

****This communication is only relevant to Scheme Employers whose employees pay is affected by the 2023 Local Government pay deal – if this does not apply to you, you can ignore this. Please note, that this communication has been sent to High level, Finance and Annual return authorised contacts that we hold for your organisation. Please pass this on as appropriate including any third-party payroll providers****

We understand that the local government pay award from 1 April 2023 to 31 March 2024 has been agreed.

This email is to advise on the actions to be taken in respect of pensions.

Active members

- Your 2023/24 Annual return should be completed as normal, for those that have received this payment, and reflect the backdated pay award in pensionable pay figures provided.
- Information on how contributions bandings should be reviewed are provided in section 10 of the [LGA HR guide](#).
- Please note, the contribution payments are due/collected and payable to the Pension Fund at the point these are paid.

Ex-Employees

It is recommended that employers should pay any monies due to an ex-employee who requests this. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform Hampshire Pension Services. Employers will need to:

- Amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership). We are not asking Scheme Employers to provide completely revised leaver forms, instead, can we ask you to complete the attached spreadsheet, advising us of the revised CARE and Final pay. If you are only paying arrears on request, please can you send this spreadsheet to us no more often than once a month (i.e not each time a single member contacts you). Please email this to pensions@hants.gov.uk
- Where backdated contributions are paid, please advise the member that you will provide revised pay figures to Hampshire Pension Services, who will write to them as soon as possible. While we will prioritise any members who retired and will recalculate pension and pay any arrears, it may take some time for Pensions to work through these recalculations. We would be grateful if you could set this expectation with the member when you contact them.

Further detail is provided in section 15 of the [LGA HR guide](#) and [LGA Backdated pay award FAQs](#).

If you do have any questions or concerns in respect of the above, please email pensions.employer@hants.gov.uk.

If you have any questions or comments in respect of your contributions, please email contributions.lgps@westsussex.gov.uk.

Kind regards

Employer Services

Hampshire Pension Services

E-mail: pensions@hants.gov.uk **Web:** www.hants.gov.uk/pensions

Hampshire Pension Services, The Castle, Winchester, SO23 8UB

How are we doing? Click [here](#) to let us know.

Have you registered to view your pension details on our Member Portal?

