

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

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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.



Prepayment of Contributions Reminder

A reminder that employers should, in the case of employee contributions, notify the administering authority of the payment being chosen to be made.

When it comes to employer contributions, employers should make sure that any prepayment and discount should be apparent on a fair reading of the rates and adjustment certificate which should also reflect the actual payment arrangements.

[Read more about this on the SAB website.](#)





Responsible Investment Policy

Consultation update

The Fund's new Responsible Investment (RI) Policy was approved at the Pension Fund Committee meeting in June 2022, subject to consultation with members, employers, and the public.

The consultation is planned to run for 8 weeks from 12 September, and we strongly urge employers to take part and promote it to employees.

It is being run by the independent BIA Research team, who are within Surrey County Council, the Fund's Administering Authority. This allows the Fund to utilise the full resources and expertise available while maintaining standard processes.

The consultation comprises of a number of questions that cover; the Fund's commitment to the UN's Sustainable Development Goals, the Fund's core RI beliefs, the corporate engagement approach and escalation policy

and the Fund's openness to collaboration regarding engagement. There is a text box at the end for further comment if required.

All members and employers should have received either an email or a letter with online links to both the policy and the consultation. Members may request a hard copy if needed, but in the interest of the environment, we would not encourage this approach.

The results will be collated and reviewed by officers, the Pension Fund Committee, and consultants to determine if changes to this, or future policy, are required.

A copy of the [draft RI policy can be found here](#).

All employers should have received an invitation to the Responsible Investment Employer Engagement session on 13th October - 2 to 4pm. If you have not received this, please contact us.

Pensions Dashboards Programme

Getting ready

You may be aware of the Pensions Dashboards Programme (PDP). The purpose of the Pensions Dashboards are to enable individuals who are actively contributing to or hold a deferred pension, to reconnect with their pensions, view their pensions information securely online and in one place, including the State Pension.

While the Regulations are yet to be finalised and the staging date for the LGPS to connect to the Dashboards is not until September 2024, we are in the process of preparing and data cleansing. It is vitally important therefore that, as an employer, the information you

provide to us is given on time and accurate.

You can find information about the Pensions Dashboards on the [PDP site](#).

The Programme is in testing stage, which is proving successful and Moneyhub (one of the alpha testers) have recently shared a [demo video](#) of what the dashboards could look like.

**Pensions dashboard
demo with Moneyhub
CTO Dave Tonge**

Holiday Pay for Term Time Workers

Supreme Court Decision

Recently the Supreme Court ruled in favour of a case concerning how to calculate holiday pay for a zero hours contract worker who works on a term-time only contract in a school. The case also has implications for workers who have a continuing contract but only work varying hours during certain weeks of the year.

The employer had added 12.07% to the worker's pay to cover their holiday pay entitlement (known as the 'Percentage Method') but the Supreme Court ruled this was incorrect.

Instead, holiday pay for such workers should be calculated using the 'Calendar Method'.

This is when the holiday pay is based on the worker's pay for the reference period, ignoring any weeks of nil pay, in accordance with [section 224 of The Employment Rights Act 1998](#), (replacing 12 weeks to 52 with effect from 06.04.2020, as amended by [The](#)

[Employment Rights \(Employment Particulars and Paid Annual Leave\) \(Amendment\) Regulations 2018](#)).

In light of this judgement you may wish to review your policy on the calculation of holiday pay for such employees and seek specialist legal advice to establish if you need to change your current practices and whether any backdated payments are due.

More can be found [here](#) on the Harper Trust v Brazel case.



Payment of Contributions

Please be aware that when paying contributions they should not be mixed with any other payments. They should be accompanied by a remittance advice showing the breakdown of the payment and they should agree to the schedule of contributions.

Without this there may be delays in applying funds to the right place which could impact investment and returns (and ultimately future contribution rates).

Employer Training

The LGA have recently released a bite sized **Final Pay Course** on the LGPS Regs website & more **Employer Role Training** dates on the LGA website.

