Starter/joiner form – Within 1 month of start/joining date
- **L1** – Leaving the scheme – Within 1 month of the leaving date
- **L1** – Retirements for employees on **regular** pay – 1 month **before** the leaving date
- **L1** – Retirements for employees on **variable** pay – Within 1 **week** of finalising their pay
- **CR1** – Contributions Return form – By the 19th of the month following the month it relates to
- **Contributions Payments** - By the 19th of the month following the one it relates to
- **2019/20 Year End Return** – 20th April 2020.

If you have any concerns, please contact the Regulations and Communications team by email: pensions.regs@derbyshire.gov.uk.

Year end return 2019/20

The deadline for this year's return is **Monday 20 April 2020**.

If you haven't already begun, please start preparing for the completion of your return.

We have a page on our website dedicated to [contributions and reconciliations](#). It includes the following resources:

- A copy of the template
- Guidance notes
- A short PowerPoint presentation about completing the return

If you use Derbyshire County Council or Derby City Council's payroll services, your year end return will be submitted automatically as part of your payroll arrangements.

If you have any queries, please contact Rachel James by email at: pensions.tech@derbyshire.gov.uk

LGPS contribution rates 2020/21

Employee – The new bandings for employee contributions from 1 April 2020 were included in newsletter 166. They are also available on our [website](#). Please check that your payroll provider is ready for the revised bandings to be applied in time for April's pay.

Employer – You should have received your new CR1 form to use throughout 2020/21 for your contribution returns.

If you're responsible for submitting the CR1 forms each month, and you haven't received your new CR1, please contact our Technical Team by email: pensions.tech@derbyshire.gov.uk.

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, which are held on our [website](#).

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

Email: pensions.regs@derbyshire.gov.uk

Website: www.derbyshirepensionfund.org.uk

