**Automatic enrolment template letters**

This document contains template letters for employers to use when communicating with their workforce about how they are affected by automatic enrolment.

**Guidance for using sample letters**

You can use these sample letters as they are, or adapt them. You might, for example, want to take out some elements, if you feel your workers have the information already. Additionally, you might need to change some elements of the sample letters to make them accurate for your organisation. For example, some of the sample letters (letters 1,4,5,6 and 7) contain information on the appeal process under the Internal Dispute Resolution Procedure (IDRP). Employers may need to alter the sample IDRP wording to that which their pension fund administering authority would prefer them to use.

These sample letters contain the key information needed by workers to help them to understand what is happening and why. The elements that are required by law are shown in blue.

The letters contain instructions in square brackets. For example, [insert date] or [Select as appropriate]. At these points you need to tailor the template with the correct information for your circumstances. You might also wish to add your authority / company logo and / or the LGPS logo to the sample letters. The LGPS logo can be found [here](http://www.lgpsregs.org/resources/branding.php)

**Sample letters included are:**

[Letter 1](#letter_1) – to be issued to eligible jobholders who are being automatically enrolled into the LGPS under the automatic enrolment rules

[Letter 2](#letter_2) - to be issued to existing non-eligible jobholders and entitled workers who, on the employer’s staging date, are not members of the LGPS, have a contract of employment for 3 months or more and are entitled to opt to join the LGPS under the automatic enrolmentrules

[Letter 3](#letter_3) - to be issued to workers who, after commencement of employment, and after the employer’s staging date or duties start date, become a non-eligible jobholder or an entitled worker for the first time, are not members of the LGPS and have a contract of employment for 3 months or more

[Letter 4](#letter_4) - to be issued to workers who, after commencement of employment, and after the employer’s staging date or duties start date, opt to join the LGPS under the automatic enrolment rules

[Letter 5](#letter_5) - to be sent to employees ‘contractually enrolled’ into the LGPS

[Letter 6](#letter_6) - to be sent to employees enrolled into the LGPS when their initial contract of employment of less than 3 months is extended to 3 months or more

[Letter 7](#letter_7) - to be sent to employees who opt to join the LGPS during the postponement period

[Letter 8](#letter_8) - to be issued to workerswho have a contract of employment for less than 3 months (but see the next section for casual employees) for whom the employer wishes to postpone the automatic enrolment duties

[Casual employees](#casuals) – postponement notice

**Letter 1 – to be issued to eligible jobholderswho are being automatically enrolled into the LGPS under the automatic enrolment rules.**

*[Please note: The elements that are required by law are shown in blue]*

[Insert Date]

**Local Government Pension Scheme - A change in the law that affects you**

Dear

To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme. This applies to those who aren’t already in one in respect of any of their employments and who, in respect of that employment:

* earn over £10,000 a year (or pro-rata per pay period),
* are aged 22 or over, and
* are under State Pension Age.

The workplace pension scheme we provide is the Local Government Pension Scheme (LGPS) and I am pleased to confirm that the LGPS is a qualifying pension scheme, which means it meets or exceeds the government’s standards.

We are therefore enrolling / enrolled *[select as appropriate]* you into the LGPS on *[insert automatic enrolment date]* in your post as *[enter name of post – if the person participates in the LGPS in more than one post with the employer, enter the titles of all the posts in which the person participates in the LGPS]*.

Once a year you will get a statement indicating how much your pension has built up and how much you might get when you reach retirement age.

A copy of the employees' guide to the LGPS is enclosed / can be obtained from ............ / can be viewed at ........................  *[select as appropriate and enter relevant details].* This provides full details of the benefits of belonging to the scheme.

As a member of the scheme you can, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs) and details of these options are included in the employees’ guide to the LGPS.

The contact details for the LGPS are as follows:

*[enter the address, telephone number and electronic contact details for the Pensions Section of the Pension Fund administering authority].*

**Why is this happening?**

The government’s aim is for more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension for those who reached State pension age prior to 6 April 2016 in 2017/18 is £122.30 a week for a single person. For those who reach State pension age after 5 April 2016 the full New State pension in 2017/18 is £159.55. The State pension will only provide for a very basic standard of living in retirement. The government is therefore encouraging people to save more for their retirement through workplace pensions so that they can enjoy a better quality of retirement.

Employers are required to enrol their eligible workers automaticallyinto a qualifying scheme to make it easier for people to start saving.

**What does this mean for you?**

We will contribute to the LGPS on your behalf, with our employer contribution to the scheme being determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary. Our current contribution rate is an amount equal to … % *[enter percentage]* of your pensionable pay.

The contributions you personally make to the LGPS will be in accordance with the following table:

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Notes:

* 1. The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.
	2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy]*

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Notes:

1. The pensionable pay figures will be increased annually in line with the cost of living.
2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy e.g. if the employer will review the contribution rate during the year if there is a permanent material change in the person’s terms and conditions of employment that affects their pensionable pay]*

Your contributions to the LGPS will be deducted from the pensionable pay paid to you each pay period.

If you pay tax, you will automatically receive tax relief on those contributions and on any extra contributions you choose to pay to the LGPS.

**What you need to do now**

**If you want to stay in the pension scheme,** please complete and return the enclosed *[enter details e.g. personal information form to enable details to be entered on your pension record, a death grant expression of wish form]* forms to ...................... *[enter relevant address].*

**If you want to stay in the pension scheme but feel you cannot afford to make the full contributions,** you could initially join the main section of the scheme but then elect to move to the 50/50 section. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. This flexibility may be useful during times of financial hardship and it allows you to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme. If you move to the 50/50 section you can opt back into the main section whenever you wish. A 50/50 option form is available from [*insert details of where to* *obtain the form*]. In the meantime, even if you wish to move to the 50/50 section of the scheme, please complete and return the forms mentioned in the paragraph above.

**If you want to opt out of the pension scheme**, follow the instructions below.

You have the right to opt out of the LGPS during the ‘opt out period’ which is 3 months from the date you were enrolled into the LGPS. If you make a valid option out in that period you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you. Please note that if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection or Enhanced Protection certificate from HMRC then, as a general rule, you will lose that Protection if you do not opt out within 3 months of being enrolled into the LGPS. There are, however, exceptions to this general rule – please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information. *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

If you do not opt out within the ‘opt out period’ mentioned above, you will still be able to opt out of the LGPS at any time in the future and be entitled to whatever benefits are due under the rules of the LGPS.

Should you decide to opt out, the opt out form may be obtained from *[insert address of Pensions Section of the Pension Fund administering authority or website address of the Pension Fund administering authority]*, and should be returned to *[enter employer’s address where opt out form is to be returned to].*

The opt out form would have to be signed by you or, if it is given by means of an electronic communication, it would have to include a statement that you personally submitted the opt out notice. If you are in the LGPS in more than one post you will need to indicate the name of the post or posts from which you which to opt out of membership of the LGPS.

**If I opt out, can I re-join the LGPS at a later date?**

Yes. Should you decide at any time to opt out, you have the right to opt to rejoin the LGPS from the beginning of the next available pay period after electing to rejoin (subject, of course, to meeting the normal requirements for being eligible for membership of the scheme and being under age 75 at the time). To do so, contact [*insert who to contact*] in writing by sending a letter, which has to be signed by you. Or, if sending it electronically, it has to contain the phrase “I confirm I personally submitted this notice to join the Local Government Pension Scheme”. *[Insert instructions on where to send the letter/email, or how to find and submit an e-form, as appropriate].*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**Regular re-enrolment**

If you decide at any time to opt out of membership of the LGPS you will automatically be re-enrolled into the scheme on what is called the “re-enrolment date” if, on that date, you are aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period.

