

**Local Government Pension Scheme
(LGPS)
Kent Pension Fund
March 2019**

www.kentpensionfund.co.uk



Website

www.kentpensionfund.co.uk/employers

Username and password are required
Kent Schools can request this from
KCC EODD Team
retirements@kent.gov.uk

www.kentpensionfund.co.uk



What will be covered?

1. Who is eligible to be a member of the LGPS
2. Employer Responsibilities
3. Administrating Authority Responsibilities
4. Internal Dispute Resolution Procedure (IDRP)
5. Choosing a Payroll and/or Personnel Function
6. Retirements
7. TUPE transfers
8. Automatic re-enrolment
9. Where to find information and contact details
10. Any other questions

Who is eligible to be a member of the LGPS

Anyone employed by you who is not eligible to be a member of any other government scheme (i.e. teachers)

- 1 Employees who have a contract of 3 months or over must be automatically entered but can opt out.
- 2 Employees who have a contract of under 3 months should not be automatically entered but must be given the option to opt in.
- 3 Employees with an initial contract of under 3 months but have it extended to more than 3 months must be automatically entered at the date of the extension. They can opt out if they wish.

Employers must write at the start of employment to confirm the situation to the eligible member.

If the employee has more than one employment they could have a different eligibility criteria for each.

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Employer Responsibilities

- To ensure that the Pension Scheme Regulations are applied correctly to your scheme members
- To ensure the Pension Section are updated with the relevant information that is required to keep scheme member records up to date.
- To ensure this information is submitted in a certain format and within timescales as advised on the Kent Pension Fund website.
 - [Employer Responsibilities Document](#)
- It is the employers responsibility to ensure any 3rd party provider they may contract is aware of these requirements and that they adhere to these.

Employer Responsibilities

- Under the current scheme regulations all schools must follow the LEA Pension Policies. KCC EODD Team should advise on the details of their policies.
 - retirements@kent.gov.uk
- Academies are no longer part of the LEA but must follow the Pension Policies set by the Academy Trust
- There are now 5 discretions that each employer is required to have a policy decision on and there are an additional 5 discretions where it would be best practise to have a written policy.
- These policies must be published for all scheme members to be able to see.

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Administering Authority Responsibilities

- To administer the Scheme using the information provided and decisions made by scheme employers.
- To keep employers informed of changes in regulations and procedures.
- Provide a professional service that compares favourably with the best practice of other public sector providers
- Comply with Investment Management Regulations
- Maintain adequate management and accounting procedures and records
- Assist employers and scheme members promptly, fairly and efficiently at all times
- Provide the best possible service in accordance with the standards set out in the [Administering Authority duties \(PDF, 208.2 KB\)](#) and [Administrative Standards \(PDF, 315.9 KB\)](#) documents

Internal Dispute Resolution Procedure (IDRP)

- Scheme members have the right to complain using the IDRP following any decision made by their employer or the Administering Authority about their membership in the scheme or benefits.
- A common reason for complaints against the employer is about the award (or not) of a pension i.e. ill health retirement
- A complaint against the Administering Authority would usually be about the payment i.e. the calculation or delays
- KCC (the employer) and the Pensions Section (the Administering Authority) both contract Yunus Gajra of the West Yorkshire Pension Fund
- KCC EODD Team deal with all appeals to ensure all KCC departments and schools have followed the correct process.

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Choosing a Payroll and/or Personnel Function

- A number of employers do not include Pensions in their discussions with potential new providers or in some cases the discussions they have are limited
- All providers are private companies.
- Understand exactly what your current provider does for you in respect of the LGPS
- Understand exactly what any potential new provider is offering and contact other schools for feedback
- Requirements in Kent may differ from other Administrating Authorities i.e. forms, letters, spreadsheets, timescales, data
- When exiting a contract (particularly payroll) what is in the contract regarding data that is required after you have left them.
- It is a requirement for you to keep detailed payroll data for 13 years as there are occasions when you will be required to supply this data

Retirements

- Types of retirement
 - Redundancy / End of Fixed Term Contract / Business Efficiency
 - Ill Health
 - Flexible
 - Voluntary 55+
- Terminology - Resignation v. Retirement
- Pension Estimate is required for scheme member and potential employer strain costs
 - ideally 3 - 6 months prior to termination

