



Derbyshire Pension Fund

Local Government Pension Scheme
Employer Newsletter

Issue 204
January 2024

In this issue:

- Consultation on changes to investment documents
- i-Connect: Full Time Equivalent (FTE) pay
- Documentation provided to new members
- Changing payroll provider and the availability of data
- The Fund's Annual Report



Consultation on proposed changes to investment documents

Thank you to those employers who have submitted responses to the consultation on the proposed updates to the Fund's:

- Investment Strategy Statement
- Responsible Investment Framework
- Climate Strategy

If you still wish to respond; the consultation period closes on 31 January 2024.

Responses to the consultation will be evaluated and reported to Derbyshire County Council's [Pensions and Investments Committee](#) at its meeting on 6 March 2024, when final versions of the documents will be considered.

The draft documents and consultation response form are available on our [website](#).



i-Connect: Full Time Equivalent (FTE) pay

Your March [i-Connect](#) submission is the last of the 2023 - 2024 scheme year. It is vital that the information you provide via monthly i-Connect submissions is always accurate as your employees' pension is calculated using the information you provide. It is also vital that accurate FTE pay is provided on your March submission as this figure is used to calculate the Final Salary benefits shown on your employees' annual benefit statements.

FTE pay should be reported as at the end date of the month, plus any additional pensionable allowances accrued during the year (as per the 2008 regulations).

If you previously submitted year-end returns, you will have provided this information across 2 separate columns: One to report the FTE, and another to report additional allowances accrued during the year (as per the 2008 regulations). This is now a single column on your i-Connect submissions and the figure provided in this column is used to work out final salary benefits on the benefit statements we send to active members every year.

If you submit pay and contributions information for term time workers, the FTE pay (before allowances) must be adjusted to reflect the reduced payment days / weeks. Please do not adjust the hours for term time workers.



Documentation provided to new members

When you notify us of new joiners, we provide them with a joiner pack, including necessary forms. Please do not provide LGPS documentation yourself.

It is important that you refer your employees to our website for LGPS information:

www.derbyshirepensionfund.org.uk

Please do not locally store LGPS forms and documentation. Obtaining documents and forms direct from [our website](#) ensures that you are accessing the latest version and avoids referring members to outdated information.

Notifying us of new members

We create new pension records when you include details of new members on your i-Connect submissions.

If we haven't confirmed that you are fully onboarded onto i-Connect, an S1 form is required for each new member. The 'S1- starter form' can be found on our [forms for employers page](#).

Changing payroll provider and the availability of data

It is important to keep us informed when you change your payroll provision. This could be due to a change from in-house provision to an external provider or changing your external provider.

Keeping us updated will prevent delays and disruption to the administration of your employees' pension records.

As an employer participating in a statutory pension scheme, you are legally responsible for providing us with relevant pay data. When changing payroll provision, appropriate steps must be taken to ensure the continued availability of historic data.

The continued availability of relevant data will help you and your new payroll provider fulfil your obligations. We routinely request information relating to the years preceding a member's leaving or retirement (for example, best of 3, final pay, and McCloud).

If you need to notify us of a change to your payroll provision, or just need to update the contact information and signatories we hold for you, please email: pensions.regs@derbyshire.gov.uk



The Fund's Annual Report

The draft annual report for the year ended 31 March 2023 has been published to our [annual report page](#) on our website.

The webpage includes a statement by Derbyshire County Council's Director of Finance and ICT relating to the delay in publishing the audited 2022-23 Statement of Accounts for the Pension Fund.

The final version of the Annual Report will include the external auditor's opinion and will be published in due course.

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 - change of personal details' 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 - For submitting member notification forms such as the S1, L1, C1 and estimate requests. [All found here](#).

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

pensions.regs@derbyshire.gov.uk - For queries relating to LGPS regulations, employer training, events and communications.

pensions.iconnect@derbyshire.gov.uk – For employer queries about i-Connect.

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

