

## *Pension Bulletin No. 17*

# Dealing with New Starters/ Opt ins and change in circumstance

### Key Points:

- We have updated our processes for dealing with new starters and change in circumstance/variation in contract as part of our ongoing convergence work
- New LGSS Pensions Service forms are available to be used in connection with the new starter/opt in and change in circumstance/variation in contract processes.
- Employees are no longer required to complete a membership/starter form, unless they wish to opt in to or rejoin the LGPS.
- All employers are required to issue “A Short Guide to the LGPS” to all their new employees.

### Further Details:

#### Dealing with new starters and options to join the LGPS

Changes have been made to the overall new starters and option to join/rejoin the LGPS process. Employees are no longer required to complete a membership/starter form, unless they wish to opt in to/rejoin the LGPS. For clarity, employees who have a contract for less than 3 months are not automatically entered into the LGPS but are able to opt in should they wish to.

It should be noted that it is for each employer to determine whether their casual, relief, or NOMO (No Mutuality of Obligation) employees should be treated as having a contract of 3 months or more.

All employers are required to issue “A Short Guide to the LGPS” to all their new employees. This is a change to existing practice for employers in the Cambridgeshire and Northamptonshire Pension Funds.

Hard copies of ‘A Short Guide to the LGPS’ can be requested from the LGSS Pensions Service and electronic copies can be found on our website (details below) in the Forms, booklets and factsheets area of Employers.

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

- Ensure that each new employee receives “A Short Guide to the LGPS”.
- Employees are no longer required to complete a membership/starter form, unless they wish to opt in to the LGPS.
- Complete and return to the Pensions Service a New Starter Certificate CSTART for each post/job.
- Upon receipt of the New Starters Certificate CSTART, the Pensions Service will send a Welcome Letter to the member, which will be a prompt for the member to think about potential transfers and protection for their family .
- For employees wishing to opt in to the LGPS (i.e. those with a contract of less than 3 months or previous optant outs) :
  1. Please refer them to the website and to the Option to join/Rejoin form OPTIN.
  2. The employee should complete and return the OPTIN form to their employer’s payroll department/provider.
  3. The payroll department/provider should bring the employee into the LGPS then forward the option to join/rejoin form OPTIN to the Pensions Service along with the completed New Starter Certificate CSTART.

### Dealing with change in circumstance/variation in contract

Changes have also been made to the change in circumstance/variation in contract process . If an employee has a change in, for example, marital status, name, hours, weeks per year worked, or goes on a period of unpaid leave etc then please complete form CCHNG1.

### Summary Table

The table below gives an overview of the changes to forms.

New	Description	Cambridgeshire	Northamptonshire
CSTART	New starter Certificate	A9/ PEN 9	PNS1
OPTIN	Option to join/ Rejoin form	ACT1	LGP1A
EOW01	Expression of Wish Form	ACT2	LGP1B
NCP01	Nomination of Cohabiting	ACT5	LGP1C
CCHNG1	Notification of Change of Circumstances	A9/PEN 9	LPGCHG

Please ensure that all stocks of old forms and membership packs are disposed of.

For further information on “Opting Out”, please refer to Pensions Bulletin No 11.

All relevant forms can all be found on our website in the Forms, booklets and factsheets area of Employers.

Cambridgeshire Pension Fund –  
<http://pensions.cambridgeshire.gov.uk>

Northamptonshire Pension Fund –  
<http://pensions.northamptonshire.gov.uk>

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