However, we can choose not to automatically re-enrol you if:

* you opted out of the LGPS less than 12 months prior to the re-enrolment date, or
* you have given or been given notice to terminate your employment before the end of the period of 6 weeks beginning with the re-enrolment date, or
* we have reasonable grounds to believe that on the re-enrolment date you hold a lifetime allowance protection such as Primary Protection, Enhanced Protection, a Fixed or an Individual Protection, or
* you are a director of a company by which you are employed, or you are a member of a limited partnership and you are not treated for income tax purposes as being employed by the partnership

The re-enrolment date is a date chosen by us and will be within a period of 3 months either side of every 3rd anniversary of *[enter employer’s staging date].* We will contact you when this happens, and you can opt out if it’s still not right for you. Please remember to keep us informed of any change in your home address so that we can contact you when necessary.

**A commitment from us**

We must continue to maintain your membership of the LGPS (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme, please contact *[insert relevant contact details]*

If you have any other queries, including any queries about your contribution rate, please contact *[insert contact details of appropriate person in your organisation]*

**Right of Appeal**

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the Local Government Pension Scheme, you have the right to ask for that decision to be looked at again under a formal complaint procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make should be treated seriously, and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your spouse or partner, or a friend.

No charge is made at any stage for investigating a complaint under the internal dispute resolution procedure. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

First stage *[In Scotland, amend the three references to ‘adjudicator’ below to ‘nominated person’]*

If you need to make a formal complaint, you should make it:

* in writing to *[insert job title and address of the person your organisation has nominated to hear stage one appeals] (the ‘adjudicator’)*, and
* normally within 6 months of the day when you were told of the decision you want to complain about.

Your complaint will be considered carefully by the adjudicator who is required to give you a decision in writing.

If the adjudicator finds in your favour, the body that made the original decision about which you made the complaint will be required to reconsider their decision.

Second Stage *[In Scotland, amend the seven references to ‘adjudicator’ below to ‘nominated person’]*

You can ask the pension scheme administering authority *[or, in Scotland, amend to “You can ask the Scottish Ministers”]* to take a fresh look at your complaint in any of the following circumstances:

* you are not satisfied with the adjudicator’s first-stage decision,
* you have not received a decision or an interim letter from the adjudicator, and it is 3 months since your lodged your complaint,
* it is one month after the date by which the adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision.

This review would be undertaken by a person not involved in the first stage decision.

You will need to send your complaint in writing to the pension scheme administering authority *[or, in Scotland, amend to “to the Scottish Ministers”]*:

* within 6 months of the date of the adjudicator’s decision, or
* within 9 months from the date you submitted your complaint if the adjudicator has not given you a decision within 3 months of the date you originally submitted your complaint, or
* if the adjudicator gives you an interim decision but not a final decision, within 7 months of the date the adjudicator had promised to give you a final decision.

The administering authority *[or, in Scotland, amend to “The Scottish Ministers”]* will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's *[or, in Scotland, amend to “the Scottish Ministers’”]* second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you had complained.

Yours sincerely

*[Insert name of signatory]*

**[Letter 2](#letter_2) - to be issued to existing non-eligible jobholders and entitled workers who, on the employer’s staging date, are not members of the LGPS, have a contract of employment for 3 months or more and are entitled to opt to join the LGPS under the automatic enrolment rules.**

*[Please note: The elements that are required by law are shown in blue]*

[Insert Date]

**Membership of the Local Government Pension Scheme - A change in the law that affects you**

Dear

The government has introduced a law designed to help people save more for their retirement. It requires all employers to enrol workers into a workplace pension scheme if they:

* are not already in one in respect of an employment,
* earn over £10,000 a year (or pro-rata per pay period) in that employment,
* are aged 22 or over, and
* are under State Pension Age.

The workplace pension scheme we provide is the Local Government Pension Scheme (LGPS) and I am pleased to confirm that the LGPS is a qualifying pension scheme, which means it meets or exceeds the government’s standards.

Had you met all the criteria above we would have automatically enrolled you on *[enter date]*, being the date from which we are required to comply with this law. However, as on that date you either:

* will not / did not\* earn over £10,000 a year (pro-rata per pay period), or
* will be / were\* under 22 years old on that date, or
* will be / were\* State Pension age or older on that date

in your post as *[enter name of post – if the person meets the criteria in more than one post with the employer, enter the titles of all the posts in which the person meets the criteria]* you **will not / have not\*** become a member of the scheme automatically in that post / those posts\*. This is because you do not meet the criteria set by the government.

*\*[Select as appropriate]*

However, you have the right to join the Local Government Pension Scheme if you want to. If you have more than one post with us, you can choose in which posts you wish to join the scheme.

**What would joining the pension scheme mean for you?**

Each time you are paid both you and we would pay money into the Local Government Pension Scheme to provide you with pension benefits when you retire.

If you pay tax, you will automatically receive tax relief on those contributions and on any extra contributions you choose to pay to the LGPS.

As a member of the scheme you would be required to contribute the percentage of your salary as set out in the table below *[Delete either the England and Wales table and Note, or the Scotland table and Note]*. The employer’s contribution to the scheme would be determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary.

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Note: The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
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| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
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| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
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| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Note: The pensionable pay figures will be increased annually in line with the cost of living.

The LGPSis one of the best ways to plan for retirement with an excellent range of benefits that both full-time and part-time employees can enjoy.

These include, after 2 years in the scheme:

* A tiered ill health retirement package if you have to leave work at any age due to permanent ill health. This could give you benefits, paid straight away, and which could be paid at an increased rate if you are unlikely to be capable of gainful employment within 3 years of leaving *[or, in Scotland “A tiered ill health retirement package if you have to leave work at any age due to permanent ill health. This gives graded levels of benefit based on how likely you are to be capable of gainful employment after you leave, with a higher level of benefit for those more seriously ill”]*.
* Early payment of benefits if you are made redundant or retired on business efficiency grounds and you are aged 55 or over.
* The right to voluntarily retire from age 55 (even though the scheme’s normal pension age is the same as your State pension age but with a minimum of age 65) *[or, in Scotland, “The right to voluntarily retire from age 60, even though the scheme’s normal pension age is 65. You can even retire from as early as age 55, provided your employer agrees.”]*
* Flexible retirement from age 55 if you reduce your hours, or move to a less senior position. Provided your employer agrees, you can draw some or all of your benefits – helping you ease into your retirement.
* If you choose to voluntarily retire before your normal pension age, or take flexible retirement before then, your benefits would normally be reduced to account for them being paid for longer.
* You can even stay in the LGPS if you carry on working beyond your normal pension age, although you have to draw your benefits by age 75. Benefits drawn after your normal pension age will be paid at an increased rate.

There is also:

* Life cover from the moment you join, with a lump sum of 3 years’ pay being paid if you die in service.
* Cover for your family, with a pension for your spouse, registered civil partner or eligible cohabiting partner and for eligible children if you die in service or die after leaving with a pension entitlement.

On retirement:

* You would get a pension for life that increases with the cost of living, and
* You can exchange part of your annual pension for a one off tax-free cash payment.

What’s more:

* It's a defined benefit scheme, which means your benefits are based on your pensionable pay and the number of years you have been a member of the scheme and are not dependent on share prices and stock market fluctuations.
* Once a year you would get a statement indicating how much your pension has built up so far and how much you might get when you reach retirement age.
* As a member of the scheme you could, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs).

