

****STOP PRESS** Access and Fairness - LGPS regulation changes - action required**

Good Morning

We are writing to you as a payroll contact for LGPS scheme employers, administered by Hampshire Pension Services.

Access and Fairness – LGPS regulation changes

Following the changes introduced by [LGPS \(Miscellaneous Amendments\) \(Member Benefits\) Regulations 2026](#), last week we sent the attached briefing note for Scheme Employers to highlight the key points of these changes and actions which need to be taken. The regulations implement the first phase of the Access and Fairness proposals.

Since this note, we have now updated several employer forms and published a Qualifying Additional Pension Arrangement (QAPA) calculator. Details of this is below.

You should discuss these changes with scheme employers that you provide a service to, ensuring systems and processes have been amended, as well as agreed how information will be exchanged, and who between you is responsible for what part of new processes.

Updates to Forms

The following forms have now been updated on our website to take account of changes for authorised unpaid leave of 14 days or less (starting after 1 April 2026), unpaid child related leave (starting after 1 April 2026) and Qualifying Additional Pension Arrangements (QAPA):

- Leaver form
- Estimate form
- Shared Cost APC

[Link to employer forms](#)

It is important that employers (or payroll providers on their behalf), use these updated forms to reduce any future queries or delays. The leaver form on our Employer Hub will be updated over the next few days.

QAPA Calculator

We have now published a calculator for employers to use to offer a member the opportunity to pay a QAPA to cover an authorised unpaid period of leave that lasted for 15 days or more. You can find the QAPA calculator on our [employer forms page of our website](#) - <https://www.hants.gov.uk/hampshire-services/pensions/local-government/employers/forms>

The spreadsheet includes general notes about the rules that apply to an authorised absence of 15 days or more that started on 1 April 2026 or later. It also includes notes about how to use the spreadsheet. You should read the notes carefully before completing it.

- When offering a QAPA, you should send only the 'Member Option Form' for the member to complete. These can be printed and sent by post or saved as a pdf and sent by email to the member. There are no template letters, as it is expected that employers will adapt their existing communications to reflect the changes, rather than start from scratch.
- Where a member elects to enter into a QAPA, employers should send a copy of the member's election and the 'Info for LGPS fund' tab from the spreadsheet to the Hampshire Pension Services (HPS) – these should be emailed to pensions@hants.gov.uk

Please note, employers should be aware that the [Buy lost pension calculator](#) on the member website must still be used in certain cases. The 'old' rules apply to an authorised break that started before 1 April 2026, a strike break and a break that started on or after 1 April 2026, but the member misses the one-year deadline to elect for a QAPA.

Additional guidance/resources

Please note, over the next few weeks, Hampshire Pension Services and LGA will be reviewing and updating websites, technical guides, discretion templates and processes.

In June 2026, Hampshire Pension Services will host several webinars to support employers to understand the changes to authorised unpaid leave, child related leave and QAPA's, as well as walk through pensionable pay (including Assumed Pensionable Pay and Lost Pensionable Pay). Please look out for dates over the next couple of weeks.

In the meantime, you may find the following resources helpful:

- [LGA Bulletin 276 – Special edition Access and Fairness](#)
- LGPS member website's [If you are away from work](#) webpage

If you have any queries about these changes, please email pensions.employer@hants.gov.uk

Employer Services

Hampshire Pension Services

Corporate Services

Hampshire County Council

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