

Pension Bulletin No. 14

Dealing with leavers

Key Points:

- We have updated processes for dealing with leavers as part of our ongoing convergence work
- New LGSS forms are available to be used in connection with all leavers' processes
- A Decision Guider is available to confirm the employer actions to be taken for each category of leaver
- All employers are now required to issue entitlement awards and associated forms to members leaving the LGPS

Further Details:

Dealing with leavers – overview

Changes have been made to the overall leavers' process. In accordance with the legislation governing the LGPS, employers are responsible for issuing an entitlement award to employees leaving the Scheme confirming the benefit they are entitled to. This is a change to existing practice for employers in the Northamptonshire Pension Fund.

An overview of the new process for employers is as set out below:

- Determine the date of leaving and reason for termination
- Calculate the pensionable pay
- Complete and return to LGSS Pensions the correct Leaving Certificate
- Issue an entitlement award to the Scheme member confirming the benefit they are entitled to
- Issue the correct form to the Scheme member dependent on the reason for termination, for example a retirement application form
- If an employer discretion is being exercised, complete and return the Notification of Employer Decision form
- Capital costs to be paid to the Pension Fund on request

Further information on the leavers process can be found on our website:

<http://pensions.northamptonshire.gov.uk/index.php/employers/looking-after-members/leavers/>

New forms

We have developed new forms for all leavers' processes which should be used with immediate effect.

The table below confirms the new form to be used and the existing Cambridgeshire or Northamptonshire Fund form.

New Forms	Description	Cambridgeshire current forms	Northamptonshire current forms
CBENENT1	Entitlement Award	PEN 8A	Additional form
CLVCERT	Leaving Certificate	PEN 8	LGPLVR
CTVOUT01	Application for transfer out – Non LGPS	PEN 4	LVOPTA
IFTVOUT01 –DB	Application for transfer out with an entitlement to an award of deferred pension benefits - LGPS	PEN 4	LVOPTA
CREFO1	Refund claim form	PEN 4A	LVOPTA
CRET1	Pension Application form	PEN01ACT	LGP1A and LGP1B
CRET2	Expression of wish form for retirements from active membership	Additional form to be sent with CRET1 and CRET3	LGP1C
CRET3	Notes to go with the Pension Application form	PEN01ACT	Additional form to CRET1 and CRET2 (currently forms part of the Retirement Pack)
LVEMPDEC	Employer Discretion Decision form	PEN 17	Additional Form

The forms can all be found on our website as below:

<http://pensions.northamptonshire.gov.uk/index.php/employers/forms/>

We shall be grateful if you can commence using the updated forms with immediate effect and dispose of any supplies of the old forms.

Decision Guider

We have produced a Decision Guider to assist employers in determining the correct entitlement award and forms to issue to members at cessation. The Decision Guider also identifies the correct wording to be used on the Entitlement Award, which can be simply cut and pasted from the “Precise Wording on Notification Form” column of the Decision Guider to the Entitlement Award.

The Decision Guider can be located on our website as below:

<http://pensions.northamptonshire.gov.uk/index.php/employers/forms/>

Third party payroll/HR providers

If you have outsourced all or part of your payroll and/or HR function to a third party supplier, you will need to ensure that either your supplier or yourself are in a position to undertake the employer responsibilities outlined in this Pensions Bulletin. We continue to accept appropriately authorised forms issued by third party payroll/HR suppliers on behalf of Fund employers.

Additional information:

If you need any additional information relating to the changes made to the leavers' processes please contact a member of the LGSS Pensions team or consult our website.

If you feel you need training on any aspect of the new processes please contact the LGSS Pensions team, who will register interest and identify any employer training sessions needed across each Fund.

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Employers website:

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