

**Hampshire Pension Fund employers' newsletter**

**We hope you find it informative, as always we welcome any feedback you may have.**

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## Valuation results – Employer contributions

As you will be aware the triennial fund valuation took place last year.

We have now started to write to employers (high level contacts) with their individual results and the impact to employer contributions. The aim is to write to all employers with their individual results and details of employer contributions by end January 2017.

**If you do not hear from us by 8 February 2017**, then please contact us as we may not have your most up to date contact details for your organisation.

The high level outcomes of the valuation were shared at the 2016 Annual Employer Meeting (AEM) by the fund actuary, AON Hewitt. Slides are available on the employer area of our website:

<http://documents.hants.gov.uk/corprhantsweb/AnnualEmployerMeetingslides.pdf>

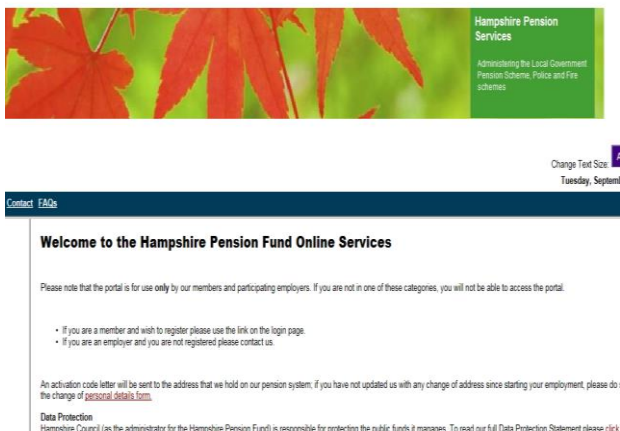
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## Employer estimates/strain charges - reminder

Please be aware that any employer estimate with a retirement date after 1 April 2017 containing a strain charge, may be subject to change depending on the outcome of the Fund valuation. We will send a stop press when any changes to the factors are available and updated on the system.

## Member Self Service - Update



Hampshire Pension Services  
Administering the Local Government Pension Scheme, Police and Fire schemes

Change Text Size  
Tuesday, September

Contact FAQs

**Welcome to the Hampshire Pension Fund Online Services**

Please note that the portal is for use only by our members and participating employers. If you are not in one of these categories, you will not be able to access the portal.

- If you are a member and wish to register please use the link on the login page
- If you are an employer and you are not registered please contact us

An activation code letter will be sent to the address that we hold on our pension system, if you have not updated us with any change of address since starting your employment, please do the change of [personal details form](#).

**Data Protection**  
Hampshire Council (as the administrator for the Hampshire Pension Fund) is responsible for protecting the public funds it manages. To read our full Data Protection Statement please click

We currently have approximately 19,000 deferred and active members registered for Member Self Service.

If you would like a report of which employees have registered to do your own internal promotion, please email

[pensions.systems@hants.gov.uk](mailto:pensions.systems@hants.gov.uk)

## Annual returns 2017

During February 2017 we will start to issue the 2017 Annual returns template to all scheme employers. These will be sent to the 'End of Year' contact we have detailed for your organisation. If you do not think we hold the correct contact details for your organisation please email [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

The annual returns will include pre-populated lists of the members that we hold as active and leavers from the year 2016/2017. As the employer it is your responsibility to ensure the pre-populated information is checked thoroughly against the information you hold. Having a pre-populated list should make it easier for you to identify discrepancies between the information you hold and what we have on our records.

**The deadline for the completed and signed annual return will be 30 April 2017.**

## Pensionable Pay Workshops

We recently advertised some 'Pensionable Pay Workshops' which we will be running in March/April this year instead of 'End of Year Workshops'. These will cover:

- Full Time Equivalent Final Pay (2008 regs)
- Calculating pensionable pay for forms including starters, leavers and estimates
- Assumed pensionable pay and absences
- Cumulative Pensionable Pay (post 2014)

These sessions are now **fully booked**, however if you would like to add your name to a reservation list for any cancellations or for future sessions we are planning in Autumn 2017, please email [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

### Dates for sessions

Thursday 9 March 2017 (PM)

Monday 20 March 2017 (PM)

Wednesday 5 April 2017 (AM)

Friday 7 April 2017 (AM)

Monday 24 April 2017 (AM)

### Further support on Pensionable Pay

[Employer manual](#)

[Pensionable pay examples](#)

[LGA HR Guide](#)

[LGA Payroll Guide](#)

## Employer performance

**Please note** that we are continuing to monitor employer performance and continue to write to employers and report to the Pensions Funding Panel and Board for employers who breach the expected timescales in the following key areas:

- Death of an active member
- Active members retiring
- Active members leaving the LGPS

Any employer included in the report will be invited to provide a short statement to be included in the information to the Pension Fund Panel and Board on what actions you are or will be taking to address any issues with providing late information to the Fund.