The Final Pay course covers how to calculate final pay for members with final salary benefits & final pay protection.

[The Final Pay employer bite-size training course is available here.](#)

The latest Employer Role Training signups are below:

[8th December 2022](#)
[10th January 2023](#)

Surrey Pension Fund Employer Website

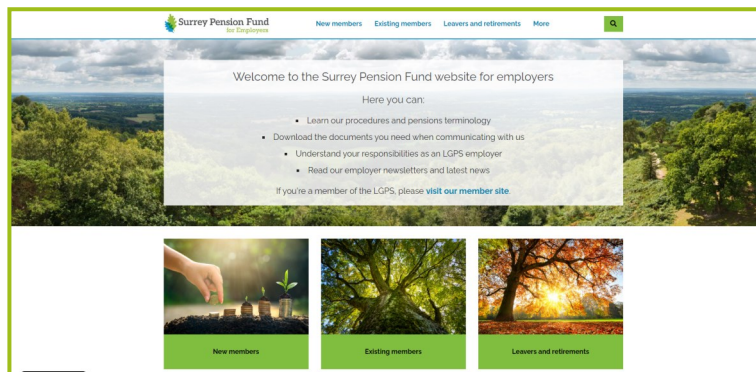
Celebrating its 1st birthday

It's been over a year since we launched our employer website back in September 2021.

Since then, our employer website has become the point of call for the latest LGPS forms, news and information.

Our employer website also lists out all your responsibilities as an employer with members in the Surrey Pension Fund.

We hope to keep improving our website, so if there is any information that you feel could be clearer or anything else you would like to see, please email us your suggestion to pensions.communications@surreycc.gov.uk



Employer Discretion Policy & IRMP

Template guide available soon

A reminder that employers must keep their Employer Discretions policy under review. We will shortly be issuing a template guide to help you to do this should you wish to use it.

Further to the article mentioned in the [Summer Employer Newsletter](#) with regards to Shared Cost Additional Voluntary Contributions (SCAVCs), if you are thinking of permitting these, you will need to amend your Discretions policy and send a copy to us.

More information can be found on our [Surrey Pension Fund website for employers](#).

In addition, we will also be asking for details of the Independent Registered Medical Practitioner that employers use for ill health retirements as these need to be approved by Surrey County Council.



HR & Payroll Guides

Recently updated versions of the HR and Payroll guides (version 4.3) were published on the LGPS website.

You can find the guides on the [Administrator guides and documents](#) and [Employer guides and documents](#) pages of www.lgpsregs.org.

They have also published Word versions of the guides that include tracked changes so that you can see the minor amendments that have been made.

Opt Out Reminder

It has recently come to light that a council job advert in England was offering an additional cash allowance if staff opt out of the LGPS, this is **not** allowed. Safeguards were introduced in the Pensions Act 2008 which prohibits employers from discouraging members from joining or remaining in a workplace pension scheme, for example the LGPS.

More information on inducements and safeguarding can be found in [The Pension Regulators guidance on Automatic Enrolment](#).

Promote to your Members

Upcoming Active Member Webinars

What is the Local Government Pension Scheme?

22 November 10:30-11:30am

www.eventbrite.co.uk/e/384462867787

The 'My Pension' Portal

15 December 10:30-11:30am

www.eventbrite.co.uk/e/384472536707

Increasing Your LGPS Benefits

22 February 10:30-11:30am

www.eventbrite.co.uk/e/384478273867


LGA FAQs on Cost of Living Crisis

The LGA have added some frequently asked questions on the cost of living crisis on the [LGPS member website](#).

This covers where to find help with money troubles, information on reducing or stopping pension contributions and could pension scams increase.

Our Contact Details

 **0300 200 1031**

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

View your pension online:
mypension.surreycc.gov.uk

Problem accessing our portal?

 **0300 200 1034**

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