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Access and Fairness

Webinar and employer guidance

Thank you to all who attended our Access and Fairness webinar on 9 June 2026, we hope you found it helpful. Don't worry if you were unable to attend. You can find the recording on our website, along with the presentation and employer guidance: [Access and Fairness - Derbyshire Pension Fund](#)

Some of the changes that affect your Local Government Pension Scheme (LGPS) responsibilities and those of your payroll provider include:

- automatically treating authorised unpaid absences of less than 15 days as pensionable
- introducing a new way to buy back 'lost' pension for authorised unpaid absences of 15 days or longer, called a Qualifying Additional Pension Arrangement (QAPA)
- ensuring that certain periods of unpaid child related leave are treated as pensionable. For example, LGPS members taking unpaid additional maternity leave will continue to build up pension during weeks 39 to 52 of their maternity leave through Assumed Pensionable Pay

A summary of these changes for LGPS members is available on a [dedicated page on our website](#). If you have not already done so, please share this with your LGPS members to ensure they are aware of the changes.

Gender Pension Gap

As part of the Access and Fairness changes LGPS Funds are required to prepare a report on the gender pension gap across their membership. The first report covering the gender pension gap in Derbyshire Pension Fund is included in the [2025 Actuarial Valuation report](#). The information is available in Appendix 9 of the report.

In addition to changes for authorised unpaid leave and child-related leave, other regulatory changes aimed at addressing the gender pension gap, such as the equalisation of survivor benefits, have been introduced into the scheme.

As the gender pension gap remains an emerging and important area of focus, we encourage employers to share this information with HR colleagues to support awareness and effective implementation of the new regulations.

Further developments are also expected, including enhanced reporting on opt-outs to better understand why some employees choose not to contribute to the LGPS.



Annual Benefit Statements

We will soon be starting to issue annual benefit statements to your active LGPS members based on information you have provided to us throughout the year. It provides members with an estimate of their pension benefits as at 31 March 2026.

It is important that you answer any queries we send you as soon as possible, to give us enough time to process your responses and provide statements to your LGPS members before the statutory deadline of 31 August.

Annual Benefit Statements are issued to each scheme member on [My Pension Online](#) unless a paper copy has been requested.

If your members have any queries regarding their statements, please direct them to the [active members section](#) of our website for more information.

We also have webpages dedicated to [helping members understand their statements](#), and [how their pension benefits are worked out](#).



Payroll guide for Prudential AVCs

Prudential has published a [payroll guide](#) for employers who submit monthly Additional Voluntary Contribution (AVC) payments.

The guide is aimed at helping to streamline the process for AVC payments and to avoid problems with submitting data and payments to Prudential.

Please review the guide to check you are providing the payroll file in the correct format.

Casual and relief staff

Leavers

When an LGPS-enrolled casual or relief employee leaves, you should notify us on your i-Connect submission, and [leaver form](#) when applicable, using the leaving date that you closed their payroll record, not the date they last worked.



You should review your records of casual or relief staff on a regular basis to avoid staff remaining on your payroll (and i-Connect submissions) who are no longer employed in those posts.

Joiners - Contractual enrolment

Contractual enrolment is an employer's responsibility to enrol eligible employees into the LGPS from their first day of employment. You must enrol employees into the LGPS from the start of their employment if they have a contract of employment for 3 months or longer.

Employees with a contract of employment for less than 3 months and casual/relief employees shouldn't be contractually enrolled into the scheme, however, must be given the opportunity to join from the start of their employment. They can opt to join at any point. To join the scheme, the employee must complete a [Pension option form](#) and return it to your payroll department.

Casual/relief staff and those on short-term contracts who elect to join the LGPS should normally be entered into the scheme from the start of the payroll period after you have received their Pension option form.

If an employee's contract is extended to 3 months or longer, you **must** enrol them into the scheme from the first day of the pay period following the date their contract was extended (you don't wait for the 3 months to be met).

Joiners - Automatic enrolment

Employees in LGPS-eligible posts who aren't contributing to the LGPS are subject to automatic enrolment rules. Employers must re-enrol employees that meet the automatic enrolment criteria, every 3 years.

To meet the automatic enrolment criteria an employee should:

- be between the ages of 22 and State Pension Age
- earn more than £10,000 a year (including additional payments such as overtime)
- work in the UK

Detailed guidance can be found on the [Pension Regulator's website](#).

SCAPE rate

The government has confirmed a change to the Superannuation Contributions Adjusted for Past Experience (SCAPE) discount rate.

The SCAPE discount rate is set by HM Treasury and is used to determine factors for a range of public service pension calculations, including:

- transfers
- cash equivalent transfer values (CETVs) for divorce purposes
- early retirement reductions
- late retirement enhancements

We have published a [news item](#) detailing the effect this has caused on our calculations, which we will keep updated as the new factors are introduced in batches.

If you receive any queries from your LGPS members relating to this, please share the news item with them.

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