

Pension Bulletin No. 28

LGPS 2014 – New Forms and Processes

Key Points:

- A suite of new member forms are now available on our website
- The processes associated with these forms have also been updated
- The Short Guide to LGPS 2014 is now available
- New employer guides are now available from the Local Government Association

Further detail:

This Bulletin provides information on a range of new member forms for LGPS 2014, along with details of associated process changes. The forms in this Bulletin are:

- A **Short Guide to LGPS 2014** for all members of the scheme
- A **Membership Information** form to be completed by all new members
- A new **Death Grant – Expression of Wish** form to be given to all new members
- A new **Opting Out** form to be completed by those wishing to leave the scheme
- An **Option to Join/Rejoin Main Section** form to be completed by those wishing to opt in to the LGPS or opt back into the Main Section having previously elected to be in the 50/50 Section
- A **50/50 Option** form to be completed by those wishing to move to 50/50 Section

Short Guide to LGPS 2014

A Short Guide to LGPS 2014 is now available on our website for all members of the scheme. We suggest that you provide all your employees with an electronic copy of this booklet. If any member requires a hard copy please ask them to contact the Pensions Service and we will provide them with a copy. A full guide to LGPS 2014 will be available shortly.

Membership Information form (MEMBER)

It is now necessary for all new members of the LGPS to complete and return a **MEMBER** form disclosing previous public service pension rights. This is a deliberate reversion of the existing process due to changes being introduced by the Public Service Pensions Act.

Please therefore start issuing a **MEMBER** form to all new staff eligible for membership of the LGPS and anyone opting in who is not presently contributing.

Death Grant – Expression of Wish form (EOW)

We have updated our Expression of Wish form. The revised form **EOW** should now be issued to new starters alongside a **MEMBER** form.

Opting Out form and notes (OPTOUT)

We have also updated our opting out form and notes. Should a member wish to opt out of the LGPS they may do so by completing and returning an **OPTOUT** form.

LGSS Pensions provides this form to members either through our website or on member request. You should **NEVER** provide this form directly to your employee but instead direct your employee to LGSS Pensions, therefore avoiding any accusations of coercing your employee to opt out of the LGPS.

The member should return this form to your payroll department and the member should be brought out of the LGPS from the next available pay period.

You should action a refund through payroll, with appropriate tax and National Insurance adjustments, if the opt out is within 3 months of commencement.

If the opt out is 3 months or more from commencement you should issue a Leaver's Certificate to LGSS Pensions instead of making a refund. If a refund is applicable, it will be made to the member by LGSS Pensions.

Please ensure you complete and stamp the payroll section at the foot of the **OPTOUT** form, confirming the action you have taken.

Option to Join/Rejoin Main Section form (OPTIN)

Those staff eligible for the LGPS but not presently contributing, for example due to having previously opted out, may elect to join the LGPS by completing and returning an **OPTIN** form.

Important: An option to join is always to the Main Section of the LGPS. For this reason, the **OPTIN** form should also be completed by any member presently contributing to the 50/50 Section of the LGPS but wishing to move back to the Main Section.

An **OPTIN** form should be actioned by you from the next available payroll period following receipt and the individual should be brought into the Main Section from the beginning of that pay period.

For members opting in who are not currently contributing to the LGPS, please confirm commencement as at present.

You will report members moving from the 50/50 Section to Main Section on your end of year return or monthly through i-Connect. You should retain all **OPTIN** forms as you may be subject to member queries in the future.

Please also be aware that a movement between Sections does require a change in the reporting of Cumulative Pensionable Pay and Cumulative Employee Contributions – these are reported separately per Section.

For further information on dealing with Scheme Sections is available within the Employers area of our website:

Employers > Looking after members > Scheme Sections

50/50 Option form (50/50OPTION)

Members of the Main Section may elect to move to the 50/50 Section on completion of a **50/50OPTION** form.

A **50/50OPTION** form should be actioned by you from the next available payroll period and the individual should be brought into the 50/50 Section from the beginning of that pay period.

You should only accept a **50/50OPTION** form if it has been completed after the member has been entered into the Main Section i.e. no earlier than the start of the pay period from which they have been brought into the Main Section. This does not mean the member has to pay into the Main Section if they also complete the **50/50OPTION** before payroll closedown of this pay period.

You will report a member moving from the Main Section to the 50/50 Section on your end of year return or monthly through i-Connect. You should retain all **50/50OPTION** forms as you may be subject to member queries in the future.

Please also be aware that a movement between Sections does require a change in the reporting of Cumulative Pensionable Pay and Cumulative Employee Contributions – these are reported separately per Section.

Further information on dealing with Scheme Sections is available within the Employers area of our website:

Employers > Looking after members > Scheme Sections

New Employer Guides

The Local Government Association (LGA) has updated a number of their employer guides following the release of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

You can find the latest versions of the **HR Guide to the 2014 Scheme**, the **Payroll Guide to the 2014 Scheme** and various **Administration Guides** on the LGA website:

<http://www.lgpsregs.org/index.php/guides>

The Administration Guides include detail on various aspects of the 2014 scheme including:

- Discretions List and Policies
- The Rule of 85 Protection
- The Underpin Protection

Further updates

We will be providing further updates on new scheme processes and documentation over the coming days and weeks .

LGSS Pensions - Contact us:

You can contact the Employers Team by e-mailing penemployers@northamptonshire.gov.uk



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