

Important Changes to ERPF administration forms

Dear Employer

The East Riding Pension Fund (ERPF) has recently reviewed internal procedures and as a result has made changes to two of the administration forms employers are required to complete. Please take time to read the information provided in this email and ensure that the revised procedures and forms are shared with relevant people in your organisation.

Employee Leaver Form

The Local Government Pension Scheme (LGPS) Regulations 2013 give scheme members who also have an earlier period of deferred benefits within the LGPS the option to combine their pre 1 April 2014 final salary membership with their new active pension account so that it continues to count as final salary scheme membership.

Where a scheme member makes that election and then subsequently leaves the LGPS the ERPF require the Final Pay under the LGPS 2008 definition to be provided on the employee leaver form, so that the combined scheme members benefits can be calculated.

The ERPF have very recently identified a significant number of cases where this pay figure is needed but has not been provided on the employee leaver form, because the instruction to employers was to only provide that information where the member joined the LGPS before 1 April 2014. As a consequence the ERPF will need to contact employers again to ask for these figures to now be provided.

The ERPF recognise there will be a significant number of these cases in the future and therefore have reviewed procedures and updated the Employee Leaver form so that the 2008 definition of final pay (full time equivalent) is completed in all cases. This amendment take place with immediate effect and any forms completed on or after the 16 May 2016 which have not been fully completed may be returned for this information to be added. The ERPF's training officer Joanne Goddard will update the guidance notes for completing the Employee Leaver Form and I will issue these as soon as they are ready.

The revised leaver form is available [here](#).

Returning from Authorised Absence

Where a member has a period of unpaid absence they can elect to buy back any lost pension with the payment of an Additional Pension Contribution (APC). Where an election is made the scheme employer will deduct the APC as an additional deduction to the basic pension contributions and pay this money to the ERPF. This can be done as a one off payment or paid monthly over a period of one year.

Whilst it is an employer's responsibility to ensure the correct APC amounts are deducted from a scheme member, the ERPF are required to monitor these additional payments, including the amounts and the dates payments are made. To assist the ERPF with the monitoring of these

payments an additional section has been added to the 'Returning from Authorised Absence' form, on page 3. This section must be completed in full in all cases where a member has elected to buy back lost pension and a copy of the members signed application form must also be attached.

Again this amendment takes place with immediate effect and any forms completed on or after the 16 May 2016 which have not been fully completed may be returned for this information to be added.

The revised Returning from Authorised Absence form is available [here](#).

If you have any questions about these changes or require any further information please contact me.

Regards

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