

**\*\*This communication is only relevant to Scheme Employers whose employees pay is affected by the 2025 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\*\***

Following the recent agreement of the local government pay award from 1 April 2025 to 31 March 2026, we wanted to take this opportunity to remind employers and payroll providers of the pension actions that should be taken when a member receives a back dated payment.

### **Active members**

- Your 2025/26 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.
- Payment of backdated contributions should be made with your normal monthly payment in respect of the month it is paid.
- Information on how contributions bandings should be reviewed are provided in section 10 of the [LGA HR guide](#).

### **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, as well as total revised contributions made. This spreadsheet is also available on our [Employer Forms webpage](#). 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](mailto: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.
- Pay any contributions that are now due to the Pension Fund by 22<sup>nd</sup> of the month, following the month that contributions were taken, and the backdated pay award was paid. A note should be made on your monthly remittance to reflect this additional payment.

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](mailto:pensions.employer@hants.gov.uk).

Kind regards

### **Employer Services**

**Hampshire Pension Services**

**Corporate Services**

**Hampshire County Council**

**E-mail:** [pensions@hants.gov.uk](mailto:pensions@hants.gov.uk) **Contact Centre Team:** 01962 845588

**Web:** [hants.gov.uk/pensions](https://hants.gov.uk/pensions)

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

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