

Dorset County Pension Fund Pension Liaison Officer Group meeting Minutes

Tuesday 15 October 2024
Microsoft Teams online
10:30am start

Present:

Name	Employer	Name	Employer
Clare Butler	Aspirations Academy Trust	Sanjivan Harding	Montacute School
Ewelina Nowak-Bartos	Bournemouth and Poole College	Emma Oldale	Pickwick Academy Trust
Terry Hawkins	Bournemouth and Poole College	Claire Jealouse	Rapid Clean
Robin Foster	Bournemouth School for Girls	Brie Logan	Shaftesbury Town Council
David Hardman	Bournemouth University	Jake Shergold	Sovereign Housing
Elaine Sheridan	Bournemouth University	Denise Rustell	St Edwards School
Kamila Biedrzycka	Bournemouth University	St Leonards PC Assistant	St Leonards Parish Council
Paul Fuszard	Bridport Town Council	J Cooke	St Marks School
Holly Gregory	Coastal Learning Partnership	Paul Morgan	St Michaels Primary School
Anne-Marie Mitchem	DCPF	Caroline Prince	St Walburgas School
Karen Gibson	DCPF	Alison Spencer	Swanage Town Council
Stephanie Clifton	DCPF	Brigi Varga	Swanage Town Council
Vince M Elliott	DCPF	Kirsty Davison	Teach Trust
Hayley Legg	Dorset Council	Carrie Lloyd	Verwood Town Council
Michaela Langley	Dorset Police	Andrew Purnell	Weymouth & Kingston Maurward College
Jenny Gribonika	Epiphany School	Claire Westwood	Weymouth & Kingston Maurward College
Liz Bishopp	Ferndown Town Council	Johanna Hardy	Weymouth Town Council
Trudy Sollazzo	Ferndown Town Council	Bull, Philip	Wiltshire Council
Serena Burgess	Gillingham Town Council	Genny Singleton	Wimborne Town Council
Becca Rogers	Magna Housing	Kirsty	
Ellie Todd	Magna Housing	TD	
Guy Osborne	Magna Housing		

1. Welcome
 - 1.1. Karen Gibson welcomed all to the meeting.
 - 1.2. She especially welcomed anyone new to the meeting.
2. [Minutes of last meeting](#)
 - 2.1. Minutes agreed.
3. Matters arising from the minutes
 - 3.1. The Dorset County Pension Fund (DCPF) now have a new member on the Local Pensions Board (LPB), Liz Bishopp who is a new employer representative. She is the

Town Clerk for Ferndown Town Council and joins the representatives from BCP, Dorset Police and Dorset Council. This is an excellent appointment as it broadens the range of experience and background. There are also member representatives on the LPB who have a variety of backgrounds and a union representative. This provides the LPB with a resilient group of diverse experience. All the minutes for the LPB meetings are available on the website at <https://dorsetpensionfund.org/about-the-scheme/about-the-pension-fund/local-pension-board/>

4. Pension Administration Strategy

- 4.1. Pensions Administration Strategy has been revised and will be circulated to employers for consultation.
- 4.2. Please feedback any comments to lgpsemployers@dorsetcouncil.gov.uk and these will be given due consideration.
- 4.3. It will then be considered by the Pension Board and if agreed will be published and in effect.
- 4.4. Changes mostly relate to updating links and processes.
- 4.5. DCPF reviewed several other admin authorities PAS to check them. Dorset's costs remain lower than neighbouring authorities
- 4.6. Key changes
 - 4.6.1. Hourly rate charged for time spent above and beyond the usual due to employer failure
 - 4.6.2. Late submission financial penalties will increase for continued non provision of the information. This is to make it fair as currently it's the same charge for a late leaver after 2 months as it is for 2 years.

5. How to do...a new joiner

- 5.1. A presentation was shared and can be found online at <https://dcpfemployers.org/plog/> .
- 5.2. All the necessary forms and paperwork for new starters can be found at <https://dcpfemployers.org/employers-new-starter-forms/> .
- 5.3. Dorset Council payroll confirmed that they automatically provide the pension membership form, the expression of wish form and the welcome letter to all new starters where they administer the payroll.

6. McCloud Update

- 6.1. A presentation was shared and can be found online at <https://dcpfemployers.org/plog/>.
- 6.2. It was explained that there is a new revised Age 65 McCloud Pay Request form available. This should be used if backdated pay awards mean this pay must be revised. Each employer will need to keep a list of affected members as these will not arrive in Work Feed for action but instead will need to be created manually from the Start A Process option.
- 6.3. Karen Gibson suggested that if employers have any Age 65 McCloud Pay Requests in their Work Feed and will be awarded the back dated pay award to wait until this has been paid before providing the figures.

7. Opt out data

- 7.1. A presentation was shared and can be found online at <https://dcpfemployers.org/plog/>.
- 7.2. The opt out survey will be sent to employers for completion if they are able to support. Dorset Council confirmed that they will complete the survey for their payroll clients.

8. [Bulletins](#)

8.1. [Bulletin 255](#)

- 8.1.1. Government published a Call For Evidence – a consultation, looking at some of their proposals for merging pools and investing in UK.
- 8.1.2. A lot of discussion nationally, and some concern surrounding this. Employers will be informed of any significant news, and the autumn budget will be announced on 30 October where pension changes are expected

8.2. [Bulletin 254](#)

8.2.1. Pensions Awareness week – back in September. Karen provided a reminder that if employers need any communications for the LGPS to contact the fund. Careful consideration needs to be given to when communicating pensions ensuring both the terminology and the facts are correct. The pension fund are happy to help with promotional materials and wording as needed. A poster which may be useful for employers can be found here <https://www.dorsetpensionfund.org/forms-and-publications/lgps-promotional-leaflet/>

8.3. [Bulletin 253](#)

8.3.1. A new version of employer backdated pay award FAQs has been published. This is a useful document.

8.4. [Bulletin 252](#)

8.4.1. SAB sent an Opt Out Survey to employers in England and Wales, it closed on 7 June and received 53 responses.

9. Any other business

9.1. No other business

10. Date, and time of the next meeting

- Thursday 27 February 10:30– 12:00
- Friday 13 June 10:30—12:00
- Wednesday 15 October 10:30-12:00