

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. 307 – JUNE 2018

LGPS EMPLOYER TRAINING EVENTS

“UNDERSTANDING” 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 one-day workshops to be run at various locations across England and Wales. The events have been organised by the Local Government Pension Committee (LGPC).

The results of the recent survey have been used to inform the programme going forward as well as the location of workshops. Dates for practitioner training will be released in another circular this month.

“UNDERSTANDING” WORKSHOPS

Background

2. For a number of years the LGPC has held numerous one-day topic-specific Understanding workshops covering various aspects of the Local Government Pension Scheme.
3. As many of these workshops are hands-on and contain practical exercises, the “class” size is usually kept to a maximum of 15 people to ensure that delegates get the most out of the learning experience.

4. As these workshops are based on the pension scheme in England and Wales they are unsuitable for Scottish administering authorities and employers. Topic specific workshops would only follow later at the request of the Scottish Pensions Liaison Group, with demand being canvassed in advance. Any such events would be arranged separately and announced directly to Scottish administering authorities and via them to employers where necessary.
5. At the workshops, delegates have the benefit of an experienced tutor and a detailed set of electronic notes they can take away for future reference. As the workshops are delivered “locally” this should avoid the time and expense of overnight stays for many delegates.
6. Delegates will be provided with the code for an app prior to the event which will enable the download of the material onto their own Apple or Android device. If the delegate wishes to print this off prior to the event they can do so. Alternatively a device will be provided for use on the day.

Details of workshops

Understanding the Employer Role

7. In July we will be running the “Employer Role” course. These workshops are aimed primarily at staff working for scheme employers in England and Wales who have operational responsibilities under the Local Government Pension Scheme (LGPS). Delegates do not necessarily need a thorough working knowledge of the LGPS itself but some experience of the scheme and its provisions would be useful
8. The workshop will open with registration from 9:30 followed by a prompt 10:00 a.m. start and finish no later than 4:00 p.m. Details of the course content, can be found in **Appendix A** attached to this Circular.

Cost and booking

9. The delegate rate for each session, inclusive of lunch, refreshments and all delegate material is £260 plus VAT at the standard rate.
10. 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. Each event has a link attached to the date in order to book direct. The main events booking page for all LGA events are viewable at: <http://www.local.gov.uk/events>

3 July	Bristol	Double Tree Hilton Hotel
10 July	London	Etc Venues
13 July	Crewe	Q Hall
17 July	Leeds	Park Plaza Hotel
20 July	London	Victoria Park Plaza Hotel
23 July	Cardiff	Marriott Hotel
31 July	Birmingham	Jury’s Inn Hotel

11. 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

ACTIONS FOR ADMINISTERING AUTHORITIES

12. Administering Authorities are urged to bring this Circular to the attention of all their employers.

Karl White
Pensions Adviser (Training)
18 June 2018

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
Local Government Pensions Committee
Trade unions
MHCLG
COSLA
SPPA
Regional Directors
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Website
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LGPC
18 Smith Square
Westminster
London, SW1P 3HZ
or email: karl.white@local.gov.uk

Appendix A

UNDERSTANDING...THE EMPLOYER ROLE

Course content covers:

1) Brief Overview of the LGPS

2) Joining the LGPS

Contractual enrolment and Auto-enrolment
One Scheme, two sections
Deciding the contribution rate

3) CARE vs Final Pay

Cumulative Pensionable Pay
Pensionable pay definition
Assumed Pensionable Pay (APP)
CARE accounts – how they work
The basics of final pay calculations

4) Absences

Child-related leave and other absences

5) Additional Contributions

Additional Pension Contributions
Additional Voluntary Contributions

6) Regulatory Requirements

Obligations to provide information
Pay-over of contributions
End of year returns

7) All Types of Retirement

A look at all retirement benefits and options

8) Early Leavers

What happens when members leave before retirement age

9) Other areas for consideration

Including employer discretions*, maximising tax-free cash, internal dispute resolution procedures (IDRP).

** This is not a comprehensive look at employer discretions. There is a separate dedicated workshop called 'Employer Discretions and Policies' that covers this in depth.*