**Please note**, if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection or Enhanced Protection certificate from HM Revenue and Customs then, as a general rule, you will lose that Protection if you opt to join the LGPS. There are, however, exceptions to this general rule – please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

**What to do if you want to join the Local Government Pension Scheme**

If you want to join the LGPS, please contact *[insert name of relevant person]* in writing either by:

* sending a letter, signed by you, to *[insert address]* stating the name of the post in which you wish to join the scheme; or
* sending an email with your request containing the phrase

“I confirm I personally submitted this notice to join a workplace pension scheme” to *[insert email address]*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**What to do if you want to join the Local Government Pension Scheme but feel you can’t presently afford to pay the full contributions**

If you want to join the pension scheme but feel you cannot presently afford to make the full contributions,the LGPS offers a 50/50 option. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. You would initially have to join the main section of the scheme by following the procedure set out above but could then immediately elect to move to the 50/50 section. A 50/50 option form is available from [*insert details of where to* *obtain the form*].

If you join the 50/50 section you can opt back into the main section whenever you wish.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme or you think that we have incorrectly determined your status because you meet the criteria in the first four bullet points of this letter, please contact *[insert relevant contact details]*

Yours sincerely

[*Insert name of signatory*]

**Letter 3 - to be issued to workers who, after commencement of employment, and after the employer’s staging date or duties start date, become a non-eligible jobholder or an entitled worker for the first time, are not members of the LGPS and have a contract of employment for 3 months or more**.

 *[Please note: The elements that are required by law are shown in blue]*

[Insert Date]

**The Local Government Pension Scheme - A change in the law that affects you**

Dear

The government has introduced a law designed to help people save more for their retirement.

The law requires that when, in an employment, a worker:

* aged at least 16 and under age 75 first earns less than £5,876 (or pro-rata per pay period), or
* aged at least 16 and under age 75 first earns £5,876 or more but less than or equal to £10,000 (or pro-rata per pay period), or
* aged at least 16 and under age 22 first earns more than £10,000 (or pro-rata per pay period), or
* aged State Pension Age or over but under age 75 first earns more than £10,000 (or pro-rata per pay period)

the employer must offer the worker membership of a pension scheme.

The workplace pension scheme we offer is the Local Government Pension Scheme (LGPS).

As you are not currently a member of the LGPS and have now met one of the above criteria in your post as *[enter name of post – if the person meets the criteria in more than one post with the employer, enter the titles of all the posts in which the person meets the criteria]*, I am writing to let you know that you have the right to join the scheme if you want to in that post / those posts\*. *[Select as appropriate]*

If you have more than one post with us, you can choose in which posts you wish to join the scheme.

**What would joining the pension scheme mean for you?**

Each time you are paid both you and we would pay money into the Local Government Pension Scheme to provide you with pension benefits when you retire.

If you pay tax, you will automatically receive tax relief on those contributions and on any extra contributions you choose to pay to the LGPS.

As a member of the scheme you would be required to contribute the percentage of your salary as set out in the table below *[Delete either the England and Wales table and Note, or the Scotland table and Note]*. The employer’s contribution to the scheme would be determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary.

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Note: The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Note: The pensionable pay figures will be increased annually in line with the cost of living.

The LGPSis one of the best ways to plan for retirement with an excellent range of benefits that both full-time and part-time employees can enjoy.

These include, after 2 years in the scheme:

* A tiered ill health retirement package if you have to leave work at any age due to permanent ill health. This could give you benefits, paid straight away, and which could be paid at an increased rate if you are unlikely to be capable of gainful employment within 3 years of leaving *[or, in Scotland “A tiered ill health retirement package if you have to leave work at any age due to permanent ill health.* *This gives graded levels of benefit based on how likely you are to be capable of gainful employment after you leave, with a higher level of benefit for those more seriously ill”]*.
* Early payment of benefits if you are made redundant or retired on business efficiency grounds and you are aged 55 or over.
* The right to voluntarily retire from age 55 (even though the scheme’s normal pension age is the same as your State pension age but with a minimum of age 65) *[or, in Scotland, “The right to voluntarily retire from age 60, even though the scheme’s normal pension age is 65. You can even retire from as early as age 55, provided your employer agrees”.]*
* Flexible retirement from age 55 if you reduce your hours, or move to a less senior position. Provided your employer agrees, you can draw some or all of your benefits – helping you ease into your retirement.
* If you choose to voluntarily retire before your normal pension age, or take flexible retirement before then, your benefits would normally be reduced to account for them being paid for longer.
* You can even stay in the LGPS if you carry on working beyond your normal pension age, although you have to draw your benefits by age 75. Benefits drawn after your normal pension age will be paid at an increased rate.

There is also:

* Life cover from the moment you join, with a lump sum of 3 years’ pay being paid if you die in service.
* Cover for your family, with a pension for your spouse, registered civil partner or eligible cohabiting partner and for eligible children if you die in service or die after leaving with a pension entitlement.

On retirement:

* You would get a pension for life that increases with the cost of living, and
* You can exchange part of your annual pension for a one off tax-free cash payment.

What’s more:

* It's a defined benefit scheme, which means your benefits are based on your pensionable pay and the number of years you have been a member of the scheme and are not dependent on share prices and stock market fluctuations.
* Once a year you would get a statement indicating how much your pension has built up so far and how much you might get when you reach retirement age.
* As a member of the scheme you could, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs).

**Please note**, if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection or Enhanced Protection certificate from HM Revenue and Customs then, as a general rule, you will lose that Protection if you opt to join the LGPS. There are, however, exceptions to this general rule – please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information. *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

**What to do if you want to join the Local Government Pension Scheme**

If you want to join the LGPS, please contact *[insert name of relevant person]* in writing either by:

* sending a letter, signed by you, to *[insert address]* stating the name of the post in which you wish to join the scheme; or
* sending an email with your request containing the phrase

“I confirm I personally submitted this notice to join a workplace pension scheme” to *[insert email address]*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**What to do if you want to join the Local Government Pension Scheme but feel you can’t presently afford to pay the full contributions**

If you want to join the pension scheme but feel you cannot presently afford to make the full contributions,the LGPS offers a 50/50 option. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. You would initially have to join the main section of the scheme by following the procedure set out above but could then immediately elect to move to the 50/50 section. A 50/50 option form is available from [*insert details of where to* *obtain the form*].

If you join the 50/50 section you can opt back into the main section whenever you wish.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme or you think that we have incorrectly determined your status because you do not meet any of the criteria in the first four bullet points of this letter, please contact *[insert relevant contact details]*

Yours sincerely

[*Insert name of signatory*]

**Letter 4 - to be issued to workers who, after commencement of employment, and after the employer’s staging date or duties start date, opt to join the LGPS under the automatic enrolment rules.**

 *[Please note: The elements that are required by law are shown in blue]*

[Insert Date]

**Membership of the Local Government Pension Scheme**

Dear

Thank you for your election to join the Local Government Pension Scheme (LGPS) in your post as *[enter name of post – if the election was in respect of more than one post with the employer, enter the titles of all the posts to which the election relates]* to help you save for your retirement.

I can confirm that you were enrolled / will be enrolled *[delete as appropriate]* into the LGPS as from *[enter date]*.

A copy of the employees' guide to the LGPS is enclosed / can be obtained from ............ / can be viewed at ........................  *[select as appropriate and enter relevant details]*. This provides full details of the benefits of belonging to the scheme.

Once a year you will get a statement indicating how much your pension has built up and how much you might get when you reach retirement age.

As a member of the scheme you can, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs) and details of these options are included in the employees’ guide to the LGPS.

