



# Derbyshire Pension Fund

## Local Government Pension Scheme Employer Newsletter

Issue 219  
April 2025

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## New CR1 forms for 2025/2026

All employers should have received their contribution return templates (CR1 form) for the 2025/2026 scheme year. Please ensure that your new template is used from your April 2025 payment and for the remainder of 2025/2026. Older templates will not be accepted.

If your employer contribution rate has changed from the 2024/2025 scheme year, please make sure to apply this change for your April 2025 contribution payment and CR1 return.

The deadline to provide your April 2025 CR1 form and payment is 19 May 2025.

If your payment does not match the CR1 form, this will result in additional queries from the Fund.

If you haven't received your CR1 form, please contact our Data & Systems team: [pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk)



## Submitting forms through i-connect

We have been working with a small group of employers testing functionality to submit leaver and estimate forms directly through i-Connect. We are ready to roll this out to all our Fund employers. The benefits of submitting forms this way are:

- The form submission triggers an instant notification on our system, alerting the team to start working on the case
- Assists the Fund in meeting its statutory deadlines
- Removes the risk of data breaches – for example emails containing forms being sent to an incorrect recipient rather than the Fund
- Provides a clear audit trail, reducing the risk of forms being misplaced
- Improved customer service for our members
- [My Pension Online](#) will be updated with details of these notifications

If you want to adopt this new functionality for submitting leaver and estimate forms to the Fund through i-Connect, please send the following details of those who will require access to [pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk):

- Full name
- Email address
- Access (Full access / form submissions only)

All users of the new functionality must be [authorised signatories](#). If they are not, then we will request that you complete a new authorised signatory form to update our database before we can provide access.

Notes on how to submit forms through i-Connect will be issued to users set up to use the new functionality.

## Appeals against employers

The Local Government Pension Scheme Regulations 2013 includes a dispute process called the Application for the Adjudication of Disagreements Procedure (AADP).

Stage 1 of the process is an application made by the complainant to an adjudicator appointed by the body which made the decision relating to their pension with which they disagree. This body would be either:

1. the scheme employer which had made a decision about a scheme member's entitlement to pension benefits, or pay details on which their pension benefits may be based, or
2. the pension fund which had taken actions or made a decision in its role of administering the LGPS on behalf of the Administering Authority.

Scheme employers and the pension fund are required by the 2013 Regulations to appoint an adjudicator to consider applications at Stage 1 of the procedure.

Where the scheme member is dissatisfied about the outcome of their application for adjudication, they may escalate their complaint to Stage 2 of the procedure which is a consideration by the Administering Authority.

Where a scheme member submits an application for Stage 1 to you as their current or former employer, it is important that you inform Derbyshire Pension Fund of this as soon as possible. This ensures the Fund can keep a full record of appeals and have the appropriate information should the member decide to escalate their complaint to Stage 2.

You can find a guide to the [appeals process](#) on our website, including template examples of employer Stage 1 acknowledgement and decision letters.

To notify the Fund of any Stage 1 appeals against the employer, please email: [pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk)



## **Prudential Additional Voluntary Contribution (AVC) applications**

When your employees apply for an AVC with the Prudential, the application prompts them to choose their LGPS Fund name and their current employer.

It is important that if their employer's name isn't listed that they choose the option "Employer not listed". This is to ensure the Prudential include their application request on the correct payroll schedule.

Please pass this message onto your employees to help ensure quick processing times and minimise future queries.

## 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), i-Connect data and payment queries.

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

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

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



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