TUPE Transfers

- If you are considering outsourcing a function please contact the Treasury and Investment Team within KCC immediately for advice regarding your obligations within the LGPS.
 - Even if a company is already admitted to the scheme the admission agreement may be limited to a particular school or group of people.
 - Information regarding Pensions should be included in the tender document.
 - Potential contractors can be directed to the 'Becoming a Fund Employer' section on the main Kent Pension Fund website.
 - www.kentpensionfund.co.uk
 - It can take up to 9 months for a new employer to be admitted to the Kent Pension Fund so please allow plenty of time.
 - Currently it is possible for contractors to offer a broadly comparable scheme.
 - It is not sufficient that the contractor agrees to just pay the same amounts into a NEST scheme.
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Automatic Re-enrolment

- Under the Automatic Enrolment Regulation, every three years employers are required by the Pension Regulator to re-enrol their employees into a pension scheme.
- Schools have no option but to use the LGPS for their non teaching staff.
- If under automatic enrolment regulations you are required to enter an employee into the scheme you must inform them of all the details shown in a new scheme member letter.
- The scheme member can subsequently opt out if they wish.
- There is an area on the Kent Pension fund website relating to this subject but it is limited.

www.kentpensionfund.co.uk



Where to Find Information and Contact Details

Kent Pension Fund Website

- **Employers Website** – www.kentpensionfund.co.uk/employers
 - New Scheme Members
 - Estimates
 - Leavers
 - Opt Outs
 - Retirements – normal, early 55+, ill health, redundancy etc
 - Deaths in Service
 - Absence – child related, sick, authorised and unauthorised unpaid leave
 - Personal Detail Changes
 - Contribution Pay Bands
 - Year End
 - Calculation of Pensionable Pay
 - Automatic Re-enrolment
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www.kentpensionfund.co.uk



Where to Find Information and Contact Details

Kent Pension Fund Website

- **Main Website** – www.kentpensionfund.co.uk
 - Joining and automatic enrolment
 - Current members (paying in)
 - Including information and forms regarding opting in and out of the LGPS and the 50/50 section of the scheme
 - Deferred members (no longer paying in)
 - Pensioner members (receiving pension)
 - Fund information
 - Becoming a fund employer

N.B. No username and password required for this area

www.kentpensionfund.co.uk



Where to Find Information and Contact Details

Kent County Council –

Schools who are Pension Employer Numbers 00500 or 00700

- KCCs LGPS Pension Policies
 - These are published in KCCs 'Blue Book'
 - Section C – Contracts of Employment
 - Appendix 3
- Queries relating to Pension Policies set by KCC
- Username and password for Kent Pension Fund Website
- IDRPs cases
- Ill Health Retirement Process

EODD Team – retirements@kent.gov.uk

Steve Fuller – 03000 416118

Karen Eaglestone – 03000 416045

Katy Smith – 03000 411156

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Where to Find Information and Contact Details

Kent County Council -

Schools who are not Pension Employer Numbers 00500 or 00700

- KCCs LGPS Pension Policies
 - These are published in KCCs 'Blue Book'
 - Section C – Contracts of Employment
 - Appendix 3
- Queries relating to Pension Policies set by KCC
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- For the username and password for the Kent Pension Fund Website contact your nominated Communication and Support Officer in the Pension Section

www.kentpensionfund.co.uk



Where to Find Information and Contact Details

KCC Treasury and Investment Team

- Monthly payments
- Outsourcing – TUPE Transfers

Investments.team@kent.gov.uk

03000 420660

Steve Tagg

Ann Selby

Jessica Edkins

www.kentpensionfund.co.uk



Where to Find Information and Contact Details

Kent Pension Section

- Members Website – www.kentpensionfund.co.uk
- Member Help – pensions@kent.gov.uk
 - 03000 413488
 - Online enquiry form (available on the website)
- Scheme member contact information
- Employer contact for case progress

www.kentpensionfund.co.uk



Where to Find Information and Contact Details

Kent Pension Section

- Employers Website – www.kentpensionfund.co.uk/employers
 - Employer Help – pension.support@kent.gov.uk
 - Alina Gronkiewicz – 03000 415340
 - Nicky Beeching – 03000 415235
 - John Panting – 03000 415442
 - Julie Hilton – 03000 413121
 - Julie Lock – 03000 415394
 - Katie Shephard – 03000 412941
 - Queries relating to processes
 - What forms, letters, spreadsheets to complete
 - How to calculate pension related information
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Any Questions?



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