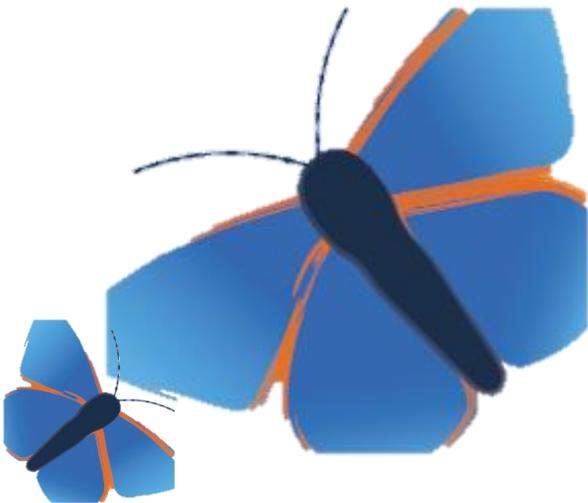


# Dorset County Pension Fund - PLOG

## Employers Meeting 27 February 2026

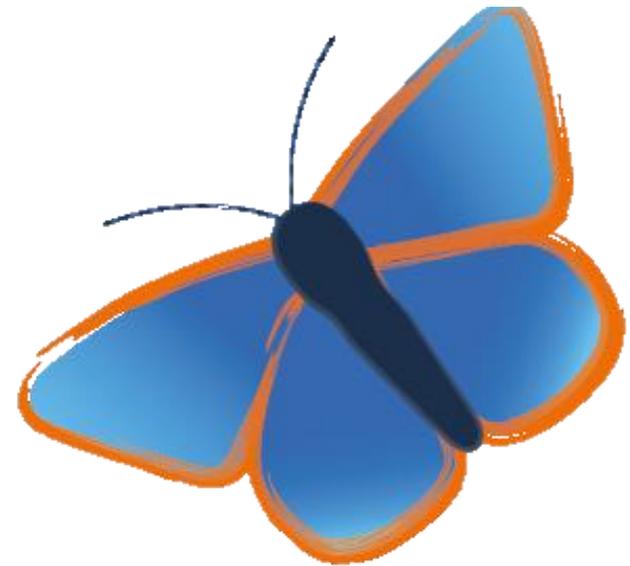


# Welcome

To the Dorset County Pension Fund Employers Meeting!

# TODAY

- Minutes of the last meeting
- Matters arising from the minutes
- End of Year 2026
- LGPS Access and Fairness Regulation changes
- Member communications
- Bulletins 272-269
- Any other business



# End of Year process

No change to the End  
of Year process for  
2026



# LGPS End of Year 2026

Webpage contains

- Excel spreadsheet
  - Validates to 800 rows, larger payroll need to drag down formatting
- Guidance on completion
- Information on deadlines

<https://dcpfemployers.org/end-of-year-returns/>

## End of Year Returns

**Information and documents relating to the submission of year end data.**

At the end of each financial year, employers must complete and submit the 'End of Year Return' spreadsheet, providing details of basic employee information, the member's full-time equivalent pensionable pay for the pre-2014 benefits and CARE pay for the scheme year.

**If Dorset Council administers your payroll you will not be required to provide this information as this will be completed on your behalf.**

Each year employers are provided with a spreadsheet that they will need to complete, along with guides and notes on how to complete it correctly.

[End of Year Excel Template](#)

[End of Year 2026 Example Template with Notes](#)

[End of Year File Layout Specification](#)

[Employer Upload Guide](#)

# LGPS End of Year 2026

## Training dates

- Thursday 5 March 10:00—12:30
- Tuesday 17 March 14:00—15:30
- Wednesday 2 April 13:30—15:00

Please email [lgpsemployers@dorsetcouncil.gov.uk](mailto:lgpsemployers@dorsetcouncil.gov.uk) for a joining link

# LGPS End of Year 2026

## Timescales

- Returns **must** be with the DCPF by 30 April at the latest
- Annual Benefit Illustrations must be sent out by 31 August 2026

## Financial Penalties

- £100 per working day for
  - End of Year Returns received from 1 May 2026
- £50 initial charge plus £10 for each month or part month of continued non-provision per case will be charged for
  - Leavers who left before 1 February 2026
  - Starters who joined before 1 February 2026



# Data Validation Checklist

Before uploading, review all fields carefully. Use filters on each column to check for:

- Negative values
- Job titles exceeding 40 characters
- Date fields not entered in a valid date format
- NI numbers in an incorrect format or incorrect length
- Commas within any fields

## Preparing Your File

- Copy all data including headings from the template.
- Paste into blank spreadsheet before saving as CSV (Comma Delimited) file.

## If the File Hangs During Upload

- Allow up to 30 minutes for the upload to complete.
- Go to Workfeed and pick up the file.
- If it still hasn't processed, review all fields again for errors.