## Late payment of contributions – interest charges from 1 Jan 2017

Payment of pension contributions from Scheme Employers to Pensions Services needs to be made by the statutory deadline – the payment has to be received in the account by 22<sup>nd</sup> of the month following deduction (19<sup>th</sup> of the month for cheque payments). AVC contributions should be made directly to the relevant AVC provider within the same timescales.

As detailed in the Autumn 2016 edition of Pensions Matters, from 1 January 2017 we now reserve the right to charge interest on any late payments.

## Hampshire Pension Fund – Employer Manual

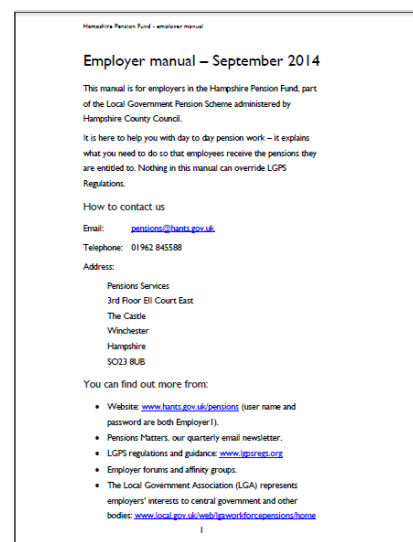
Thank you to everyone that provided feedback on our current ‘Employer Manual’.

We are using this feedback to improve this further and aim to have this work completed early April.

### Full feedback



Employer manual -  
feedback 2016.pdf

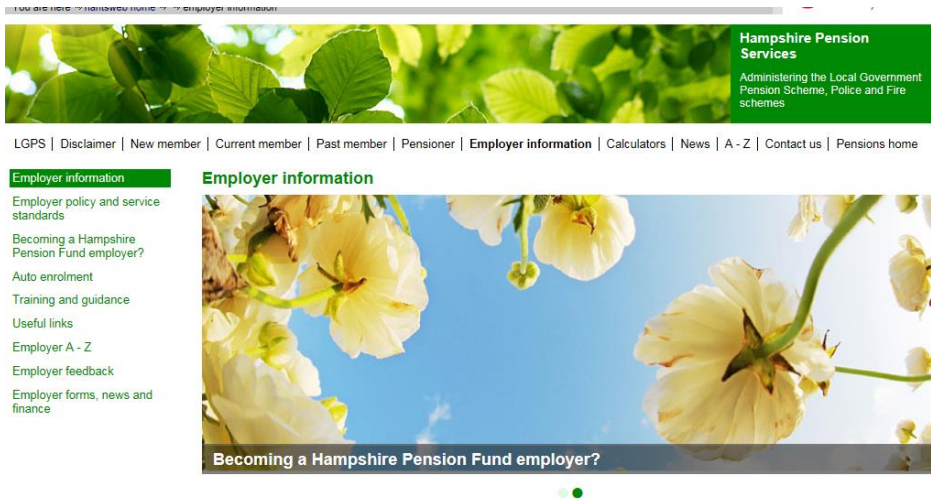


## Scheme employer – outsourcings - reminder

If you are currently undertaking any outsourcings which effect employees who are eligible to be in the LGPS scheme can we please ask you to let us know by emailing [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

In most instances employees cannot automatically continue in the LGPS – in order to do this and protect employee’s pension provision when TUPE’ing, the outsourcing employer must ask for the new contractor to be admitted to the scheme. When we receive any details of possible outsourcings, we will advise on the information needed and potential costs for arranging this.

More information and factsheets can be found on our website:



## Employer contacts, authorisations and change of payroll

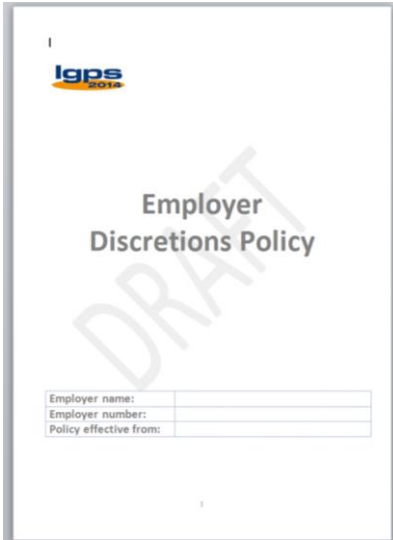
We can only receive information and release information to those named on the contacts and authorisation form in the areas that they are named as being able to deal with.

**Important** - Please keep us up to date with any changes to ensure there are no delays in processing or breaches of data. Please let us know by emailing [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

**Change of Payroll** – Please let us know if you have or are planning on changing your payroll provider by emailing [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk), we will then let you know what actions we need to take to ensure members are not affected by this change.

# Employer Discretions Policy

## Does the Hampshire Pension Fund have a copy of your published 'Employer Discretions Policy'?



LGPS regulations require all scheme employers to have a written discretions policy. The policy statement must confirm how an employer will exercise a number of compulsory discretions and should include any decisions on optional discretions allowed under the LGPS that the employer decides to include.

