Derbyshire Pension Fund

Local Government Pension Scheme

Employer Newsletter

Issue 237

October 2026

In this issue:

- **New Pension Board appointments**
- **New LGPS regulations and guidance website**
- **Submitting revised leaver forms through i-Connect**
- **Term-time workers**

New pension board appointments

Derbyshire Pension Board plays a vital role in supporting the effective governance and administration of the Pension Fund, helping to ensure compliance with relevant legislation and best practice.

Two new members have joined the Board, along with the reappointment of an existing Board member. We welcome Rachael Radford and Philip Branston to the Board and wish them every success in their terms of office.

Rachael, who works for Chesterfield Borough Council, has been appointed as an Employer Representative, following the departure of Lisa Seeley.

Philip has been appointed as a Member Representative, following the departure of Mark Wreghitt.

John Sadler has been reappointed for a further term as a Member Representative, having first joined the Board in 2022.

Further information about the Derbyshire Pension Board, its responsibilities and membership is available on our website.

New Local Government Pension Scheme regulations and guidance website

The LGPS Regulations and Guidance website has been updated.

Although the site has a new look and some of the layout has been updated, the website address remains the same.

The website has lots of useful information and employer resources including:

- Latest news, updates and bulletins
- LGPS regulations
- Employer Guidance including HR and payroll guides
- LGPS employer bite-size training, covering ill health retirement, assumed pensionable pay (APP) and final pay
- Information regarding any upcoming employer role training
- Promotional toolkit resources, which can be used in your communications with employees

Submitting revised leaver forms through i-Connect

We have created a new category on i-Connect specifically for submitting revised leaver forms. The new "revised leaver form" option can be found within the "reason for leaver" section.

Using the new category for revised forms will prevent duplicate processes being created on member records where a leaver form has previously been submitted. This new category is configured to allow us to update our records and pay any additional benefits as soon as possible.

If you experience any issues submitting forms through i-Connect, please contact us: pensions.regs@derbyshire.gov.uk

Term-time workers

Most LGPS-eligible employees' roles are based on working all year round, however, some roles are different. For example, many roles in schools are term-time only. When reporting full-time equivalent (FTE) pay to us for these staff, it is important to reduce the figure to correctly reflect their 'payment days'.

For example, an employee works for 39 weeks of the year (273 days) then has 6 weeks added which are made up of annual leave, public holidays, and extra statutory days. This results in them being paid for 45 weeks (315 days). If the FTE pay is £23,000, then the calculation would be: £23,000 divided by 52.14 weeks, multiplied by 45 = £19,850. (Alternatively, £23,000 divided by 365 multiplied by 315.)

Note that different employees may be contracted for different 'payment days'.

Career Average Revalued Earnings (CARE) pay (the employee's actual pay), should not be reduced. The contracted hours reported should also not be reduced.

Final Pay at leaving

When an employee leaves and you complete an L1 or L3 leaver form, which can be found on our Forms for employers webpage, the 'Best of 3 calculator' tab will reduce the FTE pay for you when you enter the unreduced FTE pay and the 'payment days'. Once you have also inserted any pay changes and pensionable allowances for the period, it will calculate the Final Pay and pull this through to the relevant field on the L1/ L3 form. We use this figure to work out final salary-linked pension benefits.

More information about CARE pay, Final Pay and the allowances that you should include, is on our Pensionable Pay webpage.

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**

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