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## Updated leaver forms

We have updated our leaver notification forms with some enhancements to make them easier to complete. The [L1 leaver notification form](#) now includes a validation tool so you can instantly identify where the pensionable pay you are reporting may need to be reviewed.

The tool projects the CARE pay in the final scheme year (section 4a) to an annual (and full time equivalent) rate and compares it to the Final Pay (section 4b). The form asks you to complete the notes section when the CARE pay doesn't reconcile to the Final Pay. An example of this is where there has been an unpaid period with no assumed pensionable pay (APP) applied.

As before, most queries can be resolved by letting us know in the notes section of the form and by completing the Best of 3 calculator, particularly where there has been a significant change of pay in an employee's final year.

The validation tool will reduce the need for the clarification of figures and for revised forms to be completed, which will save time and resources.

Other changes include:

- Removal of the "End of contract" reason for leaving (this reason is now incorporated in the under and over 55 resignation/retirement options).
- Addition of a list of reasons for APP being applied and instructions of when to apply APP, that appear dependant on the reason selected.
- Payment days is now next to contracted hours and populates the latest pay line in the Best of 3 calculator.

When completing any of our [notification forms](#), it is important that you use those published on our [website](#), to ensure you are using the most up to date version.

If your internet browser continues to load a version earlier than v2.9 of the leaver form, you may need to clear your browser's cached files.

Here is an example of how the form will ask you to complete the notes section when there is a difference between the CARE pay, when grossed to an annual rate, and the Final Pay.

Year Ending	Main Section Basic Pay (inc APP if applied)	Main Section Additional Pay (allowances etc.)	50/50 Section Basic Pay (inc APP if applied)	50/50 Section Additional Pay (allowances etc.)	Total	Any Unpaid Absences?	APP Applied, if Any?
10/06/2022	£4,758.60	£155.00			£4,913.60	Yes	Sickness
31/03/2022	£27,194.04	£2,445.31			£29,639.35		

*Enter 50/50 membership dates in section 5*

*Enter details in section 5*

### b - Final Pay (2008 Definition)

Please complete the Best of 3 Calculator now. The below values populate from the Best of 3 Calculator. If the member has Reductions in Pensionable Pay protection, please complete the Protected Pay tab and annotate section 5.

Final Pay	Pensionable Allowances	Total	Start date of year used	End date of year used
£26,591.50	£1,682.50	£28,274.00	11/06/2019	10/06/2020

**WARNING! Final Pay or CARE Pay could be wrong. Please amend, or complete section 5.**

*dd/mm/yyyy dd/mm/yyyy*

### c - Validation (to reduce queries)

Final Pay based on CARE	Match	<i>How close your Final Pay figure is to our estimate based on the CARE pay you entered in section 4a.</i>	Full Time Equivalent pay at last pay change	Date of last pay change
£24,463.23	108.70%		£27,670.00	01/04/2021

*dd/mm/yyyy dd/mm/yyyy*

## My Pension Online

Over 30% of our active and deferred scheme members have already registered for our [My Pension Online](#) service. We need your help to encourage your Local Government Pension Scheme (LGPS) members to register so they can access their LGPS pension details online including:

- accessing their latest annual benefit statement (due to be issued later this summer)
- the option to work out their own pension estimates
- update some of their personal details

The [My Pension Online resources page](#) on our website includes some useful content to help you promote the service to your employees such as posters, banners and slides.



**Derbyshire Pension Fund**

**My Pension Online**

Access your pension details:  
[derbyshirepensionfund.org.uk/mpo](http://derbyshirepensionfund.org.uk/mpo)

Scan the code to go straight to our access form

**lgps**

The banner features a QR code on a smartphone screen and a woman in the background looking at a tablet. The Derbyshire Pension Fund logo is a stylized 'D' with a green vertical bar.

## Updated HR and Payroll guides

The LGPS HR and Payroll guides, published by the Local Government Association, in the '[Employer guides and documents](#)' page of the [LGPS regulations website](#) have recently been updated.

The guides are useful resources for LGPS employers to refer to, as well as the guidance in the [employers section](#) of our website.

### Backdated pay award

An FAQ document detailing the considerations for an LGPS employer when paying a backdated pay award has recently been made available in the same '[Employer guides and documents](#)' page.

## Update: Pensions Administration Strategy

In employer newsletter issue 187, we let you know that a new version of the Fund's [Pension Administration Strategy](#) had been published following approval by [the Pensions and Investments Committee](#) on 8 June 2022.

We're pleased to report that we have carried out an interim review of the Strategy which didn't highlight any required amendments. This means that the current version of the Strategy will continue to apply until the next review in 2024, unless changes are required beforehand because of amendments to regulations or procedures.



## Employee details changes

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

If you're not using i-Connect yet, please remember to notify us using the C1 Form when any of your LGPS members change their personal and contact details. The C1 Form is available on the [Forms for employers](#) section of our website.

## Email addresses

A quick reminder of our email addresses and what they should be used for:

[dpf.employers@derbyshire.gov.uk](mailto:dpf.employers@derbyshire.gov.uk) - For submitting member notification forms such as the S1, L1, C1 and estimate requests. [All found here](#).

[pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk) - For submitting contribution returns (CR1), data and payment queries.

[pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk) - For queries relating to LGPS regulations, employer training, events and communications.

[pensions@derbyshire.gov.uk](mailto:pensions@derbyshire.gov.uk) - For queries and requests from members of the LGPS.

[pensions.iconnect@derbyshire.gov.uk](mailto:pensions.iconnect@derbyshire.gov.uk) – For employer queries about i-Connect.

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](mailto:pensions.regs@derbyshire.gov.uk)

Website: [derbyshirepensionfund.org.uk](http://derbyshirepensionfund.org.uk)



Local Government  
Pension Scheme