Some other important points to note:

- This policy must be published for 30 days before it becomes active.
- An employer must give the Hampshire Pension Fund a copy of their most up to date policy.

### Implications of not having a policy in place

- An employer is not complying with the LGPS regulations
- We cannot process any award of additional pension, flexible retirement, or waiving actuarial reductions for employees – which can lead to delays of pension benefits or no award of pension in the circumstances the employer has agreed with its employee

**Remember** - An employer should not change their policy for individual circumstances, if they wish to they would need to change the policy and publish for 30 days before it becomes effective. The policy cannot be retrospective.

If we do not hold a copy of your most up to date policy, you should send these to:

[servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

### Further information and support

Further information on LGPS discretions can be found on our [website](#) include a draft template which you may wish to use.

Although we cannot provide you copies of other employers policies or advise you on the decisions you make, we are happy to review your discretions policy and provide relevant feedback. These should be emailed to the address above.

## Shared Cost AVCs and Salary Sacrifice

Please find attached a [letter](#) which Prudential has asked us to share with all employers.

This letter sets out Prudential's position on Shared Cost AVC arrangements following a number of employers who have contacted them and expressed an interest in setting these up so they can offer AVCs on a salary sacrifice basis.

Prudential does not currently facilitate such salary sacrifice arrangements in respect of AVC contributions but they are reviewing this and will update you with further information in regard to this and whether and how such arrangements can be supported.

## Consultation on indexation and equalisation of GMP in public service pension schemes

There is currently a consultation open on '[Indexation and equalisation of GMP in public service pension schemes](#)'.

This consultation will run for 12 weeks and will close on 20 February 2017. Responses should be sent by email to [gmpconsultationresponse@hmtreasury.gsi.gov.uk](mailto:gmpconsultationresponse@hmtreasury.gsi.gov.uk) with the subject heading 'Consultation on indexation and equalisation of GMP in public service pension schemes'.

## Councillors LGPS – notification at end of term of office

The LGPS for Councillors in England became a closed scheme on 1 April 2014. No new Councillors can join the scheme and current LGPS members may only pay in until their current term of office ends.

Please can we remind employers who still have active members in the Councillors LGPS scheme that leaver forms are provided promptly.

## Scheme employer responsibilities

As a scheme employer you should understand your recordkeeping and administration duties. Although you can choose to delegate responsibility for administration to a third party, such as a contracted payroll provider, you retain ultimate accountability and you need to ensure what you've delegated is being delivered.

You should have processes in place to check what is being supplied and must not rely on queries raised via annual returns to identify outstanding leavers and starters.

For more information on both the Hampshire Pension Fund and Scheme employers' roles and responsibilities, please refer to the [Administration Strategy](#) available on our website.

## Other news

### DCLG bulletins

Since the last Pensions Matters the DCLG have released the following bulletins on their website <http://www.lgpsregs.org/index.php/resources/news-updates>

#### Bulletin 149 – September 2016

- Exit Payment Cap and Recovery update
- Scheme Advisory Board – implications for the LGPS of a significant increase in academy employers

#### Bulletin 150 – October 2016

- Forthcoming survey of public service pension schemes
- Publication of September 2016 CPI rate
- High Court case – Teachers Pension Scheme (TPS) member and overpayment of pension

#### Bulletin 151 – November 2016

- FE and SF college area reviews
- Private pensions: Consultation on contracting out amendments and GMP equalisation
- Automatic enrolment and LTA protections

#### Bulletin 152 – December 2016

- New late retirement factors
- Review of automatic enrolment
- Employer training



## Dates for your diary

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### Annual Employer Meeting (AEM)

Held in Winchester – Thursday 19<sup>th</sup> October 2017 (Invites sent to high level contacts)

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### Employer training days 2017

If you are new to the LGPS, either as a new employer in the scheme or if you have recently taken on a role that involves LGPS administration for the first time, this is an ideal opportunity to come along to a session aimed at helping you understand some of the complexities of the employer role in the LGPS. The sessions could also be used as a refresher for existing staff.

- 27<sup>th</sup> January 2017 - 9.30 to 4pm
- 3<sup>rd</sup> February 2017 – 9.30 to 4pm
- 30<sup>th</sup> June 2017 – 9.30 to 4pm
- 29<sup>th</sup> September 2017 – 9.30 to 4pm
- 17<sup>th</sup> November 2017 – 9.30 to 4pm

All sessions are held in Winchester.

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### Pensionable Pay workshops 2017

- Thursday 9 March 2017 (Fully booked)
- Monday 20 March 2017 (Fully booked)
- Wednesday 5 April 2017 (Fully booked)
- Friday 7 April 2017 (Fully booked)
- Monday 24 April 2017 (Fully booked)

All sessions are held in Winchester.

If you would like to register your interest in any of the training days, please email

[servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk)

**We hope you find this edition of *Pensions matters* helpful. If you have any comments or queries please email [servdev.pensions@hants.gov.uk](mailto:servdev.pensions@hants.gov.uk) and we'll be glad to help.**