

Hampshire Pension Fund employers' newsletter

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

Annual Employer Meeting 2017 2

Annual returns - 2017 2

Annual benefit statements 2017..... 3

Member Self Service - Update..... 3

Administration Strategy – Feedback required 4

Employer performance 4

Pensionable Pay Workshops..... 5

Employer Focus Group – available spaces..... 5

Employer contacts, authorisations – Reminder..... 7

Scheme employer – outsourcings - reminder..... 6

Other employer changes..... 6

Employer Discretions Policy - reminder 7

Early retirement – Strain charges 8

Annual Allowance (AA) and Pension Input Period (PIP)..... 8

AVC – Prudential new member website 8

Other news 9

DCLG bulletins 9

Dates for your diary 10

Annual Employer Meeting (AEM) – Date changed..... 10

Employer training days 2017 10

Annual Employer Meeting 2017

This years Annual Employer Meeting (AEM) will take place on Friday 13th October 2017.

Formal invites will be sent to those individuals who have been named by your organisation as being the 'High Level Contact', however this invitation is open to all employer representatives. The AEM is an important part of the Pension Fund's strategy for keeping all employers informed about the Fund and future developments.

If you would like to book a space, please email

servdev.pensions@hants.gov.uk

Previous AEM

- [2016 AEM Slides](#)

(Username and password:

Employer I)

Annual returns - 2017

The deadline for the completed and signed annual returns was 30 April 2017.

By this date we received 67% of all returns (compared to 80% last year). We have now received all but one return which we have uploaded and queried where necessary.

Once returns were received some of the main issues the fund has encountered included:

- Return not signed off correctly
- Reconciliation statement not matching what was paid over
- Missing starter, leaver and amendment notifications

Outstanding employer queries

We still have a number of outstanding queries and notifications from employers. If you are an employer who is yet to respond, please can we ask you to do this **urgently**, as your employees will not receive statutory, timely information that they are entitled to.

Review of the process

In September we will be doing a review of the 2017 Annual returns process and welcome any feedback you have. Please send this to: pensions.eoy@hants.gov.uk

Annual benefit statements 2017

Following this years annual return exercise we are currently preparing the 2017 annual benefit statements (as at 31 March 2017). The annual benefit statement is in a similar format to the previous year, following positive feedback and reduced enquiries.

These will be available online via 'Member Web' by **31 August 2017**.

A 'STOP PRESS' will be sent to advise of this along with a suggested communication you may wish to put out to your employees who are active LGPS members (including details of registering for 'Member Web'.

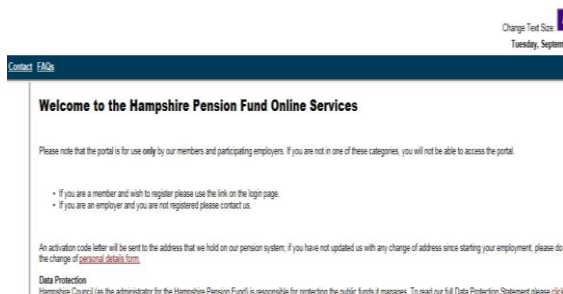
If any of your employees have opted out of electronic communications, then annual benefit statements will be printed and sent to you as their employer for distribution. A separate communication will be sent to those employers with details of when to expect these.

There are a few reasons why an active member might not receive an annual benefit statement and these include:

- Member joined the LGPS after 31 March 2017
- We have an outstanding query on their pension record with their employer

A screenshot of a Hampshire Pension Fund annual benefit statement form. The form includes fields for Personal Identification Number, Name, Date of Birth, National Insurance Number, and Local Authority of the Fund. It also contains a section for 'Your Local Government Pension Scheme (LGPS) 2016 deferred benefit statement' and a 'STOP PRESS' notice regarding the 2017 annual benefit statement. The form is dated 1st October 2017.

Member Self Service - Update

A screenshot of the Hampshire Pension Fund Online Services portal. The page has a dark blue header with 'Contact' and 'FAQs' links. Below the header, it says 'Welcome to the Hampshire Pension Fund Online Services'. There is a note about portal access for members and employers. A 'Change Text Size' link is visible. At the bottom, there is a 'Data Protection' notice.

We currently have over 21,500 deferred and active members registered for Member Self Service.

Employees can:

- View annual benefit statements
 - View service history including transfers in
 - View death grant nominations
 - Report change of name and/or address
- *paper statements are only sent to members who have opted out of the online service

If you would like a report of which employees have registered to do your own internal promotion, please email pensions.system.team@hants.gov.uk

August 17

Administration Strategy – Feedback required

Over the next couple of months we will be reviewing our existing '[Administration Strategy](#)'.