The contact details for the LGPS are as follows:

*[enter the address, telephone number and electronic contact details for the Pensions Section of the Pension Fund administering authority].*

**What does this mean for you?**

We will contribute to the LGPS on your behalf, with our employer contribution to the scheme being determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary. Our current contribution rate is an amount equal to … % *[enter percentage]* of your pensionable pay.

The contributions you personally make to the LGPS will be in accordance with the following table:

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Notes:

* 1. The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.
	2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy]*

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contribution rate**  |  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  |  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  |  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  |  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  |  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  |  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  |  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  |  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  |  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  |  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  |  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  |  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  |  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  |  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  |  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  |  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  |  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  |  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  |  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  |  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  |  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  |  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  |  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  |  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  |  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  |  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  |  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  |  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  |  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  |  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Notes:

* 1. The pensionable pay figures will be increased annually in line with the cost of living.
	2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy e.g. if the employer will review the contribution rate during the year if there is a permanent material change in the person’s terms and conditions of employment that affects their pensionable pay]*

Your contributions to the LGPS will be deducted from the pensionable pay paid to you each pay period.

If you pay tax, you will automatically receive tax relief on those contributions and on any extra contributions you choose to pay to the LGPS.

**What you need to do now**

**Now that you have joined the pension scheme,** if you have not already done so, please complete and return the enclosed *[enter details e.g. personal information form to enable details to be entered on your pension record, a death grant expression of wish form]* forms to ...................... *[enter relevant address].*

**If you subsequently decide that, whilst wishing to be a member of the scheme, you cannot afford to make the full contributions**, the LGPS offers a 50/50 option. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. This flexibility may be useful during times of financial hardship and it allows you to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme. A 50/50 option form is available from *[insert details of where to obtain the form]*.

If you join the 50/50 section you can opt back into the main section whenever you wish.

**If you subsequently decide that you want to opt out of the pension scheme**, follow the instructions below.

*[If the person opted in as a non-eligible jobholder, include the following paragraphs on opting out]*

You have the right to opt out of the LGPS during the ‘opt out period’ which is 3 months from the date you were enrolled into the LGPS. If you make a valid option out in that period, you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you.

If you do not opt out within the ‘opt out period’ mentioned above, you will still be able to opt out of the LGPS at any time in the future and be entitled to whatever benefits are due under the rules of the LGPS.

Should you decide to opt out, the opt out form may be obtained from *[insert address of Pensions Section of the Pension Fund administering authority or website address of the Pension Fund administering authority]*, and should be returned to *[enter employer’s address where opt out form is to be returned to].*

The opt out form would have to be signed by you or, if it is given by means of an electronic communication, it would have to include a statement that you personally submitted the opt out notice. If you are in the LGPS in more than one post you will need to indicate the name of the post or posts from which you which to opt out of membership of the LGPS.

*[If the person opted in as an entitled worker, include the following paragraphs on opting out]*

You have the right to opt out of the LGPS at any time in the future in accordance with the opt out rules of the LGPS (and be entitled to whatever benefits are due under the rules of the LGPS at that time).

Should you decide to opt out, the opt out form may be obtained from *[insert address of Pensions Section of the Pension Fund administering authority or website address of the Pension Fund administering authority]*, and should be returned to *[enter employer’s address where opt out form is to be returned to].*

The opt out form would have to be signed by you or, if it is given by means of an electronic communication, it would have to include a statement that you personally submitted the opt out notice. If you are in the LGPS in more than one post you will need to indicate the name of the post or posts from which you which to opt out of membership of the LGPS.

**If I opt out, can I re-join the LGPS at a later date?**

Yes. Should you decide at any time to opt out, you have the right to opt to rejoin the LGPS from the beginning of the next available pay period after electing to rejoin (subject, of course, to meeting the normal requirements for being eligible for membership of the scheme and being under age 75 at that time). To do so, contact [*insert who to contact*] in writing by sending a letter, which has to be signed by you. Or, if sending it electronically, it has to contain the phrase “I confirm I personally submitted this notice to join the Local Government Pension Scheme”. *[Insert instructions on where to send the letter/email, or how to find and submit an e-form, as appropriate].*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**Regular re-enrolment**

If you decide at any time to opt out of membership of the LGPS you will automatically be re-enrolled into the scheme on what is called the “re-enrolment date” if, on that date, you are aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period.

However, we can choose not to automatically re-enrol you if:

* you opted out of the LGPS less than 12 months prior to the re-enrolment date, or
* you have given or been given notice to terminate your employment before the end of the period of 6 weeks beginning with the re-enrolment date, or
* we have reasonable grounds to believe that on the re-enrolment date you hold a lifetime allowance protection such as Primary Protection, Enhanced Protection, a Fixed or an Individual Protection, or
* you are a director of a company by which you are employed, or you are a member of a limited partnership and you are not treated for income tax purposes as being employed by the partnership

The re-enrolment date is a date chosen by us and will be within a period of 3 months either side of every 3rd anniversary of *[enter employer’s staging date].* We will contact you when this happens, and you can opt out if it’s still not right for you. Please remember to keep us informed of any change in your home address so that we can contact you when necessary.

**A commitment from us**

We must continue to maintain your membership of the LGPS (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme, please contact *[insert relevant contact details]*

If you have any other queries, including any queries about your contribution rate, please contact *[insert contact details of appropriate person in your organisation]*

**Right of Appeal**

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the Local Government Pension Scheme, you have the right to ask for that decision to be looked at again under a formal complaint procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make should be treated seriously, and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your spouse or partner, or a friend.

No charge is made at any stage for investigating a complaint under the internal dispute resolution procedure. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

First stage *[In Scotland, amend the three references to ‘adjudicator’ below to ‘nominated person’]*

If you need to make a formal complaint, you should make it:

* in writing to *[insert job title and address of the person your organisation has nominated to hear stage one appeals] (the ‘adjudicator’)*, and
* normally within 6 months of the day when you were told of the decision you want to complain about.

Your complaint will be considered carefully by the adjudicator who is required to give you a decision in writing.

If the adjudicator finds in your favour, the body that made the original decision about which you made the complaint will be required to reconsider their decision.

Second Stage *[In Scotland, amend the seven references to ‘adjudicator’ below to ‘nominated person’]*

You can ask the pension scheme administering authority *[or, in Scotland, amend to “You can ask the Scottish Ministers”]* to take a fresh look at your complaint in any of the following circumstances:

* you are not satisfied with the adjudicator's first-stage decision,
* you have not received a decision or an interim letter from the adjudicator, and it is 3 months since your lodged your complaint,
* it is one month after the date by which the adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision.

This review would be undertaken by a person not involved in the first stage decision.

You will need to send your complaint in writing to the pension scheme administering authority *[or, in Scotland, amend to “to the Scottish Ministers”]*:

* within 6 months of the date of the adjudicator’s decision, or
* within 9 months from the date you submitted your complaint if the adjudicator has not given you a decision within 3 months of the date you originally submitted your complaint, or
* if the adjudicator gives you an interim decision but not a final decision, within 7 months of the date the adjudicator had promised to give you a final decision.

The administering authority *[or, in Scotland, amend to “The Scottish Ministers”]* will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's *[or, in Scotland, amend to “the Scottish Ministers’”]* second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you had complained.

Yours sincerely

*[insert signatory]*

**Letter 5 – to be sent to employees ‘contractually enrolled’ into the LGPS**

 *[Please note: The elements that are required by law are shown in blue.*

*Employers will need to decide whether to use this letter as a stand-alone letter / addendum to the contract of employment or whether to incorporate the information into the contract of employment]*

[Insert Date]

**Membership of the Local Government Pension Scheme**

Dear

I am writing to confirm that we provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months.

