

## INFORMATION FOR NEW ADMISSION EMPLOYERS

### Joining the Dorset County Pension Fund (DCPF)

The Local Government Pension Scheme (LGPS) is offered by local government employers and by other organisations that have chosen to participate. If you are a designating body, such as a town or parish council, employees can only join if they are nominated by the employer for membership of the scheme.

Some non-local government organisations participate in the LGPS as an admission body. An admission body is an organisation that chooses to be admitted to the LGPS in order to provide some or all of its employees with access to the LGPS. Admission bodies are commonly created when an existing employer in the LGPS chooses to outsource a service to a private contractor, for example, then the private contractor may need to apply to become an admission body in order to provide the transferring staff with continued access to the LGPS.

Once the admission agreement is signed and sealed the transferring members will retain their right to membership of the LGPS.



### Opting out and auto-enrolment

If an individual chooses to opt out of the LGPS, forms can be obtained from DCPF by the member. You will need to ensure that you notify your payroll provider of this requirement. Please note, under LGPS regulations, an employee cannot sign an opt-out form before the day they commence employment. This complies with auto-enrolment regulations.

Please inform DCPF of your staging date for auto-enrolment as soon as possible.

### LGPS contribution banding

The Local Government Pension Scheme bases the employee's contribution rate according to the pay banding they fall into. The table in force from 1 April 2019 is as follows:

Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main Section	50/50 section
1	Up to £14,400	5.5%	2.75%
2	£14,401 to £22,500	5.8%	2.9%
3	£22,501 to £36,500	6.5%	3.25%
4	£36,501 to £46,200	6.8%	3.4%
5	£46,201 to £64,600	8.5%	4.25%
6	£64,601 to £91,500	9.9%	4.95%
7	£91,501 to £107,700	10.5%	5.25%
8	£107,701 to £161,500	11.4%	5.7%
9	£161,501 or more	12.5%	6.25%

## Employers Guide

This can be found at the following web address, and will have the most up to date information and forms:

[www.yourpension.org.uk/Dorset/Employers](http://www.yourpension.org.uk/Dorset/Employers)

As details are regularly being added and updated, this provides a useful point of reference for employers.



## Discretions Policy

As a Scheme Employer you will need to draw up your employer policy on the LGPS discretions. Our website contains a [Discretions Template](#), which you can utilise for this purpose if you wish. The template outlines those discretions that require a written statement and also suggests those where a written statement is not a requirement, but would be advisable. There is also a full list of [LGPS discretions](#) available on our website.

## Internal Dispute Resolution Procedure (IDRP)

If a member of the scheme is not satisfied with any decision affecting them made in relation to the Scheme, they have the right to ask for it to be looked at again under the formal complaint procedure

You will need to select a person to investigate any Stage 1 applications for the Internal Dispute Resolution Procedure (IDRP). Information on the [Internal Dispute Resolution Procedure](#) can be found on our website along with a copy of the [Employees guide to IDRP](#).

## Ill Health Retirement Forms

All Ill Health retirement certificates for use by your Independent Registered Medical Practitioner (IRMP) can be found in the [Employer Forms](#) section of our website.

This section also includes documents relating to Ill Health guidance for the [LGPS 2014 Scheme](#) and the [LGPS 2008 Scheme](#) along with a [FAQ document](#).

You will need to inform DCPF of the IRMP you have chosen together with their qualifications for approval.



## Contact Details

Dorset County Pension Fund require a point of contact, address, email address and telephone number for all employers. Please would you complete and return the [contact details form](#). Please remember to keep us up to date with any changes in contact details.

## Your Fund

[Your Fund](#) is the secure internet portal for Dorset County Pension Fund employers.

The site contains on-line forms that allow you to securely submit information relating to matters such as new starters, scheme leavers, member changes, estimate requests, etc.

You can find a Your Fund set up form [here](#).

The screenshot shows a navigation menu with the following items:

- secure site**
- online forms**: Update member details using a variety of secure online forms - new Joiners, Change of Hours, leavers and much more.
- end of year**: Secure portal to submit your End of Year return and to respond to any outstanding End of Year queries.
- monthly return**: Secure portal to submit your Monthly Return and to submit any missing leavers highlighted.
- view stats**: View statistics of your current scheme membership along with movement statistics.
- contact us**: The contact us page can be used to view employer contact details.
- general file upload**: The general file upload page can be used to securely upload files to Dorset.
- guides and FAQs**: Please use this section view Employer Guides and Factsheets.

