



## An update for Employers in the Local Government Pension Scheme (LGPS)

We are pleased to publish the latest edition of our Employers' Newsletter; produced to keep you informed of your responsibilities as a Local Government Pension Scheme (LGPS) employer. Inside you'll also find the latest developments in the LGPS and any changes in the services we offer.

A reminder that we have moved office buildings and have updated our address. Please make note of our new address listed on the back of this newsletter.

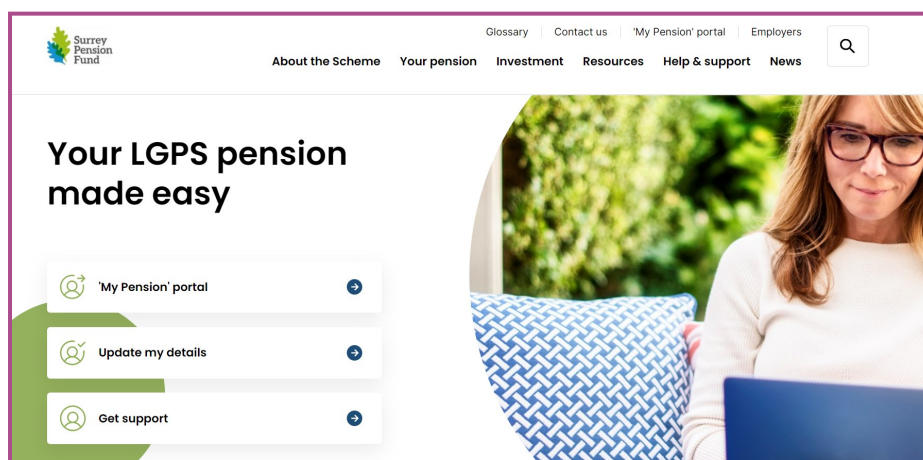
## New Surrey Pension Fund Website

Behind the scenes our Surrey Pension Fund website is currently undergoing a revamp and our new website will be available shortly. The URL for the main site will remain the same ([www.surreypensionfund.org](http://www.surreypensionfund.org)) but you may have to resave any bookmarks you have made.

Designed for members of the Surrey Pension Fund, the website allows members to:

- Access member forms, helpful guides and FAQs
- View information about the LGPS
- Find Contact Details for the Surrey Pension Team and other useful links.

Please support the scheme by sharing the new Surrey Pension Fund website with your members, for example on your intranet site or staff notice board. Members should be encouraged to check the Surrey Pension Fund website for information before contacting the Helpdesk.



# Employer Forms & Datafiles



## Surrey Pension Fund for Employers

The new Employer website launched in September and provides useful information regarding the LGPS, together with forms, guides and newsletters that you can refer to. The Employer website can be found at: <https://employers.surreypensionfund.org>

The **Pensions Contribution form** cannot be found on the website. This is because each form details your individual contribution rate and is therefore sent to you directly by the Finance team. If you have questions about the contribution form, employer rate or the process for making the return, please [visit the relevant page on the Employer website](#) or contact [pensions.contributions@surreycc.gov.uk](mailto:pensions.contributions@surreycc.gov.uk)

### Using Datafiles

As mentioned in earlier communications, we have removed the **New Joiner Option form** and replaced this with the **New Starter Datafile** (for employers who do not submit their information via iconnect). Likewise, the **Scheme Leaver Datafile** has replaced the **LG5 form**.

Using datafiles reduces the time taken by the Surrey Pension Team to process the information you send us, which means that we can provide the member with their options promptly.

**We will no longer be accepting the New Joiner Option form or LG5 form, so please ensure that you are using the relevant datafiles in the future.**

If you have any queries about any of our processes, then you will be able to find more information on the Employer website (<https://employers.surreypensionfund.org/>) — including which forms you are required to complete.

## Retirement Datafile

DATAFILE	Field	Format	Mandatory/Optional	Notes and Description
NI Number	ANZC405A		Mandatory	National Insurance Number
Title	Selection drop-down list		Mandatory	Selection: Mr, Ms, Dr, Mrs, Mr, Mrs, Miss, Prof, Dr, Dr, Dr
First Name	Character		Mandatory	25 letters maximum, numbers and hyphens are not allowed
Last Name	Character		Mandatory	25 letters maximum
Date of Birth	dd/mm/yyyy		Mandatory	Make sure that your data has recognised the date input as dd/mm/yyyy
Sex	Selection drop-down list		Mandatory	Selection: F or M

We are updating the [Retirement Datafile](#) which will replace the existing LG4 Form. **We are currently accepting both the Retirement Datafile and the LG4 form, and will continue to do so until 30 June.**

**From 1 July, we will only accept the new [Retirement Datafile](#) which is available to download from the Employer website. A reminder will be emailed out at this time.**

