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Teachers' Pension Scheme (TPS) – Excess service

This article only applies to employers who also participate in the TPS.

Employers participating in the Local Government Pension Scheme (LGPS) and TPS should be aware that Teachers' Pensions are in the process of identifying their scheme members with full-time and additional part-time membership in the scheme's Transitional Protection remedy period (1 April 2015 – 31 March 2022).

Where TPS membership is being rolled back into the 'final salary' arrangements, any additional part-time membership identified as 'excess service' is not pensionable in the TPS.

Where a TPS members' employer also participates in the LGPS, the 'excess service' may be pensionable in the LGPS.

Step-by-step process

Teachers' Pensions will identify the scheme members who have 'excess service' and will notify the relevant employers to check that their data is correct. The following sets out the process if Teachers' Pensions contact you:

1. If your establishment is identified as having employed TPS members with 'excess service', please check the members' service details and respond back to Teachers' Pensions as soon as possible.
2. Teachers' Pensions will then confirm to you when the 'excess service' has been validated as eligible for the LGPS and ask you to contact Derbyshire Pension Fund to create member records for those employees with 'excess service'.
3. On receipt of this communication from Teachers' Pensions, please let us know at pensions.regs@derbyshire.gov.uk and provide the name and contact details of the person dealing with the matter for you as an employer.
4. We will then contact you to arrange for the relevant data to be sent to us to prepare an LGPS record for your employee's 'excess service'.

Further information

Further details to help employers with the 'excess service' process are available from the [Teachers' Pensions website](#), including a webinar for employers which they have added to their [Youtube](#) channel.



Annual benefit statements

We will soon begin to issue our members with their annual benefit statements. We will only be issuing statements to My Pension Online accounts (unless members have requested to receive 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

As statements are released, there may be an increase in the queries you receive from employees. Guidance is available on our website to help them understand their statement and answer some common queries:

derbyshirepensionfund.org.uk/abs

Employees who are members of the LGPS may contact you to query their:

- Personal details
- Pay
- Start date

Outstanding queries

One of the reasons we might not be able to produce statements for your employees is if we have unresolved queries, with either your organisation or with your payroll provider. It is therefore important that queries about your employees' data are responded to promptly.



Outsourcing and risk sharing

If you're considering outsourcing a function or service, it's important that you inform us as early as possible to ensure that the staff who are transferred to an external service provider, retain their pension scheme rights.

To notify us about any outsourcing arrangements, please complete the [initial admission bodies notification form](#) and direct the contractor to our website.

Preparing to outsource

It is important when preparing information for potential bidders for a contract that the details of any pension risk sharing arrangements are included. Providing this information will set realistic expectations for LGPS-related costs, including actuary fees. For example, if you intend to offer a pass-through arrangement (retaining the majority of pension funding risks), allowing for a fixed LGPS employer contribution rate, it would provide a level of certainty for the employer contributions the contractor would be liable for.

Schools and academies

Local authority-maintained schools should only enter into pass-through arrangements with the appropriate local authority's consent. This is because the local authority, either Derbyshire County Council, or Derby City Council, would be the ultimate guarantor for the contractor's pension liabilities.

When academy trusts outsource, a pass-through arrangement means the pension funding risk remains with the academy trust. The Department for Education provide a guarantee in the event of an academy trust closure.

If you have any questions about outsourcing and risk sharing arrangements, please contact pensions.regs@derbyshire.gov.uk

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 - 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

