

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

## Inside this issue:

Meet our New Employer Manager	2
Responsible Investment Policy Update	2
Employer Recharges	3
Free Employer Training	4
LGA Training for 2023	4
Holiday Pay for Term Time Workers Recap	5
Contact Details	5
Employer Self Service	5

*We are pleased to publish the latest edition of our Employers' Newsletter; keeping 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.*



## Holiday Operating Hours

Surrey Pension Team wishes you warm Season Greetings  
and a Happy New Year!

Our working hours during the festive season are:

26 December Closed

27 December Closed

28 December 9am to 2pm

29 December 9am to 2pm

30 December 9am to 2pm



# Meet our new Employer Manager

## Updated contact details

Hi, I am Sara Undre, the new Employer Manager for the Surrey Pension Fund. I am excited to be heading the Employer Team in this new “*One Pension Team*” world. I joined Surrey Pensions in February 2019 and initially worked with the Systems & Support Team.

**Experience:** I qualified as an Information Systems Engineer and worked as a Finance Commercial Analyst for American Airlines before I joined Surrey Pensions.

**Hobbies & Interests:** I love plants and can quite easily spend a whole afternoon in a garden centre. I also enjoy travelling and exploring new places. Scotland is my favourite, and it's my go-to destination when I want to get away from my busy schedule and need some time out.



### Team Contact Details:

[Employer.Pensions@surreycc.gov.uk](mailto:Employer.Pensions@surreycc.gov.uk)

For General Employer Queries, New TUPEs, New Academies, Invoices.

[Pensions.Contributions@surreycc.gov.uk](mailto:Pensions.Contributions@surreycc.gov.uk)

For Monthly Contribution Forms & Remittances, General Contribution rate queries.

[crt pensions@surreycc.gov.uk](mailto:crt pensions@surreycc.gov.uk)

Customer Relationship Team Pensions for General Pension Queries, Member related Queries, Form requests.

# Responsible Investment Consultation Update

## Findings & results coming soon

Thank you to everyone who took part in our Responsible Investment Consultation Survey.

We are happy to announce that we have had over 7,337 responses to the survey.

The findings of the consultation will be discussed by the Surrey Pension Committee in January with the results of the survey also being published on the Surrey Pension Fund website.

### TCFD Reminder

A reminder that our [Task Force on Climate Related Financial Disclosures \(TCFD\) report for 21-22](#) is available on the Investment Page of the Surrey Pension Fund website.





# Employer Recharges

## Table of charges

From new Employers joining the Fund, to existing Employers and Employers leaving the Fund, the Actuary and our Legal representatives are required to carry out various work.

Going forward, any **Actuarial and Legal Administrative work will be recharged back to the Employers**. Please see the table below for charges.

Please note, the below fees assume that no significant data work is required. If there are difficulties in obtaining clean data, then the figures may be higher.

**Any queries on Charges & Costs, Actuarial or Legal must be emailed to [Employer.Pensions@surreycc.gov.uk](mailto:Employer.Pensions@surreycc.gov.uk)**

Calculation of Employer Contribution rates for new admitted bodies:	Fee is on basis no significant data work	
Fully Funded Contribution Rate	£776.00	
Share of deficit Contribution Rate	£1,810.00	
Academy Report	£1,810.00	
Calculation of new Multi-Academy Trust Contribution Rate	£362.00	
<b>Fully funded Contribution Rate &amp; Full Bond</b>	£1,810.00	<i>This is required for all new employers who join the Fund for valuation purposes</i>
Initial Assets & Liabilities (with report)	£1,551.00	
Initial assets, liabilities & future service rate (without report)	£776.00	
Assessing effect on ceding employer of outsourcings (separate report)	£2,585.00	
<b>Payment of additional lump sum into Fund impact on contribution rate assessment</b>	£362.00	
<b>Pension Information Memorandum (Fully funded transfer, redundancy bond only)</b>	£1,034.00	
<b>Bonds</b>		
Redundancy Bond	£517.00	
Market related risk bond	£776.00	
Redundancy and market related risk bond	£1,034.00	
Bond Renewals		<i>Fees as above but there would be economies of scale if done as a batch</i>
<b>Cessations</b>		
Rollforward (Indicative)	£259.00	
Full valuation (Indicative & Final Assessments)	£3,102.00	<i>Assuming no significant data work</i>
<b>Funding Updates</b>		
Rollforward (Indicative)	£776.00	
Full valuation (Indicative & Final Assessments)	£2,068.00	<i>Assuming no significant data work</i>
<b>FRS102 / IAS 19 Accounting Reports</b>	£400.00 - £2000.00	<i>Dependent on criteria and type of report requested</i>
<b>Legal Costs</b>		
Standard Admission Agreements	£1,194.00	
Pensions Advice	£200.00 - £500.00	
Guarantee & Bond Agreements	£312.00	