# Frequently Asked Questions

I submit a monthly return, do I need to complete an EOY?

Yes, you will still need to complete the EOY.

Do I report leavers on the EOY even if I've completed a leaver form?

Yes, you need to include everyone who was active in the year (apart from under 3 month opt outs refunded by payroll). This is to ensure that your contributions balance. This also means we will capture leavers who may have got missed during the year.

Dorset Council do my payroll? Will I need to do this?

If Dorset Council manage your payroll on 31 March 2026, they will complete the EOY on your behalf.

I've only got one / two members of staff do I need to complete this?

Yes, all employers will need to complete the EOY regardless of size.

How do I show backdated pay awards?

If member left in year, add to employment line. If member left in previous year, do not show on spreadsheet but add a note on validation page to explain the discrepancy in contributions.

# Help needed?

If you require any assistance, please contact

[lgpsemployers@dorsetcouncil.gov.uk](mailto:lgpsemployers@dorsetcouncil.gov.uk)

One of the team will be able to respond



# Any questions



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# LGPS Access and Fairness Regulation changes

# LGPS Access and Fairness Regulation changes

Phase 1 will take effect from **1 April 2026**

Phase 2 will take effect 'later in the year'?

Significant changes to be implemented requiring

- Communication with employers
- Communication with members
- Software changes for payrolls and pensions

Hopefully, further details will be announced – only high level known currently

Statutory Instrument will be laid start of March 2026

Special LGA bulletin will be sent after

# LGPS Access and Fairness – key changes

## **Survivor benefits and death grants**

- equalising survivor benefits – some calculations will be backdated to 5 December 2005
- removing the age 75 limit for death grant eligibility – this will be backdated for deaths that took place from 1 April 2014
- removing the requirement for a death grant to be paid to the personal representatives where it is not paid within the two-year period – this will apply to unpaid death grants at the date the regulations take effect
- removing the requirement to nominate a cohabiting partner in the 2008 Scheme
- inserting a requirement that a child's short-term pension, paid under the 1995 and 1997 Regulations, must cease if that child is no longer an eligible child.

# LGPS Access and Fairness – key changes

Gender Pensions gap reporting

McCloud Remedy corrections and additional regulations

Abolition of Lifetime Allowance charges

Removal of 5 year cap for refunds

# Key changes affecting employers

## **Gender pensions gap benefits**

- making authorised absences of less than 15 days **automatically** pensionable, based on actual lost pay
- aligning the cost of buying back lost pension for authorised absences of over 14 days with the standard member contribution rates and actual lost pay
- extending the time limit for electing to buy back lost pension from 30 days to 12 months, as long as the member is in the same employment
- allowing an employer to pay their share of contributions relating to an unpaid period of more than three years
- make additional unpaid maternity, adoption and shared parental leave automatically pensionable (for leave after 1 April 2026) with the cost met by the employer

## **Impact for employers**

- Communication with members?
- Payroll changes needed?

# Key changes affecting employers

## **Opt outs**

Employers to provide opt out data to administering authority

Information need on opting out by people who are eligible to join the LGPS and choose to opt out

Should not include:

- contracts under 3 months,
- and those over the age of 75,
- employees who are eligible for another public service pension scheme

## **Forfeiture**

Forfeiture could apply regardless of if member left due to the offence

Removal of 3 months limit to make forfeiture application

# Further details

Employers will be sent further details as soon as they are made available.

Biggest challenge may be timescales for authorised unpaid leave in April!



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# Member communications



# Member communications –joiners

Employers must provide new joiners with:

- LGPS Welcome letter
- Pension Membership form
- Expression of Wish

These are available for employers at

<https://dcpfemployers.org/employers-new-starter-forms/>

Any forms returned to employers must be forward to DCPF.

# Member communications – joiner presentations

Please encourage new members of staff to attend the New Joiners presentations.

Aimed at members joined within 12 months, advertised in new member letter sent by DCPF after record set up.

Promotional poster sent with employer newsletter

- Thursday 22 January 17:00 – 18:00
- Wednesday 22 April 12:30 - 13:30
- Wednesday 9 September 17:00 - 18:00
- Thursday 26 November 12:30 - 13:30

Please contact [lgpsemployers@dorsetcouncil.gov.uk](mailto:lgpsemployers@dorsetcouncil.gov.uk) if you need a copy

# Member communications – member presentations

Member presentations suitable for all members.

Promotional poster sent with employer newsletter, please make available to staff.

