



Derbyshire Pension Fund

Local Government Pension Scheme Employer Newsletter

Issue 224

September 2025

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Pension Awareness 2025

During Pension Awareness Week, we hosted 2 webinars so members could learn more about the Local Government Pension Scheme (LGPS), and how to start planning for their retirement.

The webinars were the first that we have held for scheme members and saw over 400 attendees joining across the 2 events. We would like to thank all employers who shared the registration links with their LGPS members.

Though technical difficulties prevented us from recording the sessions live, we have since recorded our commentary over the slides and made the videos available on our [Pension Awareness webpage](#). Also available on this page are summaries from the Q&A sessions that took place during the meetings. We would be grateful if you could signpost your LGPS members to the webpage so they have the opportunity to catch up with the webinars.

My Pension Online video

We've created a video to help members understand more about our self-service facility, My Pension Online. The video aims to encourage and help members to log on and use the service.

The video is on the webpage derbyshirepensionfund.org.uk/mpo or can be found on our YouTube channel:

youtube.com/@derbyshirepensionfund

We'll be publishing more videos on the channel, so please save the link as a favourite, or subscribe to the channel when you're next logged in to YouTube.

My Pension Online resources

We're grateful for all those employers that have already shared information with their LGPS-eligible employees about My Pension Online. It's important at this time of year because annual benefit statements have been published to our members' My Pension Online accounts.

If you are approached by any of your employees who are experiencing difficulties logging on to My Pension Online, or they are just unsure what it can do, please let them know about the video and webpage:

derbyshirepensionfund.org.uk/mpo

Please continue to use our My Pension Online promotional resources to increase awareness of the service, which can be found at:

derbyshirepensionfund.org.uk/mporesources



Employer discretions

Our employers are required by law to formulate and publish a discretions policy. This policy confirms how certain discretions allowed under the LGPS regulations should be applied.

To ensure that we hold an up-to-date policy for each employer, we have recently emailed our main contacts where we have identified that we currently don't hold a policy, or the policy is over 3 years old.

Guidance for setting your policy, including our easy-to-use template, is available at:

derbyshirepensionfund.org.uk/discretions

If you'd like us to send you a copy of your submitted policy so you can review it, or if you're not sure whether you have submitted yours to us, please contact our [Employer Relations Team](#).

Please ensure that your discretions policy is regularly reviewed and made available to your LGPS eligible employees.

Authorised Signatories

To ensure we can administer the LGPS in a timely manner and safeguard the interests of our Derbyshire Pension Fund members, we are required to regularly maintain and update Contact information and signatories of employers.

We have recently been in contact with some employers to confirm that we hold their most up to date signatories.

Missing or outdated signatories can cause delays in the processing of updates and payments of employees' pension benefits.

There are two main forms we will send through to you for completion:

AS12 - Contacts and authorised signatories

This form is used to inform us of your:

- Main Fund contact, or a change of main contact
- Director of Finance, Chief Financial Officer or Responsible Finance Officer
- Nominated Adjudicator for [appeals](#)
- Payroll Provider
- Authorised signatories – There are two levels of authorisation: 'Benefit release' to request estimates ([Redundancy and other retirements](#)) and 'Data & Forms' ([Forms for employers](#) - such as starters, changes, leavers, and data returns such as [Contributions](#) and [i-Connect](#))

AS2 - Additional signatories

This form is used to let us know of any new team members or third-party payroll administrators who need to be authorised to release benefits, return forms and provide data to the Fund.

Any new scheme employers must submit details of their main contact, authorised signatories, and an adjudicator for appeals within one month of becoming a scheme [employer](#).

In circumstances where a member is approved for an [ill-health retirement](#) and you have obtained an opinion from an Independent Registered Medical Practitioner (IRMP), you will need to complete the latest version of the 'Medical Certificate for a Current Employee' form that is available on our [forms webpage](#). This latest version of the form allows for employers to authorise the medical practitioner on a case-by-case basis which removes the need for employers to submit a list of their IRMPs.

If you need to update any of the details we hold for you or require any of the forms, please email our Team and we will send through the relevant forms:

pensions.reqs@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 notify us using the C1 form when any of your LGPS members change their personal and contact details. Member notification forms are 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



Local Government
Pension Scheme