## New Starters

It is the employer's responsibility to ensure all eligible employees are given a Pension Information Pack on commencement of employment so that they can make an informed decision regarding membership of the LGPS.

Please contact DCPF by email at [pensionshelpline@dorsetcouncil.gov.uk](mailto:pensionshelpline@dorsetcouncil.gov.uk) to request Pension Information Packs. Please ensure the Membership Form (green form) is completed by both the employee and your payroll and returned to this office so that we have a complete record of the individual and can apply for any transfer of pension rights as required.

Electronic versions of all forms can be found under the '[Publications](#)' section of our website.

## Monthly payroll returns

Both Employer and Employee contributions must be paid to Dorset Council on a monthly basis. A Monthly Financial Return Form should also be sent to coincide with the payment.

Further details can also be found on the [Payroll Information](#) section of our website.

## End of Year returns

End of Year Returns are required from each employer.

Further details, including a guide and spreadsheet can be found on the [End of Year Returns](#) section of our website.

## Authorised Unpaid Leave

Taking unpaid leave will result in the member accruing less pension in the relevant scheme year. The member has the right to make up the pension shortfall, by electing to buy the amount of 'lost' pension via an APC/SCAPC contract.

It is important that the member knows their unpaid leave has affected their pension accrual and that they have the right to pay additional contributions to make up the value of any pension lost. Some suggested wording can be found in the [Employee Absence](#) section of our website.

## Employees leaving the scheme/leaving employment

Notification of any employees who leave the scheme will need to be sent through Your Fund, this is applicable for ALL leavers including retirements, opt outs, leaving employment, redundancy, etc.

We would also ask you to notify DCPF as soon as you are aware of an employee's intention to retire. This is important so the appropriate information can be gathered and ensures a timely payment of pension.

Further details on leaving employment can be found on the [Leaving Employment](#) section of our website.

Employers » Employer Guide » Leaving Employment

## **Pension Liaison Officer Group Meetings (PLOG)**

The PLOG meetings take place three times a year and are generally held at Dorset Council, hosted by the Dorset County Pension Fund's Pensions Manager; Karen Gibson.

These meetings give you an opportunity to hear any latest developments to the LGPS plus discuss related issues. For example, topics covered in past meetings have included; Internal Disputes Resolution Procedure, Ill Health Retirements, Admission Bodies and Automatic Enrolment.

Representatives from all employers are welcome to attend. You will be notified of forthcoming meetings by email. If you are not on our employer email list and you would like to be added, please contact the Employer Relationship & Communications Team.

Minutes, plus any relevant documents and presentations will be sent to all employers after each meeting and will also be available on our website.

You can find additional information, previous minutes and future agendas on the [PLOG section](#) of our website.

## **Pensions Administration Strategy**

The [Pensions Administration Strategy](#) is a statement outlining the policies and performance standards aimed at providing a cost-effective, inclusive and high quality pensions and administration service.

Developed in consultation with employers within the Fund, this statement seeks to promote good working relationships, improve efficiency and ensure agreed standards of quality in delivery of the pension administration service amongst the employers and the Fund.

Further information on the LGPS can be found on the following websites:

### **Local Government Association**

<http://www.local.gov.uk/web/lqaworkforcepensions/home>

### **LGPS Regulations and Guidance**

<http://www.lgpsregs.org/>

### **Department for Communities and Local Government**

[www.clg.heywood.co.uk](http://www.clg.heywood.co.uk)

[www.communities.gov.uk/localgovernment](http://www.communities.gov.uk/localgovernment)

### **Local Government Employers Scheme Members**

<https://www.lgpsmember.org/>

Which includes:

[HR Guide to the 2014 Scheme](#)

[Payroll Guide to the 2014 Scheme](#)

[Administration Guides to the 2014 Scheme](#)



Please contact us: Dorset County Pension Fund, County Hall, Dorchester, Dorset. DT1 1XJ

Helpline: 01305 224845

Email: [pensionshelpline@dorsetcouncil.gov.uk](mailto:pensionshelpline@dorsetcouncil.gov.uk)

Website: [www.yourpension.org.uk/Dorset](http://www.yourpension.org.uk/Dorset)

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