



Derbyshire Pension Fund

Local Government Pension Scheme

Employer Newsletter

Issue 235

August 2026

In this issue:

- Pay award arrears
- Reminder when to send L1/L3s
- Pension Awareness Week
- Annual Benefit Statements
- Change to shortfall factors



Pay award arrears

If you are planning to apply the recently agreed local government pay award, the following guidance may be helpful when providing your i-Connect submissions to the Fund:

i-Connect - When employees leave

Please retain employees on your i-Connect file until the end of the scheme year (31st March) in which they leave the LGPS. If you do this, any pay award arrears will automatically post to your members' pension records.

To help avoid queries, please ensure:

- Any new starters on your i-Connect submissions are genuine new entrants
- If you have previously been instructed to remove a leaver from the file, you submit the pay award arrears by email to pensions.tech@derbyshire.gov.uk for manual processing
- Any recreated entries for previously removed employees, created due to the pay award, are removed before finalising your submission as they will be incorrectly identified as new starters

If you require further guidance on this, please email: pensions.tech@derbyshire.gov.uk

Frequently Asked Questions

You can find a FAQ document on the [LGPS employer guides and resources page](#) about backdated pay awards. It covers the common questions that may arise when you pay a backdated pay award, including:

- Arrears and pension contributions
- Reviewing employee contribution rates
- The impact of a backdated pay award on pensionable pay

When to submit an L1 or L3 form

When you submit your monthly data through [i-Connect](#), you need to provide a completed L1 form for your LGPS members who fall into any of the following three categories:

- Age 55 and over at their date of leaving or retirement
- Leave due to ill health retirement
- Die in service



It is essential that you prioritise L1 submissions as soon as you are made aware of the member's leaving date, in accordance with the Fund's [administration strategy](#). This will help to ensure your employees do not experience any unnecessary delays in receiving their pension benefits.

If your employee who is leaving does not fit one of the three categories for submitting an L1 form, but you are aware they began their LGPS membership before 1 April 2014, you must submit an L3 leaver form. This form confirms the members [Final Pay](#) details that are used to calculate their final salary linked pension benefits.

There may be instances where your employee transferred in final salary linked service, which may result in the Fund needing to request an L3 form.



Pension Awareness Week

Pension Awareness week runs from 14 September 2026 and is a great time to encourage staff to learn more about their pension and plan for their retirement.

We are in the process of setting up some webinars for our members to attend. We will provide you with further details to circulate nearer the time.

In the meantime, the [pension awareness website](#) contains some [useful resources](#) that you can share with your staff, including a [promotional toolkit](#).

LGPS members can find more information regarding their pension on our [website](#), and details specific to them by logging into [My Pension Online](#).

Annual Benefit Statements

We are currently producing annual benefit statements for your employees who are members of the LGPS. Statements are uploaded to members' My Pension Online accounts, where members haven't opted for paper copies.



If an employee with LGPS membership asks how they can access their statement(s), please refer them to our My Pension Online webpage:

derbyshirepensionfund.org.uk/mpo

Guidance is available on our website to help members understand their statement and answer some common queries:

derbyshirepensionfund.org.uk/abs

Data queries

Annual benefit statements are a statutory requirement. One of the reasons we might not be able to produce statements for your employees is if we have unresolved data queries. If you or your payroll provider has received a query from us, please contact us without delay to resolve any issues.



Change to shortfall factors

The new [shortfall cost](#) factors are now in effect as of 1 August 2026. We emailed our main employer contacts on 11 August 2026 confirming their implementation.

Shortfall costs are payable by employers to cover the cost of paying pension benefits early when an employee aged 55 or over has their employment terminated and they are eligible for the early release of their pension benefits. Shortfall costs are sometimes also referred to as strain costs.

Employee details changes

It's important that you let us know as soon as possible when an employee's details change, for example, their title, name, address. This helps us to minimise the risk of data breaches occurring.

If you're not yet using i-Connect, please notify us using the C1 form when any of your LGPS members change their personal and contact details. Member notification forms (including the C1 form) are available on the [forms for employers](#) section of our website.

Email addresses

Our email addresses and what they are used for:

dpf.employers@derbyshire.gov.uk - For submitting [member notification forms](#)

pensions.tech@derbyshire.gov.uk - For submitting [contribution returns](#) (CR1s) and payment queries

pensions.regs@derbyshire.gov.uk - For queries relating to [i-Connect](#) onboarding, regulations, training and events

For queries and requests from members of the LGPS, please direct them to the [enquiry form](#) on our website.

If you have any queries about the information provided in this Newsletter, or about the LGPS in general, please contact us at:

Derbyshire Pension Fund, County Hall, Matlock, DE4 3AH

Tel: 01629 538900

Email: pensions.regs@derbyshire.gov.uk

Website: www.derbyshirepensionfund.org.uk

