



## Employer responsibilities - LGPS

As an employer you have certain responsibilities under the Local Government Pension Scheme (LGPS). This document provides a summary of those responsibilities.

### Issue Scheme guidance

It is important that you give members the necessary Local Government Pension Scheme (LGPS) guidance. For example, a new starter should always have a [brief scheme guide](#) included when they get their contract of employment.

It is also helpful to explain where they can get information on the Fund:

East Sussex Pension Fund website – [Link provided here](#)

All Fund documents can be found [here](#) and there is a handy section for active members [here](#).

LGPS member website – [Link provide here](#)

### Deduct pension contributions

You are responsible for deducting pension contributions from a member's salary each month. You may have a payroll department who will do this for you. The pension contributions should be transferred to us by the 19th of each month. If we receive payment after this date, it is classed as a regulatory breach and recorded. It is important to remember that even if you outsource your payroll duties to a third party, the responsibility for the submission of data in a timely and accurate manner fundamentally lies with the LGPS Employer.

## Let us know when circumstances change

You are responsible for notifying us if a member has a change in circumstance. This may be a payroll/post number change, name change, or when you have a new starter. You can find all the forms you need in our employers' [forms and publications](#) library.

## i-Connect data extract (for onboarded employers)

Each month we need your member and payroll data uploaded through the i-Connect portal. This includes pay information, new starters, leavers, and other key factors that need to be recorded on pension records. This should be uploaded at the agreed submission date. Please see the 'i-Connect' module of the employer toolkit for further information.

## LGPS 31 form

All employers (including i-Connect users) must complete a monthly contribution return using an LGPS31 form.

There are two versions:

- Standard PDF - to print, complete and send – access form [here](#)
- Editable form - complete online and send by email – access editable form [here](#)

To help support employers we have produced an LGPS31 guide which gives instructions for completing the form – access LGPS31 guide [here](#).

We are now happy to accept the LGPS31 form via email without the need for a handwritten signature if the email is sent:

- 1) By a contact at the employer who is listed on the authorised signatories list, and
- 2) From an employer email address e.g., [John.smith@eastsussex.gov.uk](mailto:John.smith@eastsussex.gov.uk).

Forms can be emailed to [ESCC.PensionsLGPS31@eastsussex.gov.uk](mailto:ESCC.PensionsLGPS31@eastsussex.gov.uk) when complete.

Please note that if you plan to send the form in the post, we still require a handwritten signature.

## Information for benefit calculations

Each year members of the LGPS are provided with an annual benefit statement (ABS). This provides pension benefit information on what has been built up so far and what those benefits will be projected to normal pension age.

For those employers who are not submitting via i-Connect an end of year report reconciles the payroll data on a per-member basis.

East Sussex Pension Fund will send a spreadsheet that should be populated in respect of each member, including personal information such as birth dates, addresses and telephone numbers, as well as dates of employment and pensionable pay.

Generally, you will be sent this in January each year. As the scheme year ends on 31st March it is important that the data requested is returned quickly. It is critical that member data is accurate as the employees' pension is based directly on the data submitted. Without this return, accurate annual benefit statements will not be sent to your employees in the scheme.

Keep in mind that the information you provide to the scheme will be personal data and, in some cases, (such as in case of illness or disability) sensitive personal data and should be managed in accordance with data protection laws.

It is your responsibility to ensure that LGPS annual returns for your employees are submitted in accordance with the administering authority's deadlines. Administering authorities have the power to levy a fine on employers for late returns to recover the additional costs incurred because of non-compliance. In addition, we will often reject data files that are sub-par, so it is important to ensure these returns are accurate to avoid spending additional resource on resolving data issues.

Along with information for benefit statements, we also need certain information to conduct calculations. For example, this may be when a member asks for an estimate of benefits for a certain date, or where we are looking into a transfer.

## List of authorising signatories

Authorising signatories are people in your organisation that can complete pension forms containing important information. This will be information on a leavers form, for example. If we receive a form that has been signed off by somebody who is not on the authorised signatory list, we will need an updated list before we can accept it.

It is important you send us an updated form when somebody needs to be added or removed. If you use external payroll or HR services who will sign the form on your behalf, these signatures also need to be included. The form asks you to provide details of your 151 officer and or any delegated employees that can sign on the section 151 officer's behalf.

