

The Local Government Pensions Committee  
Secretary: Jeff Houston

## **CIRCULAR**

Please pass on sufficient copies of this Circular to your Treasurer/Director of Finance and to your Personnel and Pensions Officer(s) as quickly as possible

**No. 272 – JULY 2013**

### **LGPS EMPLOYER TRAINING EVENTS “LGPS2014” WORKSHOPS**

#### **Purpose of this circular:**

1. This Circular has been issued to advise administering authorities and employers participating in the Local Government Pension Scheme of a number of workshops to be run at various locations across England and Wales. These events have been organised by the Local Government Pension Committee (LGPC).

#### **Background**

2. The Independent Public Service Pension Commission, headed by Lord Hutton, made a number of recommendations about the future design of public service pension schemes. As a result, the Government is reforming the LGPS along with other public service schemes but whilst the other schemes saw adjustments to member contributions in 2012 and have new career-average schemes from 2015, the reforms to the LGPS in England and Wales will happen in a single stage in 2014.
3. This makes the LGPS in England and Wales the first scheme to face the challenge of scheme redesign within the parameters of the Public Service Pensions Act 2013 and the changes will be implemented from 1 April 2014. Employer representatives, trade unions and government reached agreement last year on the benefit structure for the scheme. Information on that agreement can be found at ‘The New LGPS 2014 Project’ at <http://www.lgps.org.uk/lge/core/page.do?pageld=15431012>, including three documents for employers i.e. Key Facts, Overview and FAQs.

4. Since December 2012, the Department for Communities and Local Government (DCLG) has been consulting with stakeholders on draft regulations to realise this agreement. The most recent DCLG consultation is available from: <https://www.gov.uk/government/consultations/local-government-pension-scheme-2014>
5. Although the National Scheme Members Website continues at [www.lgps.org.uk](http://www.lgps.org.uk), a dedicated website for information for scheme members about the reforms to the LGPS in England and Wales from 1 April 2014 can be found at [www.lgps2014.org](http://www.lgps2014.org). A range of communication materials are being developed by the Local Government Association in conjunction with other stakeholders. These include videos, leaflets and a benefit modeller and will be made available via the [www.lgps2014.org](http://www.lgps2014.org) website as they are produced.
6. Information for employers (issued after the documentation mentioned in paragraph 3 of this Circular) is now being published on the LGA website at <http://www.local.gov.uk/web/lgaworkforcepensions/home> along with other LGA latest news and information on scheme reform (e.g. the recent briefing note for employers on the implications for payroll systems and the draft communications plan outlining planned scheme member communications).

### **Purpose of workshops**

7. The Local Government Pensions Committee provides a full programme of training events for pension practitioners, councillors and employers with an interest in the LGPS. Its training programme builds on the wealth of information that is already provided and seeks to deepen knowledge and understanding of the LGPS.
8. As the impact of LGPS2014 is so wide, and will have major implications for employers, the LGPC is organising a series of workshops in August and September 2013 with a view to assisting **employers** in gearing up for the new scheme.
9. The “Fundamentals” training programme for councillors, now in its twelfth year, scheduled for October to December 2013 is also being revised to take account of the impact of the LGPS2014.
10. Detailed training for Administering Authority “pension practitioners” is expected to follow from January 2014, ready for the launch of the new scheme on 1 April 2014.

## **Intended Audience**

11. These workshops in August and September 2013 are solely aimed at employing authority staff, particularly those involved in the day-to-day administration of the LGPS, be that from an HR, payroll or other perspective.
12. To explain the changes it is helpful for the delegate to understand the present scheme and the administration it requires, so it is preferable for delegates to have some experience of the LGPS.
13. Although it is intended that the workshops will be as detailed as possible it most unlikely that they will go to the level of detail that administering authorities would like, or will need. It is unlikely, therefore, that administering authority staff would benefit from attending the workshops and they should, instead, look to attend the detailed training courses planned for them from January 2014.