# Free Employer Training

## In connection with Hymans

We will be offering a range of training courses for our Employers in the new year.

The aim of the training sessions is to provide employers with both the knowledge they require on the below topics but also to highlight their responsibilities in the LGPS.

**We will currently be limiting the training to one ticket per day per employer**, but we hope to offer more training sessions in the future. *If all places are not filled, we will re-open it up to employers.*

If you are interested in attending any of the courses below, please email [pensions.communications@surreycc.gov.uk](mailto:pensions.communications@surreycc.gov.uk) by **Friday 6 January**.

In your email please include the course(s) you would like to attend, your name and the email address you would like us to send your course link to (if different from the one you are writing from).

### LGPS Employer training

**Delivery Method** – This will be delivered via live webinar, with attendees given access to ask questions via chat box.

**Each session will run from 10.00am to 11:30am** and attendees will also get the slides sent to them.

- **Friday 13 January** - Understanding how the LGPS works
- **Friday 20 January** - Importance of Data – impact on members and employers
- **Monday 30 January** - Pensions terminology and historic issues e.g. rule of 85, McCloud, Goodwin, member protections

---

## LGA Training Programme for 2023

### Both online & in person

The LGA have recently released their training programme for 2023. You can [find the full list of 2023 dates here](#).

The employer role workshop is aimed at employers offering the LGPS in England and Wales. You do not need a working knowledge of the LGPS to attend the course; however, some experience of the scheme is preferable.

The one-day workshop will be delivered by an experienced tutor with a maximum of 15 attendees.

The cost of the LGA Employer training is £240 (plus VAT) per person for online training and £280 (plus VAT) for face-to-face training.

Email [training.lgps@local.gov.uk](mailto:training.lgps@local.gov.uk) to register your interest for any of the courses.

# Holiday Pay for Term Time Workers

## A follow-up on the recent Supreme Court decision

As mentioned in our [Autumn article](#), the Supreme Court recently ruled that holiday entitlement should be 5.6 weeks per year and holiday pay should be based on an average over 52 weeks in which the employee has undertaken work, ignoring any weeks of nil pay.

This does not just cover term time only employees but also encompasses those employed on zero hours, variable hours or casual hours contracts.

In a recent meeting, the Local Government Association (LGA) highlighted that following this ruling, where employees on either zero, variable or casual hours contracts are left open ended, those employees may be entitled to death in service benefits but will also be accruing holiday pay.

**Employers should be aware of this and may decide to cease the employment contract if the employee has not undertaken any work for some time, for example within the last two years.**

Find out more [here](#)

## Have you got the right Mailbox?

A reminder that when paying contributions they should not be mixed with any other payments.

Email your contribution forms to:  
[pension.contributions@surreycc.gov.uk](mailto:pension.contributions@surreycc.gov.uk)

A number of employers have been sending their contribution forms to the incorrect mailbox resulting in delays.



## Employer Self Service

From 2 December 2022, Heywood are retiring their Employer Self Service.

We have contacted all Employers who are currently signed up on the system, providing them with alternatives.

If you believe that you have registered for Employer Self Service but have not yet been contacted, please let us know.

### Our Contact Details

 **0300 200 1031**  
 **Surrey Pension Team**  
**PO Box 465**  
**Reigate, RH2 2HA**

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

**Problem accessing our portal?**

 **0300 200 1034**

This page is intentionally left blank