The strategy statement:

- sets out the roles and responsibilities of HPF and the employers
- specifies the level of services HPF and the employers will provide to each other
- explains the performance measures used to evaluate them
- is an agreement between HPF and the employers

If you have any feedback or suggestions you would like us to take into account please email servdev.pensions@hants.gov.uk

Employer performance



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.

Do you have a payroll provider?

If you outsource all or some of your LGPS administration responsibilities to a third party payroll provider, Scheme Employers are still legally responsible for ensuring timely, accurate notifications are received by the fund.

Pensionable Pay Workshops

Earlier in the year we ran some 'Pensionable Pay Workshops' to support employers in day to day calculations of pensionable pay in the LGPS. Due to the success of these sessions, we will now be offering further sessions in the autumn – **there is no charge** for attendance of this workshop.

The session covers:

- 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)

Available dates with limited spaces:

- Friday 29th September 2017 (1.30pm to 4.30pm)
- Thursday 12th October 2017 (9.30am to 12.30pm)
- Friday 17th November 2017 (1.30pm to 4.30pm)

Further support on Pensionable Pay

[Employer manual](#)

[Pensionable pay examples](#)

[LGA HR Guide](#)

[LGA Payroll Guide](#)

If you would like to book a place please email servdev.pensions@hants.gov.uk

Employer Focus Group – available spaces

The next 'Employer Focus Group' is due to take place on
Thursday 28th September 2017 (1.30pm to 3.30pm) - Winchester

Formal invites with an agenda will be sent to those employers who currently attend the group and represent their organisation. **However**, we do now have some spaces and are particularly interested in representatives from Colleges, Schools and Parish/Town Councils.

The purpose of the focus group is primarily to help the fund in better communications, feedback to help with policy setting and review of documents for both members and employers. It typically covers:

- Feedback on current issues affecting administration in the LGPS
- Feedback on documents being reviewed by HPF (in the past this has included annual benefit statements, member forms)
- Look at regulation changes and changes required by employer/fund – opportunity for fund to understand employer issues
- Feedback on employer and member communications

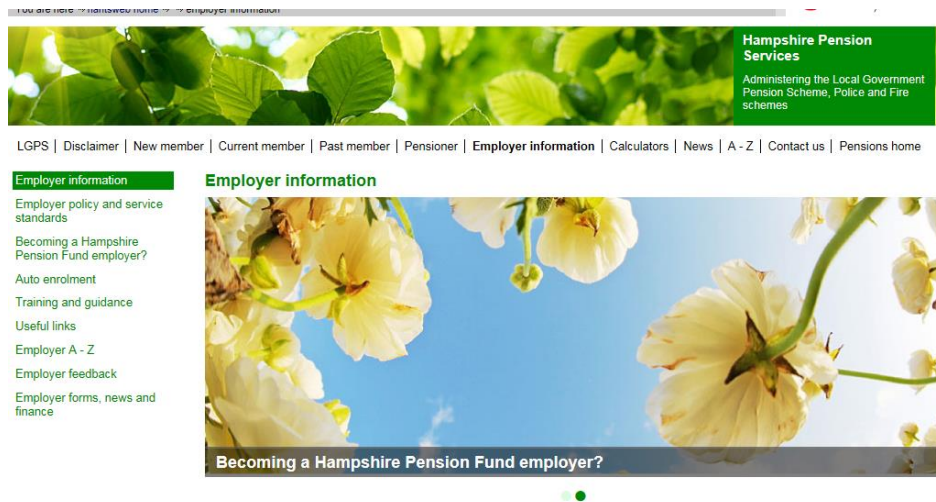
If you would like to be involved please email servdev.pensions@hants.gov.uk

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

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:



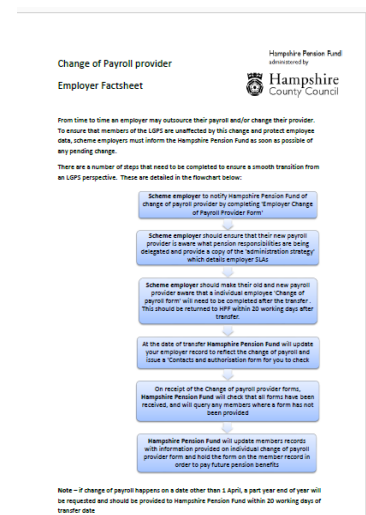
Other employer changes

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, we will then let you know what actions we need to take to ensure members are not affected by this change.

