



Employer Newsletter July 2025

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LGPC bulletin 265

The LGPC have published [Bulletin 265](#) on the bulletins page of www.lgpsregs.org.

Items of particular interest to employers may be:

- Prudential pensions update
- 2025 Training Programme
- SAB statement following Government response to Fit for Future consultation
- Gender Pensions Gap roundtable event

Leaver forms and Additional Voluntary Contributions (AVCs)

When completing a leaver form for a staff member who has contributed extra pension payments through AVCs, please remember to select YES on the drop down question 'Has the member paid any Additional Voluntary Contributions (AVCs)'. This will help reduce delays when processing the member's pension payments.

Work Item Processing: Web Leaver
UPMFolder: Mrs Example Member, 52831:52831:14351, (Status: Active) [X]

ACTIONS

★ Enter Process Data (DataForm)

Has the member paid any Additional Pension Contributions (APCs) *
No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Regular Contributions (ARCs) *
No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Additional Voluntary Contributions (AVCs) *
No

Please choose Yes or No as appropriate. A drop down menu is available.

Has the member paid any Added Years contributions *
No

Please choose Yes or No as appropriate. A drop down menu is available.

Pension Liaison Officer Group Minutes 13 June 2025

The minutes from the Pension Liaison Officer Group (PLOG) meeting held on 13 June 2025 are available at <https://dcpfemployers.org/plog/>. Also available at this link is the presentation provided at the meeting.

If you attended this meeting and would like to offer any feedback at the following link, this would be very gratefully received <https://www.surveymonkey.co.uk/r/RLYMJKS>.

The next PLOG meeting will be held online on Wednesday 15 October at 10:30, the agenda will be sent out nearer the time.

A diary link for these events has already been sent to all employers who receive this email. If you would like the link sent to additional people, please email lgpsemployers@dorsetcouncil.gov.uk.

Duplicate pension records caused by changing hours and pay rises

When completing both monthly pensions data returns and the End of Year spreadsheet, keeping payroll numbers consistent is essential. If your member of staff has a pay rise or a hour change, please do not report a change of payroll reference. If you change the payroll number in any way, it will create a new pension record.

If a duplicate pension record is created due to a change in the payroll number, the pension member's pay and contributions can then be posted to an incorrect record. These cases create a lot of additional work and investigation for both the fund and the employer. If you need to change payroll numbers, please contact us and a mapping document to change the numbers will be sent to you.

A new pension record should only be created if the member has changed their job. If the member has changed job role, please submit a leaver form on the employer portal and create a new starter for the new job.

Flexible Retirement and Additional Voluntary Contributions

Members of staff who are paying Additional Voluntary Contributions (AVCs) must have their AVC contract ceased at the point of flexible retirement by the employer. If they would like to continue contributing to an AVC after their flexible retirement, they must set up a new contract which will start a new AVC account.

If the AVC contract isn't ceased at the flexible retirement, a refund of these additional contributions has to be made, with tax adjustments. This causes inconvenience, delays and extra work for the member and for the fund.

Important dates for your diaries 2025

Training events and meetings

Employer Portal training

Tuesday 9 September 13:00—14:30

LGPS employer responsibilities training

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 .

- Wednesday 15 October 10:30-12:00

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