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Contribution rate changes

Employee contributions banding changes 2026/2027 reminder

A reminder to ensure you apply the updated LGPS employee contribution bandings for the 2026/2027 scheme year. The bandings table which applies from 1 April 2026 was included in our [February newsletter](#) and will be available on the [paying in](#) page on our website from 1 April 2026.

Please make sure your payroll systems are updated, or your payroll provider is notified, in advance, so that the correct employee contribution rates are deducted from the start of the new financial year.

Employer contribution rates

We've now finished issuing the Contribution Return templates (CR1) for the 2026/2027 scheme year. If your organisation has not yet received its CR1, please contact our Data and Systems Team: pensions.tech@derbyshire.gov.uk

Changes to employer contribution rates

Following the [Fund's triennial valuation exercise](#) many employers will have a change to their employer contribution rate for the 2026/2027 scheme year.

Please ensure that your new rate is applied in time for the April 2026 contribution payment and monthly CR1 return so the correct employer contributions are recorded from the start of the new scheme year.

If you have any queries about your employer contribution rate, please contact the Employer Relations Team pensions.regs@derbyshire.gov.uk

Deadline

The deadline for contribution payments, returns, and i-Connect submissions is the 19th following the month to which the contributions relate. For example, March's data and payment must be submitted by the 19th April.

Please note that returns and other submissions may only be made by individuals notified to, and recorded with, the Fund as authorised signatories for that employer.

If you need to update your list of signatories, please contact pensions.regs@derbyshire.gov.uk

Payments

To help us accurately reconcile your contribution payments, please use your Derbyshire Pension Fund employer reference number followed by the month to which the contributions relate.

For example, contributions taken from April's payroll may show a BACS reference of P912345April.

Further guidance is available on our webpage: [Contributions and reconciliation](#)



Access and Fairness

On 13 March 2026, we emailed our main contact at each employer to notify you of some changes coming into the LGPS with effect from 1 April 2026.

These changes are a [result of the Access and Fairness consultation](#) and relate to:

- Assumed Pensionable Pay (APP) during unpaid child related leave which commences on or after 1 April 2026
- Authorised unpaid leave of 14 days or less which will become automatically pensionable
- Qualifying Additional Pension Arrangements (QAPAs) for authorised unpaid leave of 15 days or more

On 20 March 2026, we issued a further email to clarify the changes to APP during unpaid child related leave where the unpaid leave commences on or after 1 April 2026.

We expect to receive further technical guidance from the Local Government Association shortly and we will issue a further communication to support you in implementing the new requirements.

We will update our [website](#) with information on the regulation changes ahead of 1 April 2026.

Actions required

1. Notify your payroll team and payroll provider

Please ensure that your payroll team and any external payroll providers who submits data to the Fund on your behalf are made aware of these regulatory changes as soon as possible so that arrangements begin for the necessary changes to procedures and payroll systems.

2. Review your communications to employees

Please review your communications to employees relating to authorised unpaid leave and child-related leave to identify where amendments will be required for absences which commence on or after 1 April 2026.

Pensionable pay

Understanding what counts as pensionable pay is essential to ensuring your employees receive the correct pension benefits and that your organisation remains compliant with its responsibilities as an LGPS employer.



Our [Pensionable Pay webpage](#) outlines which elements of pay are pensionable across the different sections of the scheme:

- **Final salary benefits** – used to determine the pension value of LGPS membership built up to 31 March 2014.
- **Career average (CARE) benefits** – used to determine pension built up from 1 April 2014

Across both sections of the scheme, the following must not be treated as pensionable:

- pay in lieu of notice
- pay in consideration of loss of holidays
- any travelling or subsistence allowance

If you're ever unsure whether an element of pay is pensionable, please check the guidance on our webpage or contact us for support.



Preparing your March i-Connect file

Your March i-Connect submission is the last one of the 2025-2026 scheme year. We generate your employees' annual benefit statements using the information you provide, so accuracy is essential.

Please ensure that you are familiar with the [i-Connect user guide](#) for employers which is available on our website.

The guide outlines the information you must include in your i-Connect file, including two key areas where errors commonly occur:

- **FTE (full-time equivalent) Final Pay** - this figure is used to calculate any pre-2014 final salary benefits, and
- **Term-time only staff** - These must be reported using payment days or payment weeks where contracts cover working periods of fewer than 365 days / 52 weeks

Missing or inaccurate information from your March 2026 submission, may result in additional administration for Derbyshire Pension Fund. This may lead to costs being passed onto you and potential delays in the preparation of your employees' annual benefit statements.

If your payroll provider submits data to us on your behalf, please ensure they are made aware of this information.

If you have any queries regarding your i-Connect submission, please contact our Data & Systems team: pensions.tech@derbyshire.gov.uk

Derbyshire Pension Board Employer Representative

We are pleased to report that Susan Ambler (University of Derby) has been reappointed to the Derbyshire Pension Board as an Employer Representative for a further four-year term.



Susan has worked at the University for 22 years in a range of finance and people leadership roles and has been a valued member of the Board since February 2022.

We look forward to Susan's continued contributions and thank her for her ongoing commitment to supporting the work of Derbyshire Pension Board.

Employee details changes

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

If you're not yet using i-Connect, please notify us using the C1 form when any of your LGPS members change their personal and contact details. Member notification forms (including the C1 form) are available 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