## **Details of workshops**

14. In order to continue the LGPC's plan to deliver training as locally as practicable, the forthcoming employer workshops are to be held in a number of locations across the country. In putting together the entire schedule, the Secretariat has attempted to be as 'geographically' fair as possible.
15. The workshops will be interactive and experiential. As there will be one tutor, the "class" size is kept to a maximum of 20 people to ensure that delegates get the most out of the learning experience. If all the events sell out, there will be further opportunities made available for training and, depending on demand, this may take the form of overflow workshops or larger-seat seminars.
16. The workshops will start at 10:00 a.m. and finish no later than 4:00 p.m., with lunch and refreshment breaks included as well as coffee/tea on arrival from 9:30 a.m. As the workshops are delivered "locally" this should avoid the time and expense of overnight stays for many delegates.
17. Further details on the expected workshop content, locations and dates can be found in **Appendix A** attached to this Circular.

## **Cost and booking**

18. The delegate rate for each workshop, inclusive of lunch, refreshments and all delegate materials is £210 plus VAT at the standard rate.
19. Early booking is highly recommended as places are limited. Bookings are made via the on-line events booking facility which is part of the Local Government Association website at <http://www.local.gov.uk/web/lgaworkforcepensions/training-and-events>

20. Please be sure to note our cancellation policy contained in our Terms and Conditions which you will be asked to confirm you have read when completing your booking details on the booking events page. You will also need full delegate details to hand including the address to which the invoice for payment is to be sent. Purchase order numbers must also be provided if required by your organisation to pay invoices.
21. If the session at your preferred location is full and you do not wish to book on one at an alternative location, you are advised to enter your name on the reserves' list at your preferred location. It is important to do so as this will enable the LGPC to judge demand for overflow events (see paragraph 15).
22. If you experience any difficulties in using the on-line website booking facility, please contact Elaine English, LGPS Executive Officer, by email [elaine.english@local.gov.uk](mailto:elaine.english@local.gov.uk)

**Tim Hazlewood**  
**Pensions Training and Development Manager**  
**1 July 2013**

## ***LGPS2014 Workshops for Employers***

### **Expected course content:**

#### Scheme Overview

- A Career Average Pension
- Pension Accounts – a whole new concept
- Joining the Scheme
- Opting-out, rejoining and auto-enrolment
- The 50/50 Option
- Member Contributions
- Retirement Benefits
- Protection – Pre 2014 benefits
- Protection - The underpin
- Protection - Rule of 85

#### Payroll Implications

- Separate records for each job
- Separate records for 50/50 membership
- Pensionable pay redefined
- “Assumed” pensionable pay
- New employee rates and additional contributions
- Employee and employer contributions during absences
- Payments made after leaving
- End of year data

#### HR Implications

- Disclosing new scheme terms
- Sickness/injury
- Child-related leave and other absences
- Separate contracts?
- Discretions policy

#### Financial Implications

- Employer contribution rates
- The cost control mechanism

#### Ways to communicate LGPS2014 to scheme members

- On-line resources
- Employee educational tools
- Benefit modellers

#### Governance arrangements

- The Scheme Advisory Board and Local Boards
- The Pensions Regulator

*Actual workshop content may differ over time as the project evolves.*

**Workshop locations & dates:**

13 August	London 1	Local Government House
15 August	Cardiff	Marriott Hotel
20 August	Leeds	Marriott Hotel
22 August	Peterborough	Marriott Hotel
27 August	Durham	Marriott Hotel
29 August	London 2	Local Government House
03 September	Birmingham	Jurys Hotel
05 September	Liverpool	Marriott Hotel
10 September	York	Marriott Hotel
12 September	Eastbourne	Cavendish Hotel
17 September	Bristol	Marriott Hotel
19 September	Exeter	Rougemont Hotel

**NB:**

As described in paragraph 21 of this Circular, if the session at your preferred location is full and you do not wish to book on one at an alternative location, you are advised to enter your name on the reserves' list at your preferred location.

It is important to do so as this will enable the LGPC to judge demand for overflow events (see paragraph 15 of this Circular).

## **Distribution sheet**

Local authorities who have registered for notification of Circulars  
Pension managers (internal) of administering authorities  
Pension managers (outsourced) and administering authority client managers  
Officer advisory group  
Local Government Pensions Committee  
Trade unions  
DCLG  
COSLA  
SPPA  
Regional Directors  
Private clients  
Website

Visit the LGA's website at: <http://www.local.gov.uk/>

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