



Derbyshire Pension Fund

Local Government Pension Scheme
Employer Newsletter

Issue 212

September 2024

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Annual benefit statements

We have now issued most of our members with their annual benefit statements. The statements have been uploaded to My Pension Online accounts (unless members have requested to receive paper copies). If an employee with Local Government Pension Scheme (LGPS) membership asks how they can access their statement(s), please refer them to our My Pension Online webpage:

derbyshirepensionfund.org.uk/mpo

Guidance is available on our website to help them understand their statement and answer some common queries:

derbyshirepensionfund.org.uk/abs

Employees who are members of the LGPS may contact you to query their:

- Personal details
- Pay
- Start date

Outstanding queries

One of the reasons we might not be able to produce statements for your employees is if we have unresolved queries, with either your organisation or with your payroll provider. It is therefore important that queries about your employees' data are responded to promptly. If you have outstanding queries, or receive a query from us, please arrange to send your response without any undue delay.



Queries from the Pension Fund

Processing details about LGPS leavers often involves complex pension calculations. When we need to contact you with queries about details provided, it is important that you always respond promptly.

Delays in replying to queries may cause retirement payments to your employees to be held up. Where we incur additional administration costs due to chasing responses to queries for late or missing data, LGPS regulations allow costs to be charged directly to the employer. Details about these charges are included in the Fund's [Pension Administration Strategy](#).

Employees with short contracts / Casual staff reminder

A reminder for employers about the contractual and automatic [enrolment](#) rules for:

- Employees with a contract which is for less than 3 months and
- Casual or relief members of staff

Contractual enrolment

Contractual enrolment is an employer's responsibility to enrol eligible employees into the LGPS from their first day of employment. You must enrol employees into the LGPS from the start of their employment if they have a contract of employment for 3 months or longer.

Your employees with a contract of employment for **less than** 3 months and casual/relief employees should **not** be contractually enrolled into the scheme, however, **must** be given the opportunity to join from the start of their employment, however, they can join at any point.

To join the scheme, the employee must complete a [Pension option form](#) and return it to your payroll department.

Short contract or casual employees who elect to join the LGPS should normally be entered into the scheme from the start of the pay period for the next available payroll after you have received their Pension option form.

If an employee's contract is extended to 3 months or longer, you **must** automatically enrol them into the scheme from the first day of the pay period following the date their contract was extended (for example you don't wait for the 3 months to be met).

Automatic enrolment

Employees who are not in the LGPS are still subject to automatic enrolment rules. For further information about automatic enrolment, please go to the Pension Regulator's [Automatic enrolment detailed guidance](#) webpage.

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.

Email addresses

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

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 - For submitting contribution returns (CR1), i-Connect data and payment queries.

pensions.regs@derbyshire.gov.uk - For queries relating to LGPS regulations, i-Connect onboarding, employer training, events and communications.

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

Website: www.derbyshirepensionfund.org.uk



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