As this applies to you, you will be automatically entered into membership of the LGPS in your post as *[enter name of post – if the person participates in the LGPS in more than one post with the employer, enter the titles of all the posts in which the person participates in the LGPS]*, but have the right to opt out.

A copy of the employees' guide to the LGPS is enclosed / can be obtained from ............ / can be viewed at ........................  *[select as appropriate and enter relevant details]*

If you have not already done so, please complete and return the enclosed *[enter details e.g. personal information form to enable details to be entered on your pension record, a death grant expression of wish form]* forms to ...................... *[enter relevant address]*

As a member of the scheme you will be required to contribute the percentage of your salary as set out in the table below *[Delete either the England and Wales table and Notes, or the Scotland table and Notes]*. We will also contribute to the scheme on your behalf, with the employer contribution to the scheme being determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary.

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Notes:

1. The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.
2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy]*

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Notes:

1. The pensionable pay figures will be increased annually in line with the cost of living.
2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy e.g. if the employer will review the contribution rate during the year if there is a permanent material change in the person’s terms and conditions of employment that affects their pensionable pay]*

**The pension scheme**

The Local Government Pension Scheme in which you participate is provided by *[insert name of Pension Fund administering authority]*. The LGPS is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004 andI am pleased to confirm that it is a qualifying pension scheme, which means it meets or exceeds the government’s standards. The scheme complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995, the Pensions Act 2004 and the Pensions Act 2008.

**If you want to stay in the pension scheme but feel you cannot afford to make the full contributions,** you could initially join the main section of the scheme but then elect to move to the 50/50 section. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. This flexibility may be useful during times of financial hardship and it allows you to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme. If you move to the 50/50 section you can opt back into the main section whenever you wish. A 50/50 option form is available from [*insert details of where to* *obtain the form*].

**Can I opt out of the scheme?**

If you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you can obtain an opting out form from ....................... *[enter details of where person can obtain a form from the Pensions Section of the Pension Fund administering authority or where the form is available for downloading from the Pension Section’s website]*. Please note, however, that you cannot sign and date the opting out form until, at the earliest, the first day of membership of the scheme. If you make a valid option out within 3 months of being enrolled you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you. If you opt out after then you will be entitled to whatever benefits are due under the rules of the LGPS.

Please note that if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection or Enhanced Protection certificate from HMRC then you will, as a general rule, lose that Protection if you do not opt out within 3 months of being enrolled into the LGPS. There are, however, exceptions to this general rule - please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

**If I opt out, can I re-join the LGPS at a later date?**

Yes. Should you decide at any time to opt out, you have the right to opt to rejoin the LGPS from the beginning of the next available pay period after electing to rejoin (subject, of course, to meeting the normal requirements for being eligible for membership of the scheme and being under age 75 at that time). To do so, contact [*insert who to contact*] in writing by sending a letter, which has to be signed by you. Or, if sending it electronically, it has to contain the phrase “I confirm I personally submitted this notice to join the Local Government Pension Scheme”. *[Insert instructions on where to send the letter/email, or how to find and submit an e-form, as appropriate].*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**Regular re-enrolment**

If you decide at any time to opt out of membership of the LGPS you will automatically be re-enrolled into the scheme on what is called the “re-enrolment date” if, on that date, you are aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period.

However, we can choose not to automatically re-enrol you if:

* you opted out of the LGPS less than 12 months prior to the re-enrolment date, or
* you have given or been given notice to terminate your employment before the end of the period of 6 weeks beginning with the re-enrolment date, or
* we have reasonable grounds to believe that on the re-enrolment date you hold a lifetime allowance protection such as Primary Protection, Enhanced Protection, a Fixed or an Individual Protection, or
* you are a director of a company by which you are employed, or you are a member of a limited partnership and you are not treated for income tax purposes as being employed by the partnership

The re-enrolment date is a date chosen by us and will be within a period of 3 months either side of every 3rd anniversary of *[enter employer’s staging date].* We will contact you when this happens, and you can opt out if it’s still not right for you. Please remember to keep us informed of any change in your home address so that we can contact you when necessary.

**A commitment from us**

We must continue to maintain your membership of the LGPS (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org/) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme, please contact *[insert relevant contact details]*

If you have any other queries, including any queries about your contribution rate, please contact *[insert contact details of appropriate person in your organisation]*

**Right of Appeal**

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the Local Government Pension Scheme, you have the right to ask for that decision to be looked at again under a formal complaint procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make should be treated seriously, and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your spouse or partner, or a friend.

No charge is made at any stage for investigating a complaint under the internal dispute resolution procedure. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

First stage *[In Scotland, amend the three references to ‘adjudicator’ below to ‘nominated person’]*

If you need to make a formal complaint, you should make it:

* in writing to *[insert job title and address of the person your organisation has nominated to hear stage one appeals] (the ‘adjudicator’)*, and
* normally within 6 months of the day when you were told of the decision you want to complain about.

Your complaint will be considered carefully by the adjudicator who is required to give you a decision in writing.

If the adjudicator finds in your favour, the body that made the original decision about which you made the complaint will be required to reconsider their decision.

Second Stage *[In Scotland, amend the seven references to ‘adjudicator’ below to ‘nominated person’]*

You can ask the pension scheme administering authority *[or, in Scotland, amend to “You can ask the Scottish Ministers”]* to take a fresh look at your complaint in any of the following circumstances:

* you are not satisfied with the adjudicator's first-stage decision,
* you have not received a decision or an interim letter from the adjudicator, and it is 3 months since your lodged your complaint,
* it is one month after the date by which the adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision.

This review would be undertaken by a person not involved in the first stage decision.

You will need to send your complaint in writing to the pension scheme administering authority *[or, in Scotland, amend to “to the Scottish Ministers”]*:

* within 6 months of the date of the adjudicator’s decision, or
* within 9 months from the date you submitted your complaint if the adjudicator has not given you a decision within 3 months of the date you originally submitted your complaint, or
* if the adjudicator gives you an interim decision but not a final decision, within 7 months of the date the adjudicator had promised to give you a final decision.

The administering authority *[or, in Scotland, amend to “The Scottish Ministers”]* will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's *[or, in Scotland, amend to “the Scottish Ministers’”]* second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you had complained.

Yours sincerely

*[insert signatory]*

**Letter 6 – to be sent to employees enrolled into the LGPS when their initial contract of employment of less than 3 months is extended to 3 months or more**

 *[Please note: The elements that are required by law are shown in blue.*

*Employers will need to decide whether to use this letter as a stand-alone letter / addendum to the contract of employment or whether to incorporate the information into the contract of employment]*

[Insert Date]

**Membership of the Local Government Pension Scheme**

Dear

I am writing to confirm that we provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months.

As your contract was extended on *[enter date]* to be for 3 months or more, you will be automatically entered into membership of the LGPS in respect of that contract from the beginning of the pay period following that in which your contract was extended, but have the right to opt out.

A copy of the employees' guide to the LGPS is enclosed / can be obtained from ............ / can be viewed at ........................  *[select as appropriate and enter relevant details]*

If you have not already done so, please complete and return the enclosed *[enter details e.g. personal information form to enable details to be entered on your pension record, a death grant expression of wish form]* forms to ...................... *[enter relevant address]*

As a member of the scheme you will be required to contribute the percentage of your salary as set out in the table below *[Delete either the England and Wales table and Notes, or the Scotland table and Notes]*. We will also contribute to the scheme on your behalf, with the employer contribution to the scheme being determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary.

