

Employer Newsletter—June 2023



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LGPC bulletin 238

The LGPC have published [Bulletin 238](#) (May 2023) on the bulletins page bulletins page of www.lgpsregs.org.

Items of particular interest to employer may be:

- 2023 updates to guides, factsheets and leaflets
- Guarantee for academy trusts outsourcing arrangements
- SCAPE discount rate and impact to actuarial factors - update
- Automatic enrolment - [call for evidence](#)

Pension Liaison Officer Group meeting 15 June 2023 agenda

The agenda for the next Pension Liaison Officer Group (PLOG) can be found on our website at <https://dcpfemployers.org/plog/> along with minutes from previous meetings.

During the meeting important items will be discussed, such as an update on the McCloud Remedy and feedback on the 2023 End of Year process.

The PLOG meetings are currently being held online which should enable more employers to attend. The meeting will last 1—1.5 hours maximum and contains important information for all employers.

This meeting will take place at 10:00am on Microsoft Teams, and all employers have been sent a joining link. If you do not have this link and would like to attend, please email lqpsemployers@dorsetcouncil.gov.uk and you will be sent the joining information.

LGPS Member addresses and Annual Benefit Illustrations

Following the End of Year process and members records being updated the next process is Annual Benefit Illustrations, which must be sent to all active and deferred LGPS members. The data for these booklets will be submitted to the printers once all checks and processes have been run, ready for the mailing in August.

The Illustrations are sent out to member's home address, which has the added use of verifying addresses, which is a key data requirement. Unfortunately each year there are multiple Illustrations returned as the members have moved house. This means the member will not receive their pension information and that key data is incorrect on their record.

Please would you remind your LGPS members that they must notify the fund if they change their address. This can be done by logging into [My Pension](#), the online member pension portal account. They are able to view their current address and make any necessary changes independently on the portal. Alternatively, they will need to email pensionshelpline@dorsetcouncil.gov.uk with their new address and a member of the team will be able to assist them.

DCPF Monthly Pensions Data Returns

The monthly pensions data return spreadsheet contains the details of every LGPS member on payroll during the relevant month. It captures and uploads starters, leavers and hour changes for the month that is being reported. Employers will not need to complete separate forms for the starters and hours changes, however following the monthly submission a task will be automatically create for any leavers as a prompt to provide the leaver information.

The spreadsheet captures a monthly snapshot of your payroll, this will include any casual members of the LGPS who have not received any pay that month. It should detail every LGPS member who is still employed on your payroll that month. If the member has left and received a backdated payment, they should not be recorded on the monthly return; instead a revised leaver form should be submitted (if a leaver form has already been sent for the member).

Important tips

- ☑ Remember to adjust the part time hours for a term time worker. This has caused a lot of hour mismatches during the End of Year process.
- ☑ Double check you have included all your new starters and use the joiner indicator the first month you report them. If this process isn't followed correctly you will need to submit a joiner notification form for each missed starter. This is a common error on monthly returns.
- ☑ Remove hour changes the following month, do not leave them on.
- ☑ After a member is notified as a leaver, the next month remove them from the spreadsheet.

For further information on the monthly return process, including the spreadsheet template and a guide to uploading, please visit <https://dcpfemployers.org/monthly-returns>

If you would like to attend raining on completing the monthly returns, the next session will by held on Thursday 6 July at 13:00—14:30 on Microsoft teams.

Important dates for your diaries 2023

Training events and meetings

If you would like to attend any training sessions please email lgpsemployers@dorsetcouncil.gov.uk to request a place.

General LGPS Employer training

Friday 21 July 9:30am—13:00pm

Thursday 16 November 9:30—13:00pm

Monthly pensions data returns

Thursday 6 July 13:00pm —14:30pm

Pensionable Pay

Wednesday 21 June 10:00am—12:30pm

Thursday 19 October 10:00am—12:30pm

DCPF employer portal training

Friday 15 September 10:00am—11:30am

Pensions Liaison Officer Group (PLOG) Meeting for 2023

- Thursday 15 June 2023 at 10:00am
- Friday 13 October 2023 at 10:00am

Links to the PLOG meetings have been sent to all recipients of the monthly newsletter. If you require the link to be sent to additional or new members of staff please email lgpsemployers@dorsetcouncil.gov.uk .

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