



Derbyshire  
Pension  
Fund

Local Government Pension Scheme  
**Employer Newsletter**

Issue 210  
July 2024

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## How your employees can contact the Fund

If you publish contact information for the Fund, please ensure that you use [derbyshirepensionfund.org.uk/enquiry](https://derbyshirepensionfund.org.uk/enquiry)

We're currently producing annual benefit statements. These are important documents for your employees, as the statements:

- provide an update about their LGPS pension
- explain their potential future income in retirement
- help with retirement planning

They may have questions about their statements and their future pension benefits. There are a few different ways they can [contact us](#):

### My Pension Online

If they've registered for My Pension Online, they can contact us through their account:

Home >> Your dashboard >> Contact us

If they need to register for their My Pension Online account, please direct them to our [Getting started on My Pension Online](#) page.

### Enquiry form

Your employees can contact us through our [enquiry form](#). Once they've completed the required personal information, there is a drop-down box for what the query relates to, and a box for them to provide more information.

## Helpline

If they'd rather speak to a member of our team, our helpline is currently available Monday to Friday 9am – 5pm: 01629 538900



## Academies and outsourcing

All non-teaching staff employed at academies by an academy trust are entitled to membership of the LGPS. When an academy trust enters into a contract with a third-party provider to deliver a service, such as cleaning or catering, any transferring LGPS eligible staff retain their eligibility. This is protected under TUPE and **Fair Deal guidance**.

The Department for Education (DfE) has a **pensions policy** for outsourcing arrangements. This policy details how the continuing pension liabilities that are secured against an academy trust are in turn underwritten by the DfE LGPS guarantee.

## Pass-through arrangements

A pass-through arrangement is a contractual agreement between an employer letting a contract (such as an academy trust) and their contractor. In this agreement the letting employer remains responsible for the pension liabilities of the LGPS members. Pass-through arrangements can cover the liabilities of members transferred not only from the letting employer itself but also from a previous contractor.

Pass-through arrangements are now commonplace for the following reasons:

- they allow potential contractors to forecast costs more accurately and provide more realistic bids
- they provide protection to the contractor against unforeseen costs, during and at the end of the contract
- they provide stability for LGPS funds, allowing for lower employer contribution rates
- they alleviate the administrative burden on all parties and speed up the admission of contractors as employers in LGPS funds
- they replicate the funding position of the members, as if they were employees of the letting employer

## Contribution returns (CR1 forms)

Contribution payments and returns are due by the 19th of the month following the pay period to which they relate.

The deadline for your July 2024 CR1 form is 19 August 2024. Please ensure that you are using the latest 2024/2025 template as older templates will not be accepted.

To make sure we can reconcile your payments against your CR1 and i-Connect reports, please use your employer number followed by the month for the reference e.g. P912345July24

If you have queries regarding your CR1 form, please contact our Technical Team: [pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk)



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## Audit informer document

The LGPS Scheme Advisory Board and the Institute of Chartered Accountants in England and Wales (ICAEW) have published their [ICAEW Audit informer document](#). This explains the timeline and information flow for triennial actuarial valuations, accounting and audit purposes.

The informer document is intended to provide employers with information on:

- how the LGPS works in practice
- key information flows between employing bodies, pension funds and actuaries
- the content and purpose of annual accounting reports and triennial valuations
- key accounting requirements for employing bodies
- the role of external auditors

The document is aimed at scheme employers and should also be shared with your external auditors. Please arrange to share the link to the informer document with colleagues in your organisation who have responsibility for finance and/or LGPS funding matters.

Any feedback regarding the informer document should be sent to [sabsecretariat@local.gov.uk](mailto:sabsecretariat@local.gov.uk)

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## Employee details changes

It's important that you let us know as soon as possible when an employee's details change, for example, title, name, address. This helps us to minimise the risk of data breaches occurring.

If you're not using i-Connect yet, please remember to notify us using the C1 Form when any of your LGPS members change their personal and contact details. The C1 Form is available on the [Forms for employers](#) section of our website.

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## Email addresses

A quick reminder of our email addresses and what they should be used for:

[dpf.employers@derbyshire.gov.uk](mailto:dpf.employers@derbyshire.gov.uk) - For submitting member notification forms such as the S1, L1, C1 and estimate requests. [All found here](#).

[pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk) - For submitting contribution returns (CR1), data and payment queries.

[pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk) - For queries relating to LGPS regulations, employer training, events and communications.

[pensions.iconnect@derbyshire.gov.uk](mailto:pensions.iconnect@derbyshire.gov.uk) – For employer queries about i-Connect.

For queries and requests from members of the LGPS, please direct them to the [enquiry form](#) on our website.

**If you have any queries about the information provided in this Newsletter,  
or about the LGPS in general, please contact us at:**

Derbyshire Pension Fund, County Hall, Matlock, DE4 3AH

Tel: 01629 538900

Email: [pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk)

Website: [www.derbyshirepensionfund.org.uk](http://www.derbyshirepensionfund.org.uk)