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate**  |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Notes:

1. The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.
2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy]*

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Notes:

1. The pensionable pay figures will be increased annually in line with the cost of living.
2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy e.g. if the employer will review the contribution rate during the year if there is a permanent material change in the person’s terms and conditions of employment that affects their pensionable pay]*

**The pension scheme**

The Local Government Pension Scheme in which you participate is provided by *[insert name of Pension Fund administering authority]*. The LGPS is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004 andI am pleased to confirm that it is a qualifying pension scheme, which means it meets or exceeds the government’s standards. The scheme complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995, the Pensions Act 2004 and the Pensions Act 2008.

**If you want to stay in the pension scheme but feel you cannot afford to make the full contributions,** you could initially join the main section of the scheme but then elect to move to the 50/50 section. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. This flexibility may be useful during times of financial hardship and it allows you to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme. If you move to the 50/50 section you can opt back into the main section whenever you wish. A 50/50 option form is available from [*insert details of where to* *obtain the form*].

**Can I opt out of the scheme?**

If you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you can obtain an opting out form from ....................... *[enter details of where person can obtain a form from the Pensions Section of the Pension Fund administering authority or where the form is available for downloading from the Pension Section’s website]*. Please note, however, that you cannot sign and date the opting out form until, at the earliest, the first day of membership of the scheme. If you make a valid option out within 3 months of being enrolled you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you. If you opt out after then you will be entitled to whatever benefits are due under the rules of the LGPS.

Please note that if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection, Fixed Protection 2014, Fixed Protection 2016 or Enhanced Protection certificate from HMRC then you will, as a general rule, lose that Protection if you do not opt out within 3 months of being enrolled into the LGPS. There are, however, exceptions to this general rule - please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

**If I opt out, can I re-join the LGPS at a later date?**

Yes. Should you decide at any time to opt out, you have the right to opt to rejoin the LGPS from the beginning of the next available pay period after electing to rejoin (subject, of course, to meeting the normal requirements for being eligible for membership of the scheme and being under age 75 at that time). To do so, contact [*insert who to contact*] in writing by sending a letter, which has to be signed by you. Or, if sending it electronically, it has to contain the phrase “I confirm I personally submitted this notice to join the Local Government Pension Scheme”. *[Insert instructions on where to send the letter/email, or how to find and submit an e-form, as appropriate].*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**Regular re-enrolment**

If you decide at any time to opt out of membership of the LGPS you will automatically be re-enrolled into the scheme on what is called the “re-enrolment date” if, on that date, you are aged at least 22, under State Pension Age and earning more than £10,000 (current figure), or pro-rata per pay period.

However, we can choose not to automatically re-enrol you if:

* you opted out of the LGPS less than 12 months prior to the re-enrolment date, or
* you have given or been given notice to terminate your employment before the end of the period of 6 weeks beginning with the re-enrolment date, or
* we have reasonable grounds to believe that on the re-enrolment date you hold a lifetime allowance protection such as Primary Protection, Enhanced Protection, a Fixed or an Individual Protection, or
* you are a director of a company by which you are employed, or you are a member of a limited partnership and you are not treated for income tax purposes as being employed by the partnership

The re-enrolment date is a date chosen by us and will be within a period of 3 months either side of every 3rd anniversary of *[enter employer’s staging date].* We will contact you when this happens, and you can opt out if it’s still not right for you. Please remember to keep us informed of any change in your home address so that we can contact you when necessary.

**A commitment from us**

We must continue to maintain your membership of the LGPS (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme, please contact *[insert relevant contact details]*

If you have any other queries, including any queries about your contribution rate, please contact *[insert contact details of appropriate person in your organisation]*

**Right of Appeal**

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the Local Government Pension Scheme, you have the right to ask for that decision to be looked at again under a formal complaint procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make should be treated seriously, and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your spouse or partner, or a friend.

No charge is made at any stage for investigating a complaint under the internal dispute resolution procedure. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

First stage *[In Scotland, amend the three references to ‘adjudicator’ below to ‘nominated person’]*

If you need to make a formal complaint, you should make it:

* in writing to *[insert job title and address of the person your organisation has nominated to hear stage one appeals] (the ‘adjudicator’)*, and
* normally within 6 months of the day when you were told of the decision you want to complain about.

Your complaint will be considered carefully by the adjudicator who is required to give you a decision in writing.

If the adjudicator finds in your favour, the body that made the original decision about which you made the complaint will be required to reconsider their decision.

Second Stage *[In Scotland, amend the seven references to ‘adjudicator’ below to ‘nominated person’]*

You can ask the pension scheme administering authority *[or, in Scotland, amend to “You can ask the Scottish Ministers”]* to take a fresh look at your complaint in any of the following circumstances:

* you are not satisfied with the adjudicator's first-stage decision,
* you have not received a decision or an interim letter from the adjudicator, and it is 3 months since your lodged your complaint,
* it is one month after the date by which the adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision.

This review would be undertaken by a person not involved in the first stage decision.

You will need to send your complaint in writing to the pension scheme administering authority *[or, in Scotland, amend to “to the Scottish Ministers”]*:

* within 6 months of the date of the adjudicator’s decision, or
* within 9 months from the date you submitted your complaint if the adjudicator has not given you a decision within 3 months of the date you originally submitted your complaint, or
* if the adjudicator gives you an interim decision but not a final decision, within 7 months of the date the adjudicator had promised to give you a final decision.

The administering authority *[or, in Scotland, amend to “The Scottish Ministers”]* will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's *[or, in Scotland, amend to “the Scottish Ministers’”]* second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you had complained.

Yours sincerely

*[insert signatory]*

**Letter 7 – to be sent to employees who opt to join the LGPS during the postponement period**

 *[Please note: The elements that are required by law are shown in blue.]*

[Insert Date]

**Membership of the Local Government Pension Scheme**

Dear

I am writing to confirm that, as per your written request, you have been entered into membership of the LGPS in your post as *[enter name of post – if the person participates in the LGPS in more than one post with the employer, enter the titles of all the posts in which the person participates in the LGPS]*, as from *…………………[enter date from which person has become a member of the scheme]*.

A copy of the employees' guide to the LGPS is enclosed / can be obtained from ............ / can be viewed at ........................  *[select as appropriate and enter relevant details]*

If you have not already done so, please complete and return the enclosed *[enter details e.g. personal information form to enable details to be entered on your pension record, a death grant expression of wish form]* forms to ...................... *[enter relevant address]*

As a member of the scheme you will be required to contribute the percentage of your salary as set out in the table below *[Delete either the England and Wales table and Notes, or the Scotland table and Notes]*. We will also contribute to the scheme on your behalf, with the employer contribution to the scheme being determined at each triennial valuation of the Pension Fund by the Fund’s appointed actuary.

