



In this issue:

- Employee contributions bandings 2025/2026
- Changes to the Fund's email addresses
- Preparing your March 2025 i-Connect file
- i-Connect – Updating payroll numbers
- Member Engagement Forum



Employee contributions banding changes 2025/2026

The following table details the new employee contribution bands, effective 1 April 2025:

Band	Actual pensionable pay for an employment	Main section contribution rate for that employment	50/50 section contribution rate for that employment
1	Up to £17,800	5.50%	2.75%
2	£17,801 to £28,000	5.80%	2.90%
3	£28,001 to £45,600	6.50%	3.25%
4	£45,601 to £57,700	6.80%	3.40%
5	£57,701 to £81,000	8.50%	4.25%
6	£81,001 to £114,800	9.90%	4.95%
7	£114,801 to £135,300	10.50%	5.25%
8	£135,301 to £203,000	11.40%	5.70%
9	£203,001 or more	12.50%	6.25%

Please ensure that the revised bandings are applied in time for April's pay.

We'll update our [paying in](#) webpage on 1 April 2025 with these revised bandings.

Changes to the Fund's email addresses

The pensions@derbyshire.gov.uk email address is no longer in use by the Fund.

Please ensure this address is not quoted by you as a Fund contact method for your Local Government Pension Scheme (LGPS) eligible employees.

If your LGPS employees wish to get in contact with us, they can do so by using the [enquiry form](#) that is available on our website, or by contacting us through their [My Pension Online](#) account, if they are registered.

Preparing your March 2025 i-Connect file

Your March i-Connect submission is the last one of the 2024-2025 scheme year. We generate your employees' annual benefit statements using the information you provide. Therefore, it is

important that you refresh yourself with the [i-Connect user guide for employers](#) found on our website.

The guide will remind you of the information you must include within your i-Connect file, most notably, what to include within the FTE (full-time equivalent) Salary field, as this figure is used to work out pre-2014 benefits, and how to report term time only staff with payment days/weeks.

Where information is inaccurate or omitted from your March 2025 submission, this is likely to result in additional administration for Derbyshire Pension Fund, which may result in costs being passed onto you and potential delays to your employees' annual benefit statements being processed.

If your payroll provider submits data to us on your behalf, please ensure this message is passed onto them.

If you have any queries regarding your i-Connect submission, please do not hesitate to email pensions.tech@derbyshire.gov.uk



i-Connect – Updating payroll numbers

When you or your payroll provider submit monthly data to Derbyshire Pension Fund through [i-Connect](#), the data is loaded directly to member records based on the following combination of identification data:

Location + NI Number + Payroll number (+ post reference if applicable)

Therefore, when a new payroll number (or post reference) appears on the i-Connect submission this is treated as a new employment and creates a new record on our system. If you update payroll numbers/post references for all of your staff as part of a bulk exercise, for example, when joining a new Academy Trust, or to align payroll numbers on your system, you must inform us of these updates in advance of your next i-Connect upload. Failure to notify us of this can result in duplicate pension records being created for members that have not started a genuine new employment.

Where duplicate records are created, this generates additional queries for you (or your payroll provider) and additional work for the Fund. This includes the aggregation of records and suppressing any unnecessary 'new starter' letters being sent to those individuals.

Where the Fund must undertake additional work to rectify duplicate pension records, this may result in the Fund issuing additional administration charges to you (the employer), as detailed in [the Fund's administration strategy](#).

If you are unsure of whether we need to be notified of a change of this nature to your i-Connect file, please contact pensions.tech@derbyshire.gov.uk so that we can confirm.

Member Engagement Forum

Derbyshire Pension Fund held its [first Member Engagement Forum](#) in July 2024. We received helpful and insightful feedback from the members in attendance on a number of topics.

The next forum meeting will take place in Spring 2025.

We're looking forward to meeting with individuals from all age groups and learning about their experiences of being a member of our Fund. This will help us to develop and improve the service we provide for our members' journeys from active membership into retirement.

Please make your LGPS employees aware that the forum is open to participants and anybody that is interested in taking part should contact pensions.regs@derbyshire.gov.uk

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



Local Government
Pension Scheme