# TUPE Transfers

*Governed by Best Value Staff Transfers (Pensions) Direction 2007 which provides pension protection for employees of authorities who are TUPE transferred to a new employer.*



## Admission Process for Employers

Admission bodies are employers that have applied to participate in the scheme under an admission agreement. **To avoid unnecessary delays, we recommend that you start the admission process before the contract is let.**

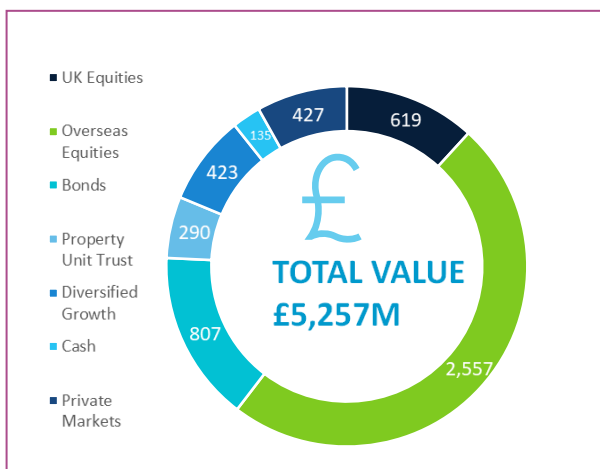
New employers who wish to join the Surrey Pension Fund as an Admitted body need the items listed below:

- An application
- An understanding of the charges involved with the application; including, but not limited to legal and actuarial costs
- Knowledge of the statutory duties a fund employer must fulfil
- The ability to complete the administration requirements and data exchange within fund and Regulatory timetables.

For more information about TUPE transfers, outsourcing and the admission process, [please visit our Surrey Pension Fund website for Employers.](#)

To start your application, please contact the Surrey Pension Fund at [pension.fund@surreycc.gov.uk](mailto:pension.fund@surreycc.gov.uk)

## Investment Update



The pension benefits in the Local Government Pension Scheme (LGPS) are guaranteed and the investments help you, as the employer, fund your employees' pension.

The Surrey Pension Fund Committee oversees the management of the Fund's assets, formulates the investment strategy and determines the strategic asset allocation.

The Pension Fund invests in a diversified portfolio which includes bonds, equities, diversified growth, property and private equity/debt to minimise the downside risk. The Fund was valued over £5bn at 30 September 2021 and the asset allocation is shown in the graph on the left.

For further information, [please refer to the Investment and Funding page on the Employer website.](#)

## Employer Survey

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Thank you to everyone who took the time to complete our Employer Survey back in November.

The results have been published to the Employer website and the report is available here:

[https://employers.surreypensionfund.org/data/assets/pdf\\_file/0005/283334/Employer-Survey-2021-Report.pdf](https://employers.surreypensionfund.org/data/assets/pdf_file/0005/283334/Employer-Survey-2021-Report.pdf)

## Transfers

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New rules have been introduced for statutory transfers to other pension schemes, to help combat pension scams.

On 30 November 2021, [The Occupational and Personal Pension Schemes \(Conditions for Transfers\) Regulations 2021](#) came into effect.

These regulations introduce procedures that must be followed by pension providers before a statutory transfer of pension benefits can proceed to another pension scheme.

A statutory transfer is where a member holds a deferred benefit in the scheme and they are more than a year away from their Normal Pension Age.

The introduction of these regulations is to help combat pension scams and to try and protect members.

It may mean however, that we have to ask for more information from member's before a transfer out of the LGPS can proceed.

We are now required to ensure two conditions are met along with undertaking our normal due diligence checks.

[A more in depth article on this can be found on our Surrey Pension Fund website](#) and we will be promoting information on pension scams as much as possible:

<https://www.surreypensionfund.org/client-area/news/new-rules-introduced-for-statutory-transfers/>

## MHCLG Renamed

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The Ministry of Housing, Communities and Local Government (MHCLG) has been renamed as the Department for Levelling Up, Housing and Communities (DLUHC), and Kemi Badenoch was appointed Minister of State.

## PLSA Employer's Guide



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On 15 September 2021, to coincide with Pension Awareness Day, the Pensions and Lifetime Savings Association (PLSA) published 'an employer's guide to talking about workplace pensions'.

The guide provides background on what employers (and pension schemes) can and cannot say with the intention of helping them navigate the advice/guidance boundary.


You can find the guide at: <https://www.plsa.co.uk/Policy-and-Research/Document-library/An-employers-guide-to-talking-about-workplace-pensions>

### Our Contact Details

 **0300 200 1031**  
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**Weybridge**  
**KT13 0YP**

View your pension online:  
[mypension.surreycc.gov.uk](https://mypension.surreycc.gov.uk)

Problem accessing our portal?

 **0300 200 1034**