



Employer Newsletter April 2025

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LGPC bulletin 261 and 262

The LGPC have published [Bulletin 261](#) (2025 Annual Update) and [Bulletin 262](#) (March) on the bulletins page of www.lgpsregs.org.

The 2025 Annual Update includes the rates and bands that apply from April 2025.

In bulletin 262 items of particular interest to employers may be:

- MHCLG plans change to revision of employer contribution rate rules
- Bulletin 261 – 2025 annual update
- Warning members about pension scams

Pensions Administration Strategy Approved

Following consultation with employers, the Dorset County Pension Fund's Pension Administration Strategy has been ratified by the Local Pension Board and has come into effect from 1 February 2025.

It can be found online here [Pension Administration Strategy](#).

LGPS End of Year information 2025

The first employer End of Year 2025 returns have been received and processed by the fund. Thank you to the employers who have been able to send this so quickly.

The spreadsheet template and guidance can be found on the employer website at <https://dcpfemployers.org/end-of-year-returns/>.

Please ensure you read the guidance before completing the spreadsheet. The deadline for your LGPS End of Year return is 30 April 2025. Financial penalties will be applied for late submission of your End of Year return as detailed on the webpage linked above.

Employer and member portal down time

Both the employer portal and the member portal will be unavailable over the Easter Weekend 18–21 April. There is a message on My Pension, the member portal to inform people who are trying to access it.

Message from the Prudential

We're working on making it easier to submit AVC payments and payroll files. We've put together a list of the common issues we see, and tips on how to avoid these from happening.

We want to work with you to help correct any issues and in the near future, we'll start to provide feedback by email or telephone for any errors received

It's important for payments and payroll files to be sent to us correctly, as it could result in a report being made to the Regulator. It also means:

- We won't invest contributions until the correct payroll file and payment is received. This also impacts other members contained in the payroll files, as they'll be unable to claim or transfer their funds when they need them.
- It can cause tax payments and member benefit statements to be incorrect, if the contribution types on the payroll file are wrong.

Prudential have a guide to help submit your payroll information successfully each time. It can be found on their webpage [here](#).

Issue	What this means
Payroll file missing	To invest contributions, we need the payment and the corresponding payroll file. We'll return the payment if we don't receive the payroll file
New payrolls not set up properly	This is where an academy trust is set up in replacement of a Local Education Authority. You should tell us of this change, so we can set up a new PayPoint
Payroll files not received in the correct sequence	Payroll files must be sent in chronological order. For example, we can't process June's payroll file until we have received May's – even if May's file has been received but has errors
Missing payment, under payment or overpayment	The total amount on the payroll file must match the payment amount sent by Bacs
Combined payroll files for different PayPoints	Payroll files must be kept separate and submitted individually i.e. one payroll file and one payment for each PayPoint on each due date
Negative amounts on payroll file	All amounts must be positive. If there's been an overpayment, contact us to arrange a return of contribution(s)
Contribution received for a non-active member	All contributions must relate to current and active members only
Contributions received for a non-member	Applications for new members must be processed before contributions can be allocated. Don't send contributions for them if they're not included in the payroll listing we give you
Missing or incorrect NI number	This is mandatory information we need to ensure contributions are applied to the correct member records
Payroll file is password protected	Please provide us with the password for any payroll files you send us that are protected
Different contribution frequency on same file	We need separate payroll files for each payment frequency
Combined schemes on a single payroll file	These must be kept separate and submitted individually for each scheme
Payroll file not in correct format	Please ensure the guidance is followed for all submissions - see your payroll guide (below) for more details
Incorrect contribution types recorded	This must be recorded accurately and any new contribution types should have the correct documentation submitted

Important dates for your diaries 2025

Training events and meetings

Employer Portal training

Tuesday 9 September 13:00—14:30

LGPS employer responsibilities training

Thursday 15 May 09:30—13:00

Friday 11 July 09:30—13:00

If you would like to register to attend any of the above training events, please email

lgpsemployers@dorsetcouncil.gov.uk

Pensions Liaison Officer Group (PLOG) Meeting for 2025

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 .

- Friday 13 June 10:30—12:00
- Wednesday 15 October 10:30-12:00

Pensionable Pay training

Wednesday 18 June 10 - 12:30

Employer Support:

Stephanie Clifton, Vince Elliott and Joseph Hollick

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