

The Local Government Pensions Committee  
Secretary: Jeff Houston

## **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. 284 – JULY 2014**

### **LGPS(SCOTLAND) EMPLOYER TRAINING EVENTS “LGPS2015” WORKSHOPS**

#### **Purpose of this circular:**

1. This Circular has been issued to advise administering authorities and employers participating in the Local Government Pension Scheme (Scotland) of a number of workshops to be run at various locations in September 2014. These events have been organised by the Local Government Pension Committee (LGPC).

#### **Background**

2. The Independent Public Service Pension Commission, headed by Lord Hutton, made a number of recommendations about the future design of public service pension schemes. As a result, the Government is reforming the LGPS along with other public service schemes but whilst the reforms to the LGPS in England and Wales happened on 1 April 2014, the reforms in Scotland are to happen on 1 April 2015.
3. Employer representatives, trade unions and government reached agreement last year on the benefit structure for the scheme. The heads of agreement dated 12 December 2013 can be found on the Scottish Public Pensions Agency website at [http://www.sppa.gov.uk/Documents/Local%20Government/Useful%20Resources/Consultations/2014/LGPS\\_Heads%20of%20Agreement\\_231213.pdf](http://www.sppa.gov.uk/Documents/Local%20Government/Useful%20Resources/Consultations/2014/LGPS_Heads%20of%20Agreement_231213.pdf)

4. Since the Heads of Agreement was issued, SPPA has been consulting with stakeholders on draft regulations to realise this agreement. The most recent SPPA consultation on transitional provisions is available at:  
[http://www.sppa.gov.uk/index.php?option=com\\_content&view=article&id=486&Itemid=252](http://www.sppa.gov.uk/index.php?option=com_content&view=article&id=486&Itemid=252)

### **Purpose of workshops**

5. The Local Government Pensions Committee provides a full programme of training events for pension practitioners, councillors and employers with an interest in the LGPS. Its training programme builds on the wealth of information that is already provided and seeks to deepen knowledge and understanding of the LGPS.
6. As the impact of LGPS2015 is so wide, and will have major implications for employers, the LGPC is organising a series of workshops in September 2014 with a view to assisting **employers** in gearing up for the new scheme.
7. Detailed training for Administering Authority “pension practitioners” is expected to follow from January 2015, ready for the launch of the new scheme on 1 April 2015.

### **Intended Audience**

8. These workshops in September 2014 are solely aimed at employing authority staff, particularly those involved in the day-to-day administration of the LGPS, be that from an HR, payroll or other perspective. They are LGPS (Scotland) specific and are therefore not relevant for English or Welsh employers.
9. To explain the changes it is helpful for the delegate to understand the present scheme and the administration it requires, so it is preferable for delegates to have some experience of the LGPS.
10. Although it is intended that the workshops will be as detailed as possible it most unlikely that they will go to the level of operational detail that administering authorities would like, or will need. It is unlikely, therefore, that administering authority staff would benefit from attending the workshops and they should, instead, look to attend the detailed training courses planned for them from January 2015.

### **Details of workshops**

11. In order to continue the LGPC’s plan to deliver training as locally as practicable, the forthcoming employer workshops are to be held in a number of locations across Scotland. In putting together the entire schedule, the Secretariat has attempted to be as ‘geographically’ fair as possible.
12. The workshops will be interactive and experiential. As there will be one tutor, the “class” size is kept to a maximum of 20 people to ensure that delegates get the most out of the learning experience. If all the events sell out, there will

be further opportunities made available for training and, depending on demand, this may take the form of overflow workshops or larger-seat seminars.

13. 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.
14. Further details on the expected workshop content can be found in **Appendix A** attached to this Circular. The locations and dates are as follows:

16 September	Glasgow	Marriott Hotel
23 September	Aberdeen	Copthorne Hotel
25 September	Edinburgh	Apex City Hotel

### **Cost and booking**

15. The delegate rate for each workshop, inclusive of lunch, refreshments and all delegate materials is £220 plus VAT at the standard rate.
16. 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 Association website at <http://www.local.gov.uk/web/lgaworkforcepensions/training-and-events>
17. Please be sure to note our cancellation policy contained in our Terms and Conditions which you will be asked to confirm you have read when completing your booking details on the booking events page. You will also 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.
18. If the session 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 this will enable the LGPC to judge demand for overflow events (see paragraph 12).
19. If you experience any difficulties in using the on-line website booking facility, please contact Elaine English, LGPS Executive Officer, by email [elaine.english@local.gov.uk](mailto:elaine.english@local.gov.uk)

**Tim Hazlewood**  
**Pensions Training and Development Manager**  
**4 July 2014**

## ***LGPS2015 Workshops for Employers***

### **Expected course content**

#### **Scheme Overview**

- A Career Average Pension
- Pension Accounts – a whole new concept
- Joining the Scheme
- Opting-out, rejoining and auto-enrolment
- The 50/50 Option
- Member Contributions
- Retirement Benefits
- Protection – Pre 2015 benefits
- Protection - The underpin
- Protection - Rule of 85

#### **HR Implications**

- Disclosing new scheme terms
- Sickness/injury
- Child-related leave and other absences
- Separate contracts?
- Discretions policy

#### **Payroll Implications**

- Separate records for each job
- Separate records for 50/50 membership
- Pensionable pay redefined
- “Assumed” pensionable pay
- New employee rates and additional contributions
- Employee and employer contributions during absences
- Payments made after leaving
- End of year data

#### **Financial Implications**

- Employer contribution rates
- The cost control mechanism

#### **Ways to communicate LGPS2015 to scheme members**

- On-line resources
- Employee educational tools
- Benefit modellers

#### **Governance arrangements**

- The Scheme Advisory Board and Local Boards
- The Pensions Regulator

*NB: Actual content may differ in some areas*

## **Distribution sheet**

Local authorities who have registered for notification of Circulars  
Pension managers (internal) of administering authorities  
Pension managers (outsourced) and administering authority client managers  
Officer advisory group  
Local Government Pensions Committee  
Trade unions  
DCLG  
COSLA  
SPPA  
Regional Directors  
Private clients  
Website

Visit the LGA's website at: <http://www.local.gov.uk/>

## **Copyright**

Copyright remains with the LGA. This Circular may be reproduced without the prior permission of the LGA provided it is not used for commercial gain, the source is acknowledged and, if regulations are reproduced, the Crown Copyright Policy Guidance issued by OPSI is adhered to.

## **Disclaimer**

The information contained in this Circular has been prepared by the LGPC Secretariat, a part of the LGA. It represents the views of the Secretariat and should not be treated as a complete and authoritative statement of the law. Readers may wish, or will need, to take their own legal advice on the interpretation of any particular piece of legislation. No responsibility whatsoever will be assumed by the LGA for any direct or consequential loss, financial or otherwise, damage or inconvenience, or any other obligation or liability incurred by readers relying on information contained in this Circular. Whilst every attempt is made to ensure the accuracy of the Circular, it would be helpful if readers could bring to the attention of the Secretariat any perceived errors or omissions. Please write to:

LGPC  
Local Government House  
Smith Square  
London  
SW1P 3HZ

or email: [tim.hazlewood@local.gov.uk](mailto:tim.hazlewood@local.gov.uk)

or telephone: 01455 824850