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pay, pensions and  
employment solutions

The Local Government Pensions Committee  
Secretary: Terry Edwards

## CIRCULAR

Please pass on sufficient copies of this Circular to your Treasurer/Director of Finance and to your Personnel and Pensions Officer(s) as quickly as possible

### No. 237 - MAY 2010

## PRACTITIONER & EMPLOYER TRAINING EVENTS FURTHER "UNDERSTANDING" WORKSHOPS IN 2010

### Purpose of this circular:

1. This Circular has been issued to advise authorities of a newly designed one-day workshop in the popular "Understanding" series to be held around the UK in August and September 2010.

### FORTHCOMING "UNDERSTANDING" WORKSHOPS IN 2010

### Background

2. For a number of years the LGPC has held numerous one-day topic-specific *Understanding* workshops covering various aspects of the Local Government Pension Scheme and associated Compensation provisions. Many of the workshops cover essential knowledge for those involved in LGPS administration (either at employer or administrator level) and are therefore typically cycled every 18 months or so.
3. Authorities are reminded that presently the workshop "*Understanding Compensation, Augmentation, Injury Awards and Gratuities*" is running at several venues until 17 June 2010, and is followed by "*Understanding Employer Discretions and Policies*" which runs from 22 June 2010 to 20 July 2010. Full details of both workshops are available on line in Circular 234 at <http://www.lge.gov.uk/lge/aio/4299184>

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part of the LGA group

4. As many of these workshops are hands-on and contain practical exercises, the “class” size is usually kept to a maximum of 12-15 people to ensure that delegates get the most out of the learning experience.

### **Details of “*Understanding Final Pay*” workshops**

5. As it is a key component of many LGPS benefit calculations, final pay calculations are already looked at on a number of LGPC events, from introductory foundation courses through to detailed retirement benefit workshops.
6. Calculating final pay accurately is of paramount importance and due to the many idiosyncrasies of the pay and rewards packages of employers participating in the LGPS nationally, there is inevitably significant room for misunderstanding and error. This can lead to an incorrect level of benefits being paid out of the LGPS which is not only unfair on the scheme member but can also impact on employer costs.
7. The workshop aims to improve delegates understanding of why certain elements of pay are pensionable whereas others are not, the importance of keeping pensionable pay stable over time and not distorting pensionable pay close to retirement, and then going on to explain and illustrate final pay calculations for a range of types of employees and employment situations.
8. In order to continue the LGPC’s plan to deliver training as locally as practicable, the forthcoming workshops are to be held in a number of locations across the country. Further details on course content, locations and dates can be found in **Appendix A** attached to this Circular.
9. At the *Understanding* workshops, delegates have the benefit of an experienced tutor and a detailed workbook they can take away for future reference. Each workshop will involve several practical exercises and all necessary delegate material, including calculators, will be provided. The workshops will start at 10:00 a.m. and finish no later than 4:00 p.m., with lunch and refreshment breaks included as well as coffee/tea on arrival from 9:30 a.m. As the workshops are delivered “locally” this should avoid the time and expense of overnight stays for many delegates.

### **Intended Audience**

10. These workshops are aimed at both Administering and Employing Authority staff who have operational responsibility under the Local Government Pension Scheme (LGPS). Delegates do not necessarily need any working knowledge of the LGPS but should note that pay is covered in the context of the regulations that govern the LGPS. Whilst some of the theory is generic and applies to a whole raft of final salary schemes, the illustrations, examples and exercises certainly do not.

11. It should be noted that the workshop in Edinburgh on 14 September 2010 is intended for Scottish authorities only as the workshop notes will have regulatory references to the Scottish LGPS and the agenda will be modified on account of the regulatory differences. All other workshops will be cross-referenced to the English and Welsh LGPS.

### **Cost and Booking**

12. The delegate rate for each workshop, inclusive of lunch, refreshments and all delegate materials is £195 plus VAT at the standard rate.
13. Early booking is highly recommended as places are limited. Bookings are made via the on-line events booking facility which is part of the Local Government Employers' website at [www.lge.gov.uk](http://www.lge.gov.uk). Please note our cancellation policy contained in our Terms and Conditions on the website. When booking, you will need full delegate details to hand including the address to which the invoice for payment is to be sent. Purchase order numbers must also be provided if required by your organisation to pay invoices.
14. If the workshop at your preferred location is full and you do not wish to book on one at an alternative location, you are advised to enter your name on the reserves' list at your preferred location. It is important to do so as, not only will you have a priority warning should any cancellations occur, but it also enables the LGPC to consider increasing delegate places where possible or, on occasion, to organise overflow events.
15. If you experience any difficulties in using the on-line website booking facility, please contact Elaine English, LGPC Executive Officer, by email [elaine.english@lge.gov.uk](mailto:elaine.english@lge.gov.uk)

### **ACTIONS FOR ADMINISTERING AUTHORITIES**

16. All Administering Authorities are urged to copy this Circular to all employers in their Fund or bring the Circular to the attention of employers by directing them to it on the LGE website.

**Tim Hazlewood**  
**LGPC Training and Development Manager**  
**14 May 2010**

**UNDERSTANDING... FINAL PAY**

**COURSE CONTENT COVERS:**

**Pensionable Pay**

- What constitutes pensionable pay?
- The dangers of distorting the pensionable pay 'curve'

**Final Pay**

- The Regulations
- The Commentary
- Theory and Practice
- Whole-time Members
- Part-time Members
- Hours/Pay Proportionality
- Term-time Members
- Fee-based employees
- Certificates of Protection / "New" Best Three in 13
- Coping with:
  - Leave of Absence
  - Part-years
  - Breaks in employment
  - Changes of employer
  - Flexible retirees

**Workshop dates, locations & venues:**

12 August	Leeds	Marriott Hotel
18 August	London 1	Victoria Park Plaza
24 August	Cardiff	Marriott Hotel
26 August	Exeter	Thistle Hotel
01 September	Maidstone	Ramada Jarvis Hotel
07 September	Liverpool	Marriott Hotel
09 September	Birmingham	Jurys Hotel
14 September	Edinburgh	Apex International Hotel
16 September	Chester-le-Street	Durham County Cricket Club
29 September	London 2	Victoria Park Plaza

## **Distribution sheet**

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## **Website**

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