



Derbyshire Pension Fund

Local Government Pension Scheme

Employer Newsletter

Issue 236

September 2026

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Pension Awareness 2026

For Pension Awareness 2026, we partnered with Leicestershire County Council Pension Fund to host two webinars helping members learn more about the Local Government Pension Scheme (LGPS), and how to start planning for retirement.

Thank you to all employers who shared the information and registration links. We had a fantastic response, with over 1300 members joining the live events, across the two sessions.

Recordings of the presentations, along with a summary of the Q&A from each session, are available on the [Pension Awareness page](#) of our website. We would be grateful if you could continue to promote these resources and signpost your LGPS members to the webpage to access the recordings.

Authorised Signatories

To ensure we can administer the LGPS efficiently, whilst safeguarding the interests of our members, we are required to maintain up to date [contact information and signatories](#) of LGPS employers in our Fund.

Missing or outdated signatory information can cause delays in the processing of your employees' data and the payment of pension benefits.



You should notify us of changes to the following:

- Designated main contact for LGPS matters
- Finance contact (finance director, CFO, RFO, etc.)
- Nominated adjudicator for [appeals](#)
- Payroll provider
- Authorised signatories

There are two levels of authorisation for signatories:

Benefit release - Signatories authorised to receive pension estimates and approve employer decisions relating to the release of LGPS benefits and pensionable pay protections. More information is on our [Redundancy and other retirements](#) webpage.

Data and forms – Signatories authorised to submit employer data and forms to the Fund including [i-Connect](#) data, [contribution returns](#) and [leaver notification forms](#).

New LGPS employers

New scheme employers are required to submit details of their contacts and signatories, using the AS12 form, within one month of becoming a scheme employer. If you are unsure if this has been actioned, please contact pensions.regs@derbyshire.gov.uk.

Ill health retirement

Where an employee is being assessed for [ill-health retirement](#) and you are obtaining 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' available on our [Forms for employers](#) webpage.

This latest version of the form enables 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 would like to check or update any of the details we hold for you, or require any of the forms, please contact pensions.regs@derbyshire.gov.uk.



Assumed Pensionable Pay (APP)

APP plays an important role in protecting members' benefits during periods of reduced or no pay. To help ensure members receive the pension benefits they are entitled to, we are reminding employers to review their processes for identifying and reporting APP correctly.

What is Assumed Pensionable Pay?

APP is a notional pay figure used to ensure a member's pension is not adversely affected during certain periods when pensionable pay is reduced or nil.

APP applies when a member is absent from work due to:

- Sickness or injury and is receiving reduced contractual pay or no pay.
- Relevant child-related leave, including maternity, paternity, adoption and shared parental leave.

The APP figure ensures members continue to build up pension benefits based on an appropriate level of pensionable pay.

Contributions

Employee contributions should be based on the pensionable pay the employee receives. For example, if the employee is on nil pay, no employee contributions will be due.

Employer contributions are based on the APP adjusted pensionable pay figure.

APP extension to child related leave

Changes to the LGPS Regulations from 1 April 2026 mean that where a member starts a period of unpaid additional adoption leave, unpaid additional maternity leave or unpaid shared parental leave on or after 1 April 2026, APP will apply for up to 52 weeks.

Reminder: Employers are responsible for identifying cases where APP applies and ensuring the correct figures are reported to the Fund. Reviewing payroll processes regularly can help prevent errors and protect members' benefits. Correct application of APP will help avoid unnecessary queries from the Fund.

Additional resources

- [Derbyshire Pension Fund – Assumed Pensionable pay webpage](#)
- [LGA bitesize training](#)

Deadlines for i-Connect submissions

The submission deadline for standard monthly i-Connect data is the 19th day of the following month, as set out in our [Administration strategy](#). For example, you need to submit October data no later than 19 November. This is the same deadline that applies to contribution payments and CR1 form submissions.



Employers have a responsibility to ensure that accurate and complete monthly i-Connect submissions are received by the Fund on time. Timely and accurate submissions help us maintain member records, calculate benefits correctly and minimise delays when processing retirements and other pension payments.

Where employers consistently fail to meet the required standards, the Fund can recover the additional administration costs incurred, as detailed in our Administration Strategy.

If you can't meet a deadline due to situations outside your control, please ensure you contact pensions.tech@derbyshire.gov.uk as soon as possible.

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

