

## **Keeping you informed**

Welcome to the latest edition of our Employers' Newsletter produced to keep you informed of your responsibilities as an employer within the Local Government Pension Scheme (LGPS). You'll also learn about new LGPS developments and changes in the service we provide.

### **Introduction - Tim Hillman - Employer Engagement Manager**

It's been a busy period for the Employer Engagement Team. Our main focus has been the project of onboarding employers onto the i-Connect cloud service. i-Connect allows the automated transfer of employee information from employers to our pensions administration system.

I'd like to thank employers that have either already onboarded to i-Connect or have begun the implementation process. We'll be contacting employers who have yet to start the process over the rest of this year. If you are keen get involved with onboarding i-Connect earlier please contact us.

There are plenty of other projects lined up for 2022. We'll be talking to you about IAS19/FRS102 reports, data required for the McCloud project and end of year processes in due course.

We would welcome any thoughts or feedback from employers so we can look to support you in the best way possible. Please also let us know if you have any specific training requirements.



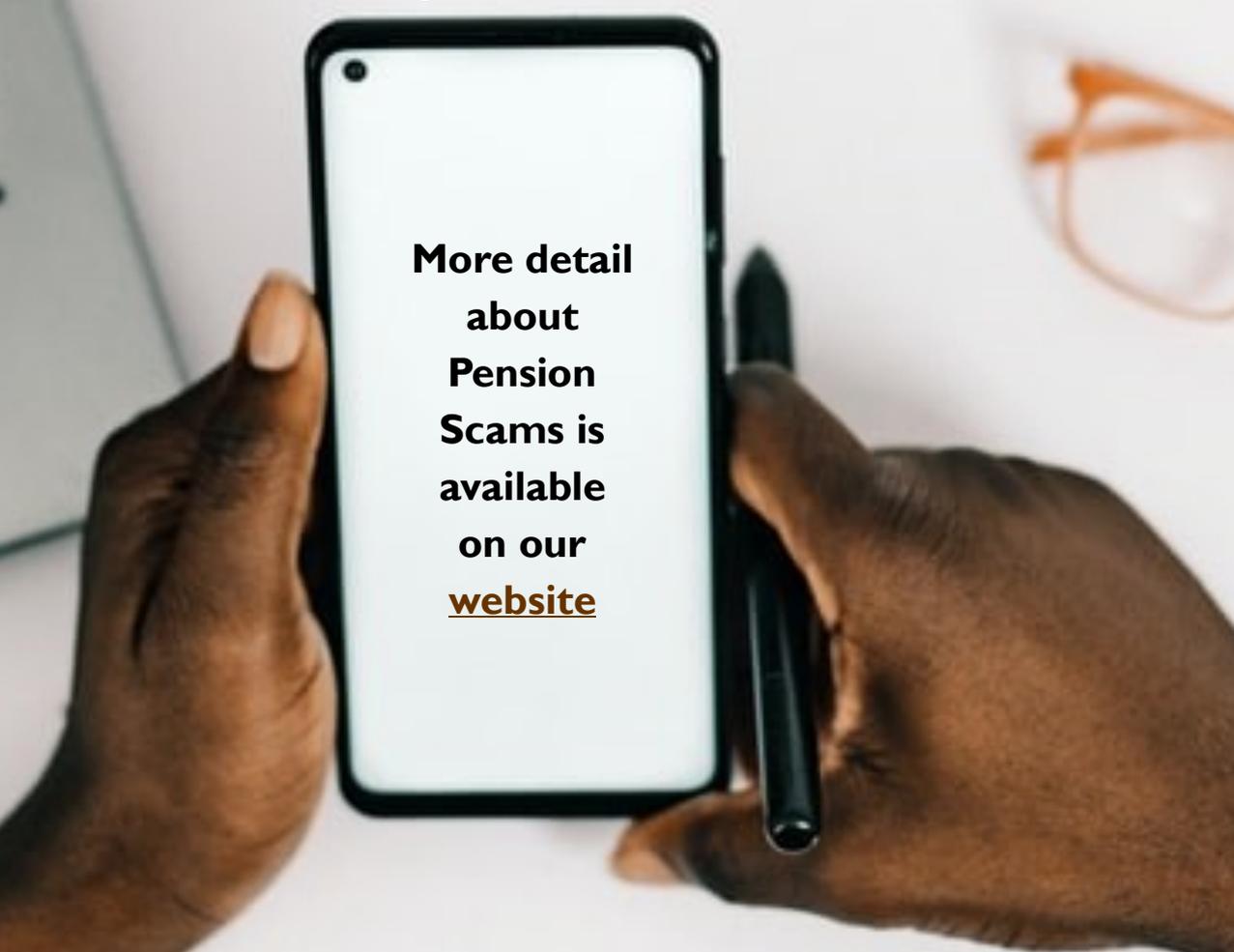
## Transfers - new rules to help with scams

