

**\*\*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, 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

- **Review contribution bandings** - Information on how contributions bandings should be reviewed are provided in section 10 of the [LGA HR guide](#).
- **Contribution payments** - The contribution payments are due/collected and payable to the Pension Fund at the point these are paid.
- **Notifying of backdated pay for 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.

### Ex-Employees

It is recommended by National Joint Council for local government services 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:

- **Provide revised pay information** – Revised leaver forms are not required, 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)
- **Setting member expectations** - Where backdated pay and pension contributions are paid, please advise the member that you will provide revised 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](mailto:pensions.employer@hants.gov.uk).

If you have any questions or comments in respect of your contributions, please email [contributions.lgps@westsussex.gov.uk](mailto:contributions.lgps@westsussex.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)