

Presentation Slides from Employer Workshops

Dear Employer

Firstly thank you to all of you who attended the workshops held on the 11th and 18th January. We were very pleased to see so many representatives of our scheme employers in attendance and we hope that those who attended found the workshop useful. The ERPF would like to organise more employer workshops throughout 2016 and would welcome feedback from those of you who did attend this workshop, on how useful you found the sessions and also suggestions from all our scheme employers on any issues or subjects you would like future workshops to cover. I am happy to receive any comments from you by email.

As promised please find attached the presentation slides from the four sessions. If you have any queries on any of the presentations, or any issues regarding any of the subjects covered, please feel free to contact either myself, Suzanne Firth, Peter Parnaby or Paul Hawksworth directly. I have added the contact details against each presentation for your convenience.

Session 1 Year End Return Submission

There were three key aims to this session. Firstly to make employers understand the requirements of the year-end submission and to outline the importance of referring to the specification and payroll guide when producing the file taking into account field lengths and formatting. Secondly, the importance for employers to validate their submissions before sending to the ERPF to ensure all data is correct and the total employee and employer contributions on the year-end file agree with the payments submitted to the ERPF over the financial year. Finally, and most importantly the need for employers to submit their returns by the deadline of **19th April 2016** to allow the ERPF to meet their deadlines for issuing Annual Benefit Statements and submitting valuation data to the Actuary.

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The Slides from Session 1 are available as a separate download [here](#).

Session 2 Annual Benefit Statements

The aim of the session was to explain the different stages the Systems team have to go through in order to send out Annual Benefits Statements, before the statutory deadline date of 31 August, and the challenges we faced. The session highlighted the consequence of providing inaccurate pay figures and in particular the knock on effect this can have on a member's CARE pension.

It was also an opportunity to reiterate the message of the importance of providing timely data throughout the year to enable the year end files to be posted on to member records with minimal intervention from the pension section.

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The Slides from Session 2 are available as a separate download [here](#).

Session 3 Pension Allowances

The session demonstrated how the growth in pension savings during the year is assessed and the implications when growth exceeds the HMRC limit known as the Annual Allowance. As Suzanne highlighted in her examples, it is not solely high earners who can be affected by pension growth and it is the responsibility of individuals to measure annual pension growth using the Annual Benefit Statements issued, once again emphasising the importance of accurate and timely year end returns so that ABS's can be issued by the deadline.

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The Slides from Session 3 are available as a separate download [here](#).

Session 4 Administration - Monthly Events

The aim of this session was to ensure employers were aware of the main events which require information about members to be passed from employers to the Fund. All four sessions of the workshop highlighted how accurate member data is essential in many aspects of the pensions administration function and it is important that employers recognise they have a duty to ensure appropriate procedures are in place to provide accurate member data in a timely manner.

Throughout 2016 the ERPF will be identifying areas where accurate member data is not held and where employers have not provided relevant information about their scheme members and will be addressing any issues and concerns directly with individual employers. We will work closely with employers, offering support and guidance to ensure that missing information is received so that members records are up to date. This is particularly important as the triennial valuation of the LGPS will take place in 2016. It is vital that the ERPF and employers work together to ensure that reliable and accurate data is in place before data is submitted to the scheme actuary.

The final message of this workshop focused on communication and ensuring that the ERPF holds correct contact information for each employer. With over 220 scheme employers it is essential that the database at the ERPF is kept up to date. Employer bulletins will continue to be issued throughout 2016 to key contacts at each employer and these will keep employers updated on important and relevant issues.

email: liz.vollans@eastriding.gov.uk

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The Slides from Session 4 are available as a separate download [here](#).

And finally

During the workshops a number of questions were asked and some feedback given, particularly about the year end return and the procedure which needs to be followed. To capture all these questions and to respond to feedback we have agreed to produce a factsheet / FAQs on the subject, which will also include some examples of how to calculate final pay and CARE. This will be issued very soon along with a copy of the year end specification.

In the meantime our key contacts at the ERPF which some of you had requested are produced below.

ERPF contact details



Main Correspondence Address

Address:	East Riding Pension Fund, PO Box 118, Council Offices, Church Street, Goole,		
	East Riding of Yorkshire	Postcode:	DN14 5BG
Website Address:	www.erpf.org.uk		
Email Address	erpf@eastriding.gov.uk		

Member Maintenance Team: New Joiners; Early Leavers; Transfers; Change of Details

Email Address:	erpf@eastriding.gov.uk	Telephone No:	01482 394103
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Retirement, Estimates and Deaths:

Full name:	Cherryl Smithson (for queries only)	Job Title:	Senior Pensions Officer
Email Address:	erpf@eastriding.gov.uk	Telephone No:	01482 394117

Employer Discretions / Staff Training

Full name:	Simon Goddard	Job Title:	Senior Pensions Officer
Email Address:	Simon.goddard@eastriding.gov.uk	Telephone No:	01482 394184

Financial Control Team: Submission of employee and employer contributions; FRS17 reports; employer contribution rate queries

Email Address:	fct@eastriding.gcsx.gov.uk	Telephone No:	01482 394127
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Internal Disputes Resolution Procedure (IDRP)

Full name:	Suzanne Firth	Job Title:	Principal Pensions Officer
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ERPF Online Service and ERPF Website

Full name:	Teresa Eaton-Watts	Job Title:	Senior Pensions Officer
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Pension implications of TUPE transfers and outsourcing staff

Full name:	Graham Ferry Liz Vollans	Job Title:	Pensions Manager Principal Pensions Officer
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Kind Regards

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