New rules which seek to help combat pension scams have been introduced for statutory transfers to other pension schemes,

On 30 November 2021, The Occupational and Personal Pension Schemes (Conditions for Transfers) Regulations 2021 took effect.

These regulations introduce procedures that must be followed by pension providers before a statutory transfer of pension benefits can proceed to another pension scheme.

The right to a statutory transfer is where a member holds a deferred benefit in the scheme and they are more than a year away from their Normal Pension Age.

A close-up photograph of a person's hands holding a black smartphone. The phone's screen is white and displays the text: "More detail about Pension Scams is available on our website". The person's right hand is holding a black pen. In the background, a pair of orange-rimmed glasses and a white document are visible on a desk.

**More detail  
about  
Pension  
Scams is  
available  
on our  
website**

The regulations try to protect members from falling foul of a pension scam. For us it means that we have to ask for additional information from member's before a transfer out of the LGPS can happen. We're now required to ensure two conditions are met in addition to our normal checks.



## Valuation of the scheme - a busy year

We are starting to collate data and information for the next scheme valuation. This is a very detailed project which requires substantial time and resource to complete. The Pension Fund works with the scheme actuary Barnett Waddingham who calculate and produce the valuation report.

Barnett Waddingham gave a interesting talk at the employer forum on types of valuations and what the Fund must provide in order to carry out a funding valuation. This presentation is well worth watching if you would like a more complete idea of what is involved:

[Employer Forum Barnett Waddingham update - YouTube](#)

# iConnect - East Sussex Pension Fund specifications

Onboarded employers will have received the Aquila Heywood i-Connect Specification Guides which offer an understanding of the specification requirements and data items that must be submitted via i-Connect. As each pension fund operates differently and i-Connect is not designed specifically for us, the engagement team have created some supplementary guidance\* for East Sussex Pension Fund employers.

\* Important: Any data items included in the supplementary guidance supersedes the information provided in the Aquila Heywood Guides.

**i-Connect**

## McCloud update - your responsibilities

As communicated previously, we will shortly be sending you a spreadsheet (plus instructions) which requests some specific member data. We will provide you with details of who to contact should you need any support with the process..

For more information on the McCloud case, including an FAQ and an example data collection template, please visit the [lgpsregs.org website](https://lgpsregs.org) and go to Administration Resources > McCloud.

This project will take time to complete and we may require further data over the next few months.

# Employer forum 2021 - feedback and links

The 2021 Employer Forum was held on 24th November 2021. It was a great day where we had over 70 participants and talks from a range of managers and stakeholders within the Pension Fund. For those that couldn't make the day there are recordings of each session available.

[Employer Forum | East Sussex Pension Fund](#)

If you require any further information on any of the topics covered please contact us.

We look after a diverse range of employers in terms of size and resource availability so we are keen to understand how we can best support you and provide relevant training. Please let us know.

We really hope that we can meet in person at this years forum. We may also be running other employer events. Watch this space!

