

Invitation to Employer Workshops. Please respond by 17 December 2015.

Dear Employer

The purpose of this email is to invite all Fund employers to a workshop to be held by the East Riding Pension Fund. The workshop will cover several topics in respect of data submission and pension administration, as detailed below, and is aimed at the people who are responsible for data submission and pension administration within your organisation. If you do not deal directly with this area of work then please ensure you bring this email to the attention of those who do, for example Finance or Business Managers and Payroll Managers or Payroll Providers.

Workshop information

The workshop will last approximately one hour and 30 minutes and will consist of the following four short sessions:-

Session 1- Completion of Year End returns led by Pete Parnaby

You will recall from ERPF Employer Bulletin 9 that year end returns for 2015/16 must be submitted by 19 April 2016. To help employers provide accurate year end returns for 2015/16 Pete will cover:

- the specification and outline exactly what is required on the year-end return;
- the consequences of not providing the information, for example, employers communicating this to their members;
- how the year end return relates to the year-end balance sheet;
- the validations performed to compare values to the monthly returns.

This session will be of particular interest to Finance or Business Managers and to Payroll Providers. The Finance and Business Manager needs to know their requirements as a scheme employer and the timescales and understand the consequences of failing to provide the information on time. The Payroll Providers need to understand the data that needs to be on the year end template.

Session 2 – Production of the annual benefit statement led by Paul Hawksworth

Paul will cover the process of producing the annual benefit statements including how the information from the year end file is fed into the Fund's pension administration system (UPM) and how the system then calculates the figures from UPM that are extracted to populate the statements. Paul will also cover the importance of providing correct pay figures and the implications of providing incorrect data.

Session 3 – Annual Allowance led by Suzanne Firth

The final part of the year end process is where we assess the growth in pension savings during the year – the annual allowance – to assess whether the allowance has been exceeded. Suzanne will also be covering Lifetime Allowance implications with examples to ease understanding.

This will be of particular interest to HR colleagues who deal with promotions involving large pay rises and it may be information that employers may wish to include in contracts.

Session 4 - Administration - Monthly Events led by Liz Vollans

The aim of this session is to ensure employers understand the main events which require information about members to be passed from employers to the Fund.

This includes when a member:

- joins or leaves the scheme
- changes their hours, pay or formula (for term time employees)
- changes their name or address
- transfers employment between scheme employers

Employers have a duty to ensure appropriate procedures are in place to provide updated information in a timely manner.

This section of the workshop will also cover the potential consequence to their employees when employers do not comply with the requirements and the possible action the Fund may take in order to improve the quality and timeliness of the data.

Next steps

The workshops will be held in the Council Chambers at Council Offices in Goole on 11 January 2016 and depending on demand will be repeated on 18 January 2016.

Due to the 220 employers we have in the East Riding Pension Fund, employers are initially limited to one place on the workshop. If you would like more than one place please indicate this in your email (as detailed below) and we will consider the availability of extra places depending on demand.

All employers will need to:

Email the details of your representative, including the job title and the employer they are representing to Liz.vollans@eastriding.gov.uk by the 17 December 2015. We will not be able to accept any requests for places after this date for the January workshops.

Places will be allocated first for 11 January 2016 but please indicate if you are not able to attend on this date but can attend on 18 January 2016.

You will be informed week commencing 21 December 2015 of the time of the workshop you have been allocated to.

Please note no refreshments will be available at the workshop.

Kind regards,

Liz Vollans

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