- Friday 30 January at 12:30
- Tuesday 12 May at 17:00

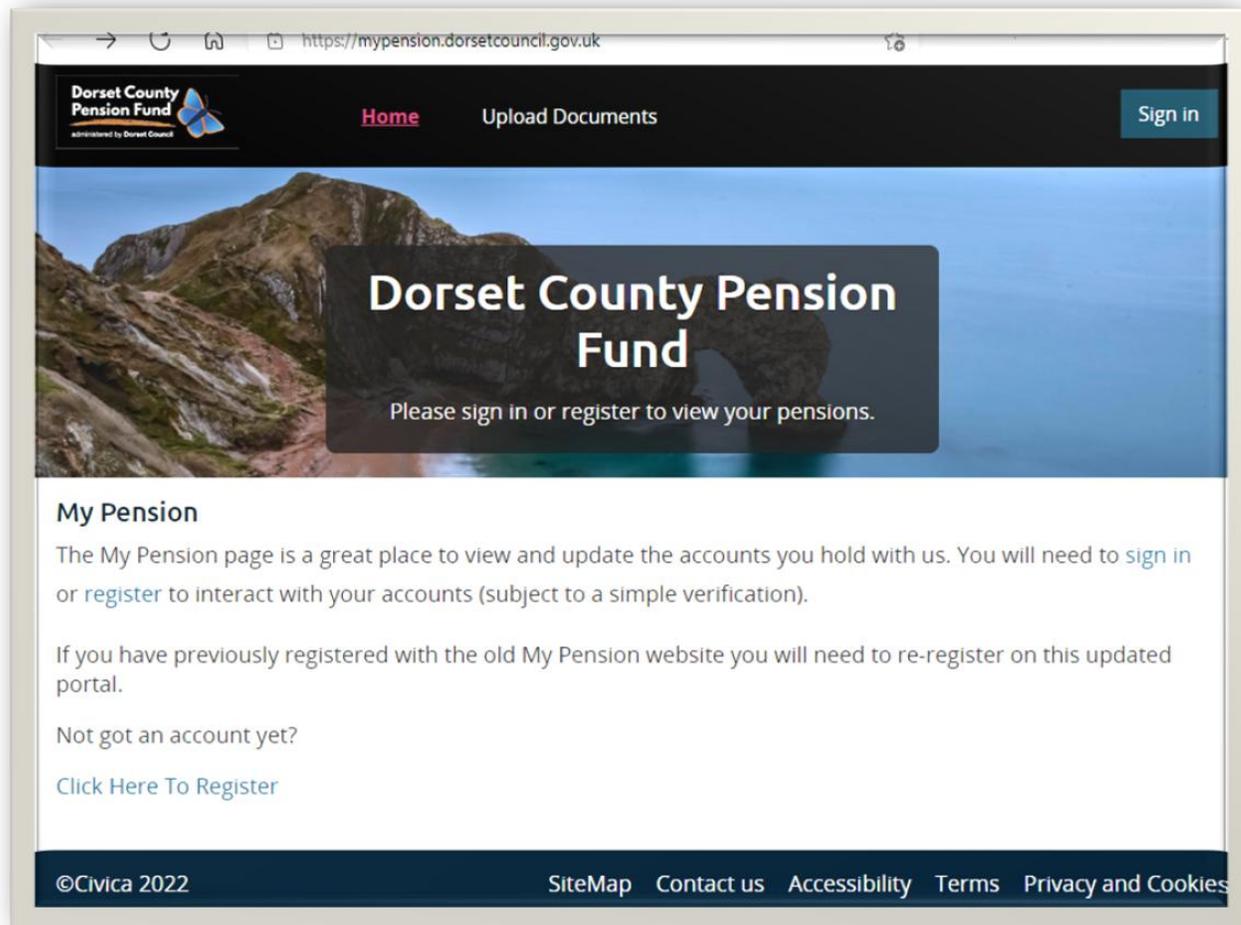
Advertised to members in their Annual Benefit Illustration.

Please contact [lgpsemployers@dorsetcouncil.gov.uk](mailto:lgpsemployers@dorsetcouncil.gov.uk) if you need a copy of promotional poster

# Member communications – Member portal

**My Pension** <https://mypension.dorsetcouncil.gov.uk>

Please guide your staff to the online portal.



On My Pension members can

- generate estimates
- Upload documents
- Change
  - Address
  - Death grant nomination
  - Marital status
- View
  - Service history
  - Annual Allowance
  - Annual Benefit Statement
  - Any transfer information

# Member communications – Member factsheets

Forms and useful factsheets for members can be found on member website at <https://dorsetpensionfund.org/>

Some popular factsheets are:

- How Can I Increase my Pension Benefits?
- Flexible Retirement Guide
- Guide to Retirement
- Opting out of the LGPS
- Ill health retirement factsheet
- Reductions in Pay and the effect to your LGPS Pension
- Transferring in Previous Pension Rights to the LGPS
- Life Cover and Survivor Benefits
- Understanding LGPS Contributions

**Dorset County  
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**LGA Bulletins 272 - 269**

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**Any Other Business**