## **Please provide feedback for the 2021 Employer Forum**

This will enable us to provide content that best meets employer and employee needs

# Employer contributions - your responsibilities

As an employer it is your responsibility to ensure your LGPS31 forms and pension contributions are submitted to the East Sussex Pension Fund on time.

LGPS forms need to be sent to the ESCC Pensions [LGPS31 email inbox](#), or other agreed methods.

If an employer fails to meet the required deadlines then a warning is issued. Subsequently, if another deadline is missed within a 12-month period, the Fund holds the right to place a levy of an administration charge on the employer, as per Government guidance.

The amount of the administration charge levied will depend on the amount of additional work undertaken by the Fund. Please note that additional charges may apply to non-compliance of other employer responsibilities as detailed in our Administration Strategy.

The ESPF full position can be found in the [Administration Strategy](#).

If you require any more information please contact the [employer engagement team](#).



Employer Deadlines for contribution payments and forms	
Employer Task	Deadline
Complete and submit LGPS31 forms	<b>18<sup>th</sup> day</b> of the month following that to which the payment relates
Payment of contributions	<b>19<sup>th</sup> day</b> of the month following that to which the payment relates

# Member self-service - are your employees registered?

It's very easy for all employees in the LGPS to register (free of charge) for our online self-service portal via their computer or laptop (they can't register using a smartphone or tablet).

They will need to follow these steps:

1. Go to: [https://  
mypension.eastsussex.gov.uk](https://mypension.eastsussex.gov.uk)
2. Select 'Request one'.
3. Enter their Surname, National Insurance number, date of birth and email address.

They only need to do this once. Within 24 hours, they will receive an email from 'Altair Live.' They then select the link to complete their registration. They need to click on the link they receive and create a unique username, password and two security questions.

Once these have been submitted they can log into their personal Member Self-service record.



# TUPE transfers - admission process

If as an employer you have groups of employees transferring under TUPE then there are certain procedures that need to be followed.

Best Value Staff Transfers (Pensions) Direction 2007 provides pension protection for employees of County and Borough Councils who are TUPE transferred to a new employer. Transfers from academies, free schools and foundation schools are covered by Fair Deal and transferees must be offered the same public sector pension scheme. If the member is not protected, the transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) protects any pension already accrued, but the new employer does not have to offer an identical pension.

If you are aware of any TUPE transfers happening please let us know as soon as possible so we can help guide you through the process and make sure any paperwork is completed beforehand.

## Admission Process for Employers

Admission bodies are employers that have applied to participate in the scheme under an admission agreement. Sometimes admissions can take some time to complete so we recommend that you start the admission process before the contract is let. New employers who wish to join the East Sussex Pension Fund as an Admitted body will need the items listed below:

- ◇ An application
- ◇ An understanding of the charges involved with the application; including, but not limited to legal and actuarial costs
- ◇ Knowledge of the statutory duties a fund employer must fulfil
- ◇ The ability to complete the administration requirements and data exchange within fund and Regulatory timetables.

**For more information about TUPE transfers, outsourcing and the admission process please contact the [employer engagement team](#)**

# Employee contributions - 2022/23

From April 2022 the employee contribution salary thresholds and rates are changing. The table below provides the new salary bandings and employee contribution levels that will apply from 1st April 2022.

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 £15,000	5.50%	2.75%
2	£15,001 to £23,600	5.80%	2.90%
3	£23,601 to £38,300	6.50%	3.25%
4	£38,301 to £48,500	6.80%	3.40%
5	£48,501 to £67,900	8.50%	4.25%
6	£67,901 to £96,200	9.90%	4.95%
7	£96,201 to £113,400	10.50%	5.25%
8	£113,401 to £170,100	11.40%	5.70%
9	£170,101 or more	12.50%	6.25%

The employer engagement team will be writing to all employers with their employer contribution rates payable from April 2022 shortly.

## Contact Us:

### Administration team

 0300 200 1022

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[www.eastsussexpensionfund.org](http://www.eastsussexpensionfund.org)