

Dorset County Pension Fund Pension Liaison Officer Group meeting Minutes

Friday 13 June 2025
Microsoft Teams online
10:30am start

1. Welcome

1.1. Karen Gibson, Service Manager for Pensions, welcomed all to the meeting.

2. Minutes of last meeting

2.1. Minutes agreed.

3. Matters arising from the minutes

3.1. None

4. Valuation year and contacts

4.1. Karen shared a [presentation](#) on the LGPS Valuation exercise in 2025 which can be found on slides 4 – 10.

4.2. Karen explained how the accuracy of data coming from employers is essential for the actuaries to calculate correct employer contribution rates.

4.3. Employers should know the results and their contribution rates by December.

4.4. An employer meeting will be scheduled soon and an invitation sent out to employers.

4.5. The Employer Relationship & Communications team will be writing to all employers to ask for a nominated contact to send the Valuation results. If there is no response we will send the results to the currently listed pensions liaison officer.

5. LGPS in England and Wales: Access and fairness consultation

5.1. Karen shared a [presentation](#) on the MHCLG Consultation; Access and Fairness which can be found on slides 11 – 15.

5.2. The consultation will promote changes to improve access and fairness and will close on August 7th.

5.3. Karen said that employers could comment on just a few aspects of the consultation rather than the whole document. Dorset County Pension Fund (DCPF) will provide a full response.

5.4. Karen suggested employers respond regarding the forfeiture aspect of the proposal.

6. IDRП reminder

6.1. Karen shared a [presentation](#) with a reminder of the Internal Dispute Resolution Procedure (IDRP). This can be found on slides 16 – 26.

6.2. Common complaints on decisions by employers are around ill health retirement and the application of discretions. Karen reminded employers to keep their Discretions Policy up to date and applied correctly.

6.3. Karen encouraged employers to look at the employer [website](#) for information on IDRП to avoid escalation, and also to keep a record of any decision making to assist if it does lead to a complaint.

6.4. Karen showed the Pensions Ombudsman [website](#) and the previous decisions available on the website which may assist with new/ongoing cases.

7. Dashboard reminder

- 7.1. Karen shared a [presentation](#) on the new Pensions Dashboard Programme (PHP) which can be found on slides 27 – 31.
- 7.2. Karen emphasized the importance of employers providing correct, up to date information, particularly affecting new joiners and new leavers.

8. End of Year 2025 feedback

- 8.1. Stephanie Clifton provided a [presentation](#) giving feedback from End of Year 2025 exercise.
- 8.2. Stephanie thanked employers for providing their end of year return under tight timescales, and for their hard work clearing any queries.
- 8.3. DCPF received 163 End of Year returns for the 2024/25 end of year exercise, with eleven coming in after the deadline of 30th April 2025.
- 8.4. The financial penalty total for this year was substantially higher than in previous years. This was a result of the change in the [Pensions Administration Strategy](#). The updated Strategy raises the financial penalty for late submission of leavers and joiners by a £10 cumulative monthly amount. This cumulative amount is in addition to the original £50 charge, as a £10 per month additional penalty was added for each case.
- 8.5. The largest issue this year, like previous years, was outsourced payrolls. Stephanie encouraged employers who use external payroll providers to check that they are providing the information needed throughout the year, to avoid financial penalties in the future.

9. Bulletins

The Employer Relationship & Communications Team have sent the recent Bulletins via email to employers, with any items of interest highlighted.

- 9.1. [Bulletin 264](#)
- 9.2. [Bulletin 263](#)
- 9.3. [Bulletin 262](#)
- 9.4. [Bulletin 261](#)
- 9.5. [Bulletin 260](#)

10. Any other business

- 10.1. None

11. Date, time and venue of the next meeting

- 11.1. Wednesday 15th October 2025 10:30am via Microsoft Teams.