**England and Wales** – employee contribution tables for 2017/18

|  |  |
| --- | --- |
| **Annual pensionable pay** |  **Employee** **Contribution rate** |
| Up to £13,700 | 5.5% |
| £13,701 to £21,400 |  5.8% |
| £21,401 to £34,700 | 6.5% |
| £34,701 to £43,900 | 6.8% |
| £43,901 to £61,300 | 8.5% |
| £61,301 to £86,800 | 9.9% |
| £86,801 to £102,200 | 10.5% |
| £102,201 to £153,300 | 11.4% |
| £153,301 or more | 12.5% |

Notes:

* + 1. The annual pensionable pay bands will be increased annually in line with the cost of living. The contribution rates will be reviewed periodically and may change in the future.
		2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy]*

**Scotland** – employee contribution tables for 2017/18

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  | **Contribution rate**  | **Actual Pensionable Pay Min**  | **Actual Pensionable Pay Max**  |
| **5.5**  | Up to | 21,308 | **8.4**  | 59,809 | 61,492 |
| **5.6**  | 21,309 | 22,640 | **8.5**  | 61,493 | 63,275 |
| **5.7**  | 22,641 | 24,150 | **8.6**  | 63,276 | 65,164 |
| **5.8**  | 24,151 | 25,603 | **8.7**  | 65,165 | 67,169 |
| **5.9**  | 25,604 | 26,607 | **8.8**  | 67,170 | 69,301 |
| **6.0**  | 26,608 | 27,693 | **8.9**  | 69,302 | 71,573 |
| **6.1**  | 27,694 | 28,872 | **9.0**  | 71,574 | 74,000 |
| **6.2**  | 28,873 | 30,155 | **9.1**  | 74,001 | 76,596 |
| **6.3**  | 30,156 | 31,558 | **9.2**  | 76,597 | 79,381 |
| **6.4**  | 31,559 | 33,097 | **9.3**  | 79,382 | 82,377 |
| **6.5**  | 33,098 | 34,762 | **9.4**  | 82,378 | 85,607 |
| **6.6**  | 34,763 | 35,982 | **9.5**  | 85,608 | 89,102 |
| **6.7**  | 35,983 | 37,290 | **9.6**  | 89,103 | 92,893 |
| **6.8**  | 37,291 | 38,698 | **9.7**  | 92,894 | 97,022 |
| **6.9**  | 38,699 | 40,215 | **9.8**  | 97,023 | 101,534 |
| **7.0**  | 40,216 | 41,857 | **9.9**  | 101,535 | 106,487 |
| **7.1**  | 41,858 | 43,638 | **10.0**  | 106,488 | 111,948 |
| **7.2**  | 43,639 | 45,577 | **10.1**  | 111,949 | 118,000 |
| **7.3**  | 45,578 | 46,946 | **10.2**  | 118,001 | 124,742 |
| **7.4**  | 46,947 | 47,978 | **10.3**  | 124,743 | 132,303 |
| **7.5**  | 47,979 | 49,056 | **10.4**  | 132,304 | 140,838 |
| **7.6**  | 49,057 | 50,183 | **10.5**  | 140,839 | 150,551 |
| **7.7**  | 50,184 | 51,364 | **10.6**  | 150,552 | 161,703 |
| **7.8**  | 51,365 | 52,602 | **10.7**  | 161,704 | 174,640 |
| **7.9**  | 52,603 | 53,901 | **10.8**  | 174,641 | 189,826 |
| **8.0**  | 53,902 | 55,265 | **10.9**  | 189,827 | 207,904 |
| **8.1**  | 55,266 | 56,701 | **11.0**  | 207,905 | 229,789 |
| **8.2**  | 56,702 | 58,213 | **11.1**  | 229,790 | 256,823 |
| **8.3**  | 58,214 | 59,808 | **11.2**  | 256,824 | and above |

Notes:

* + 1. The pensionable pay figures will be increased annually in line with the cost of living.
		2. It is our policy to set contribution rates based on pensionable pay as at 1 April each year and not to make any changes during the year. So, even if your pensionable pay were to change during the year such that it fell into a different contribution band, your contribution rate would not change until re-assessment the following 1 April. *[If the employer’s policy differs from this approach, please enter appropriate wording relating to your policy e.g. if the employer will review the contribution rate during the year if there is a permanent material change in the person’s terms and conditions of employment that affects their pensionable pay]*

Your contributions to the LGPS will be deducted from the pensionable pay paid to you each pay period.

If you pay tax, you will automatically receive tax relief on those contributions and on any extra contributions you choose to pay to the LGPS.

Once a year you will get a statement indicating how much your pension has built up and how much you might get when you reach retirement age.

As a member of the scheme you can, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs) and details of these options are included in the employees’ guide to the LGPS.

**The pension scheme**

The Local Government Pension Scheme in which you participate is provided by *[insert name of Pension Fund administering authority]*. The LGPS is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004. The scheme complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995, the Pensions Act 2004 and the Pensions Act 2008.

**If you want to stay in the pension scheme but feel you cannot afford to make the full contributions**, the LGPS offers a 50/50 option. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section. This flexibility may be useful during times of financial hardship and it allows you to remain in the scheme, building up valuable pension benefits, as an alternative to opting out of the scheme. If you move to the 50/50 section you can opt back into the main section whenever you wish. A 50/50 option form is available from [*insert details of where to* *obtain the form*].

**Can I opt out of the scheme?**

If you decide at some later date that you do not wish to be a member you can obtain an opting out form from ....................... *[enter details of where person can obtain a form from the Pensions Section of the Pension Fund administering authority or where the form is available for downloading from the Pension Section’s website]*. If you make a valid option out within 3 months of being enrolled you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you. If you opt out after then you will be entitled to whatever benefits are due under the rules of the LGPS.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme, please contact *[insert relevant contact details]*

If you have any other queries, including any queries about your contribution rate, please contact *[insert contact details of appropriate person in your organisation]*

**Right of Appeal**

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the Local Government Pension Scheme, you have the right to ask for that decision to be looked at again under a formal complaint procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

The formal complaint procedure has two stages. Many complaints are resolved at the first stage. Any complaint you make should be treated seriously, and considered thoroughly and fairly.

You can ask someone to take your complaint forward on your behalf. This could be, for instance, a trade union official, welfare officer, your spouse or partner, or a friend.

No charge is made at any stage for investigating a complaint under the internal dispute resolution procedure. But expenses that you will have to meet are your own (and/or your representative's) time, stationery and postage.

First stage *[In Scotland, amend the three references to ‘adjudicator’ below to ‘nominated person’]*

If you need to make a formal complaint, you should make it:

* in writing to *[insert job title and address of the person your organisation has nominated to hear stage one appeals] (the ‘adjudicator’)*, and
* normally within 6 months of the day when you were told of the decision you want to complain about.

Your complaint will be considered carefully by the adjudicator who is required to give you a decision in writing.

If the adjudicator finds in your favour, the body that made the original decision about which you made the complaint will be required to reconsider their decision.

Second Stage *[In Scotland, amend the seven references to ‘adjudicator’ below to ‘nominated person’]*

You can ask the pension scheme administering authority *[or, in Scotland, amend to “You can ask the Scottish Ministers”]* to take a fresh look at your complaint in any of the following circumstances:

* you are not satisfied with the adjudicator's first-stage decision,
* you have not received a decision or an interim letter from the adjudicator, and it is 3 months since your lodged your complaint,
* it is one month after the date by which the adjudicator told you (in an interim letter) that they would give you a decision, and you have still not received that decision.

This review would be undertaken by a person not involved in the first stage decision.

You will need to send your complaint in writing to the pension scheme administering authority *[or, in Scotland, amend to “to the Scottish Ministers”]*:

* within 6 months of the date of the adjudicator’s decision, or
* within 9 months from the date you submitted your complaint if the adjudicator has not given you a decision within 3 months of the date you originally submitted your complaint, or
* if the adjudicator gives you an interim decision but not a final decision, within 7 months of the date the adjudicator had promised to give you a final decision.

The administering authority *[or, in Scotland, amend to “The Scottish Ministers”]* will consider your complaint and give you their decision in writing.