It is a good idea to send us an updated contact form at the same time. This makes sure we've got the most up-to-date information. We will send an annual communication asking you to confirm if the information on the form is still accurate,

You can find the authorised signatories and contacts form [here](#).

There is also an editable version [here](#).

## Funding and triennial valuation

Your contribution rate is likely to change every three years. This is because we have an actuarial valuation conducted by the scheme actuary.

To facilitate this valuation, East Sussex Pension Fund will request data. Where it is not able to gather information the scheme actuary will have to fill any gaps with assumptions. It is in your interest to engage fully in this process so that your liabilities to the scheme are calculated using accurate information about your employees and reflects the cost of participation in the scheme.

The latest valuation report along with previous reports can be found [here](#).

## Policies and statements

Our [administration strategy statement](#) sets out your responsibilities as an employer, and ours as the administering authority. It considers policies and performance standards which go towards providing high quality administration services. It also gives details of administration charges for employers who fall short of the standards specified.

Our [governance compliance statement](#) sets out how we manage the fund and make sure we fulfil our legal obligations. This is overseen by our Pensions Committee and Pensions Board. More information about what these two bodies do can also be found in this statement.

Our [Funding Strategy statement](#) is a summary of the Fund's approach to funding its liabilities, and this includes reference to the Fund's other policies; it is not an exhaustive statement of policy on all issues. The FSS forms part of a framework which includes:

- the LGPS Regulations.
- the Rates and Adjustments Certificate (confirming employer contribution rates for the next three years)
- actuarial factors for valuing individual transfers, early retirement costs and the costs of buying added service; and
- the Fund's [Investment Strategy Statement](#)

There are also HR and payroll guides which you may find helpful.

Access HR Guide [here](#)

Access Payroll Guide [here](#)

You should make sure you are familiar with these guides and statements.

## Complaints

As an LGPS employer, you perform essential functions in relation to the Scheme. These actions affect the benefits of members. However, there are certain times where a person whose entitlement has been affected disagrees with what you have done (or failed to have done).

It is preferable that you aim to resolve these disagreements informally. Sometimes a simple explanation of the decision or recognition and subsequent correction of a misunderstanding can easily resolve disagreements. However, sometimes a disagreement cannot be resolved informally.

In these circumstances the Internal Dispute Resolution Procedure (IDRP) should be followed.

You'll find full details on the IDRP [here](#).

## Auto-enrolment

Automatic enrolment is a Government initiative to help more people save for later life through a pension scheme at work. The legislation runs separately from the Local Government Pension Scheme.

The LGPS Pension Scheme regulations already cover contractual automatic enrolment:

- All eligible employees under the age of 75 are contractually enrolled into the LGPS on appointment unless their contract of employment is for less than three months
- Employees with a contract of employment for less than three months will not be contractually enrolled but will be automatically enrolled if they are an eligible job holder
- Opted out members will be brought back into the LGPS during the re-enrolment process three-year cycle

It is your responsibility to ensure that you are adhering to the legislation.

For more information, please refer to the automatic enrolment employer toolkit factsheet or visit the [LGPS website](#) for more guidance.

## Other responsibilities

There are mandatory discretions that Scheme Employers must publish and send to the Pension Fund - see "Discretions" element of the employer toolkit.

You must appoint an Independent Registered Medical Practitioner (IRMP) to assess ill health retirement applications and decide the appropriate "tier" for ill health. Process ill health

cases, deciding the appropriate Tier for ill health retirements. For more information please see the [ill health guide](#).

Notify us of any changes / mergers to the organisation that will impact on your participation in the Fund including transfer of staff under TUPE, mergers with other organisations or another decision which may materially affect the employer's Fund membership. If your final active member is to leave employment or opt out of the Fund then please notify the Employer Engagement Team.

## More information on employer responsibilities

Pensions and Lifetime Savings Association – [Guide for employers participating in the LGPS](#)

LGPS regulations and guidance – [employer guides](#)

## Further support

Email: [employer.engagement@eastsussex.gov.uk](mailto:employer.engagement@eastsussex.gov.uk)

This factsheet is one of a series put together by East Sussex Pension Fund to help support employers with processing key tasks.



**Employer Toolkit...**

Pointing you in the right direction

You can view the full employer toolkit at:

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