Other legal changes

If you are making any legal changes to your organisation e.g. mergers, name changes, transfers please let us know, so we can advise if there will be any LGPS impacts or requirements.

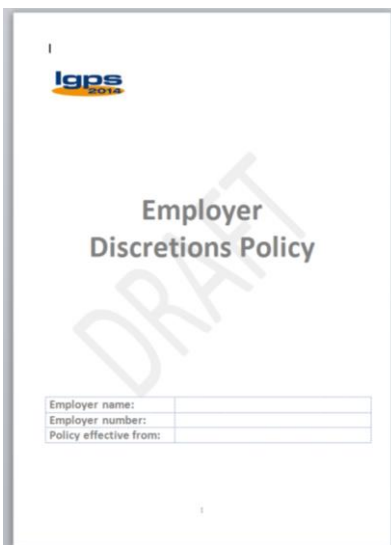


Employer contacts, authorisations – Reminder

We can only accept 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

Employer Discretions Policy - reminder



The image shows a draft template for an Employer Discretions Policy. At the top left is the LGPS logo. The title 'Employer Discretions Policy' is centered, with a large 'DRAFT' watermark overlaid. At the bottom, there is a table with three rows and two columns:

Employer name:	
Employer number:	
Policy effective from:	

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

We are continuing to work with employers to ensure that we have copies of their most up to date 'Employers Discretions Policy'. For those that we do not hold a copy of a policy or it is out of date, we will shortly be making contact with you.

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.

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.

If we do not hold a copy of your most up to date policy, you should send these to:
servdev.pensions@hants.gov.uk

Early retirement – Strain charges

In the last edition of Pensions Matters we advised that the early retirement factors were shortly due to change and a separate STOP PRESS would be sent to employers to confirm the effective date. Although the factors will be changing, there is further work that needs to be completed before this will happen and we cannot give a timescale at the moment. When the change comes in, we will honour existing estimates (excluding bulk estimates) which have been run before this date.

Annual Allowance (AA) and Pension Input Period (PIP)

We have to produce a Pensions Savings Statement by 6 October for any employee whose benefits have exceeded the annual allowance in 2016/17. We use the pay information provided in your annual returns to value the pension and identify those people who exceed or are close to the limit.

However the Pension Input Period is now aligned with the tax year, rather than the scheme year, and runs from 6 April 2016 to 5 April 2017. So once we've identified who might need a statement, we have to ask employers to provide accurate pay information for this period.

We will be asking for pay information during early September. This request for information does need to be treated urgently so that we can meet the timescales which are set by HMRC.

AVC – Prudential new member website

Prudential have created a new, single site for members at www.pru.co.uk/localgov. This dedicated site was designed based on member feedback and Prudential's research. It aims to educate and inform members with engaging and useful content about how they can improve their pension benefits by making additional voluntary contributions.

So what is there now?

- Concise, easy to understand content – on one page.
- New, extended range of case studies – for both new members and those wishing to increase contributions.
- Two new calculators – one for new members, one for existing members.
- Guidance and clear signposting throughout the site - helping members find the most relevant information quickly.
- Improved online application forms.

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 158 – May 2017

- 2016 LGPS annual report
- Auto enrolment – member opted out more than 12 months before
- Launch of new administrator website

Bulletin 159 – June 2017

- Training events

Bulletin 160 – July 2017

- Exit payment reform update
- Increases to State Pension Age (SPA)
- Clarification on employer approach to setting discretions policy
- TPR first prosecution's on pension failures

Dates for your diary

Annual Employer Meeting (AEM) – Date changed

The AEM will now take place on Friday 13th October 2017, this has changed since the last Pensions Matters was sent. Please update your diaries accordingly.

Held in Winchester (Invites sent to high level contacts, although open to all Scheme Employer representatives)

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.

Following feedback from employers, we will now run the day in two halves, covering the following:

- 29th September 2017 – 9.00 to 4.30pm
Morning – LGPS overview 9.00 – 12.30
Afternoon – Pensionable pay workshop 1.30 – 4.30
- 17th November 2017 – 9.00 to 4.30pm
Morning – LGPS overview 9.00 – 12.30
Afternoon – Pensionable pay workshop 1.30 – 4.30

If you would like to register your interest or book a place on the full or partial day, please email servdev.pensions@hants.gov.uk

All sessions are held in Winchester.

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