If you are still unhappy following the administering authority's *[or, in Scotland, amend to “the Scottish Ministers’”]* second stage decision, you can take your case to the Pensions Ombudsman provided you do so within 3 years from the date of the original decision (or lack of a decision) about which you had complained.

Yours sincerely

*[insert signatory]*

**Letter 8 – to be issued to workerswho have a contract of employment for less than 3 months (but see the** [**next section**](#casuals) **for casual employees) for whom the employer wishes to postpone the automatic enrolment duties.**

*[Please note: The elements that are required by law are shown in blue]*

[Insert Date]

**Membership of the Local Government Pension Scheme - A change in the law that affects you**

Dear

To help people save more for their retirement, the government requires employers to provide their workers with access to a workplace pension scheme.

As an employee with a contract of employment that is for less than 3 months we are, as allowed by law, postponing for a period of 3 months from the commencement of your employment a decision about bringing you into the Local Government Pension Scheme under that contract. You will therefore not, from the commencement of employment, be enrolled into the Local Government Scheme (LGPS) in relation to that contract.

However, you have the right to opt to join the Local Government Pension Scheme in respect of that contract if you so wish.

**What do I have to do if I want to join the Local Government Pension Scheme now**

If you want to join the LGPS, please contact *[insert name of relevant person]* in writing either by:

* sending a letter, signed by you, to *[insert address]* stating the name of the post in which you wish to join the scheme; or
* sending an email with your request containing the phrase

“I confirm I personally submitted this notice to join a workplace pension scheme” to *[insert email address]*

You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS.

**Please note**, if you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection or Enhanced Protection certificate from HM Revenue and Customs then you will, as a general rule, lose that Protection if you opt to join the LGPS. There are, however, exceptions to this general rule - please see the attached document called “Important information for members who hold a protection from the lifetime allowance tax charge” for more information *[attach a copy of the relevant document; for Scotland this can be downloaded at* [*http://lgpslibrary.org/assets/gas/scot/AELTA\_SCOT.pdf*](http://lgpslibrary.org/assets/gas/scot/AELTA_SCOT.pdf)

*and for E&W at* [*http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf*](http://lgpslibrary.org/assets/gas/ew/AELTA%20v1.0.pdf)*]*

If you join the LGPS then both you and we will pay into the LGPS each pay period and if you pay tax, you will automatically receive tax relief on your contributions and on any extra contributions you choose to pay to the LGPS.

The employer will make the required employer contribution to the scheme as determined at each triennial valuation of the Fund by the Pension Fund’s appointed actuary.

The LGPS complies with the requirements of the Pensions Act 2008 to be both an automatic enrolment scheme and a qualifying scheme, which means it meets or exceeds the government’s standards.

**What will happen if, before or at the end of the 3 month period, my contract is extended and I have not already opted to join the LGPS?**

If, before or at the end of the end of the 3 month period, your contract is extended so that the total period is for 3 months or more and you have not already opted to join the LGPS, you will be contractually enrolled into the LGPS as from the beginning of the pay period after the date the contract is extended.

If your contract is extended so that the total continuous period of employment is for 3 months or more and you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you will be able to obtain an opting out form from ....................... *[enter details of where person can obtain a form from the Pensions Section of the Pension Fund administering authority or where the form is available for downloading from the Pension Section’s website]*. Please note, however, that you will not be able to sign and date the opting out form until, at the earliest, the first day of membership of the scheme. If you make a valid option out within 3 months of being enrolled into the LGPS you would be treated for all purposes as not having become an active member of the LGPS on that occasion and we would refund to you the contributions paid by you. If you were to opt out after then you would be entitled to whatever benefits are due under the rules of the LGPS.

Alternatively, if you wanted to stay in the pension scheme but felt you could not afford to make the full contributions, the LGPS offers a 50/50 option. The 50/50 section of the scheme allows you to pay half your normal contributions and build up half your normal pension during the time you are in that section.

**Where to go for further information**

For further information on the Local Government Pension Scheme please visit*: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.lgpsmember.org*](http://www.lgpsmember.org) *in England and Wales or* [*www.scotlgps2015.org*](http://www.scotlgps2015.org/) *in Scotland]*

If you have any questions about the scheme or you think that we have incorrectly determined your status because you believe you have a period of continuous employment that is for 3 months or more, please contact *[insert relevant contact details]*

If you have any other queries, please contact *[insert contact details of appropriate person in your organisation]*

**A commitment from us**

If you join the Local Government Pension Scheme we must continue to maintain your membership of it (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.

Yours sincerely

*[Insert name of signatory]*

**Casual** **Employees – postponement notice**

Casual workers engaged for periods of work as an employee will have to be sent a postponement notice each time they undertake work in cases where each period of work they are offered, and accept, forms a new period of continuous employment.

If, for such workers, the employer decides not to issue a postponement notice, they would have to issue a letter each time the employee is offered and accepts work which is the start of a new period of continuous employment explaining that they could opt into the LGPS if they are an entitled worker or a non-eligible jobholder, or the employer would have to ‘automatically enrol’ them into the LGPS in the first pay reference period in which they are or become an eligible jobholder (with the right to opt out).

As most casual workers have to complete a timesheet the employer could include a subset of the information from the postponement letter (letter 8) on the back of the timesheet. This way the employer can avoid issuing a letter 8 every time a casual worker undertakes work as an employee. This would need to include the minimum legal information, which is:

*If you are a casual worker engaged during periods of work as an employee and you have not already opted to join the Local Government Pension Scheme (LGPS) in respect of such periods of work then our policy, as allowed by law, is to postpone for a period of 3 months from the commencement of each continuous period of employment you undertake for us a decision about bringing you into the LGPS. If you are not already a member of the LGPS you will not, in relation to each continuous period of employment undertaken for us, be enrolled into LGPS but, if you are aged under 75, you have the right to opt to join the Local Government Pension Scheme if you so wish.*

*If you want to join the LGPS, please contact [insert name of relevant person] in writing either by:*

* *sending a letter, signed by you, to [insert address] stating the name of the post in which you wish to join the scheme; or*
* *sending an email with your request containing the phrase*

 *“I confirm I personally submitted this notice to join a workplace pension scheme” to [insert email address]*

*You will then be sent further information on the scheme, including relevant forms to complete, and will be enrolled into the LGPS from the beginning of the payment period following your election to join the scheme.*

*If you work as an employee for a continuous period of 3 months and at the end of that period you are aged 22 or over and under State Pension Age and earning more than £10,000 we will enrol you into the Local Government Pension Scheme on [enter date 3 months from start date].**You don’t have to do anything – it will happen automatically.*

*If, during your period of work your contract of employment is extended to be for a continuous period of 3 months we will enrol you into the Local Government Pension Scheme from the first day of the payment period following that in which your contract is extended.*

*If you join the LGPS then both you and [insert employer’s name] will pay into the LGPS each pay period and if you pay tax, you will automatically receive tax relief on your contributions.*

*The LGPS complies with the requirements of the Pensions Act 2008 to be both an automatic enrolment scheme and a qualifying scheme, which means it meets or exceeds the government’s standards.*

*For further information on the Local Government Pension Scheme please visit: [enter local LGPS Fund’s website address or, alternatively, point to* [*www.scotlgps2015.org*](http://www.scotlgps2015.org) *in Scotland or* [*www.lgpsmember.org*](https://www.lgpsmember.org/) *in England and Wales]*

*If you have any questions about the scheme, please contact [insert relevant contact details]*

*If you join the LGPS we must continue to maintain your membership of it (unless you personally choose to opt out of membership of the scheme or cease to be eligible for membership), and we must ensure the scheme continues to meet certain government standards.*