

The Local Government Pensions Committee Secretary: Jeff Houston

CIRCULAR

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No. 307 – JUNE 2018 LGPS EMPLOYER TRAINING EVENTS "UNDERSTANDING" WORKSHOPS

Purpose of this circular:

 This Circular has been issued to advise administering authorities and employers participating in the Local Government Pension Scheme of a number of one-day workshops to be run at various locations across England and Wales. The events have been organised by the Local Government Pension Committee (LGPC).

The results of the recent survey have been used to inform the programme going forward as well as the location of workshops. Dates for practitioner training will be released in another circular this month.

"UNDERSTANDING" WORKSHOPS

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

- 4. As these workshops are based on the pension scheme in England and Wales they are unsuitable for Scottish administering authorities and employers. Topic specific workshops would only follow later at the request of the Scottish Pensions Liaison Group, with demand being canvassed in advance. Any such events would be arranged separately and announced directly to Scottish administering authorities and via them to employers where necessary.
- 5. At the workshops, delegates have the benefit of an experienced tutor and a detailed set of electronic notes they can take away for future reference. As the workshops are delivered "locally" this should avoid the time and expense of overnight stays for many delegates.
- 6. Delegates will be provided with the code for an app prior to the event which will enable the download of the material onto their own Apple or Android device. If the delegate wishes to print this off prior to the event they can do so. Alternatively a device will be provided for use on the day.

Details of workshops

Understanding the Employer Role

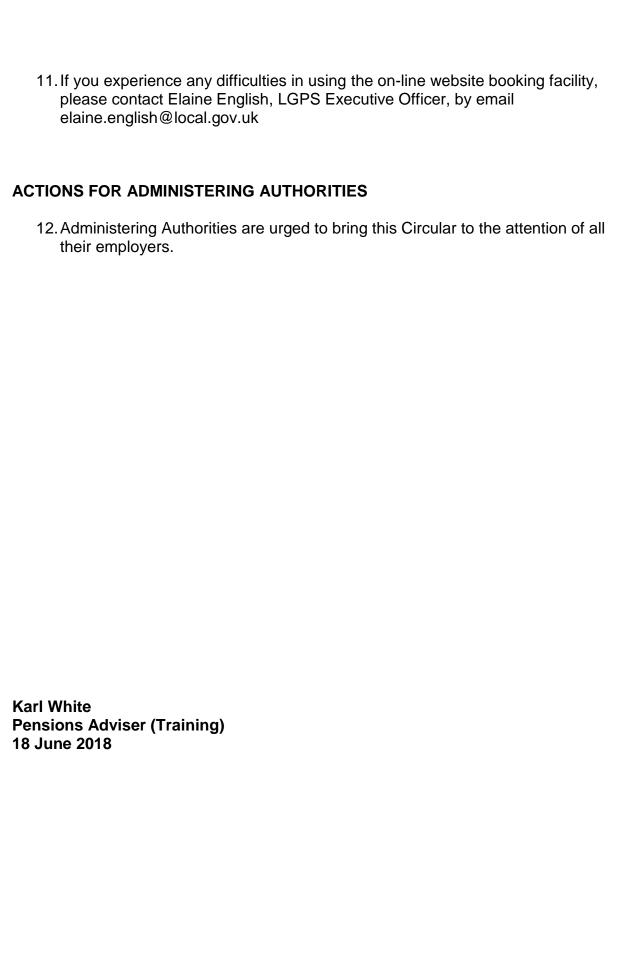
- 7. In July we will be running the "Employer Role" course. These workshops are aimed primarily at staff working for scheme employers in England and Wales who have operational responsibilities under the Local Government Pension Scheme (LGPS). Delegates do not necessarily need a thorough working knowledge of the LGPS itself but some experience of the scheme and its provisions would be useful
- 8. The workshop will open with registration from 9:30 followed by a prompt 10:00 a.m. start and finish no later than 4:00 p.m. Details of the course content, can be found in **Appendix A** attached to this Circular.

Cost and booking

- 9. The delegate rate for each session, inclusive of lunch, refreshments and all delegate material is £260 plus VAT at the standard rate.
- 10. 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. Each event has a link attached to the date in order to book direct. The main events booking page for all LGA events are viewable at: http://www.local.gov.uk/events

3 July	Bristol	Double Tree Hilton Hotel
10 July	London	Etc Venues
<u>13 July</u>	Crewe	Q Hall
<u> 17 July</u>	Leeds	Park Plaza Hotel
<u> 20 July</u>	London	Victoria Park Plaza Hotel
<u>23 July</u>	Cardiff	Marriott Hotel
<u>31 July</u>	Birmingham	Jury's Inn Hotel

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Distribution sheet

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LGPC 18 Smith Square Westminster London, SW1P 3HZ

or email: karl.white@local.gov.uk

Appendix A

UNDERSTANDING...THE EMPLOYER ROLE

Course content covers:

1) Brief Overview of the LGPS

2) Joining the LGPS

Contractual enrolment and Auto-enrolment One Scheme, two sections Deciding the contribution rate

3) CARE vs Final Pay

Cumulative Pensionable Pay Pensionable pay definition Assumed Pensionable Pay (APP) CARE accounts – how they work The basics of final pay calculations

4) Absences

Child-related leave and other absences

5) Additional Contributions

Additional Pension Contributions Additional Voluntary Contributions

6) Regulatory Requirements

Obligations to provide information Pay-over of contributions End of year returns

7) All Types of Retirement

A look at all retirement benefits and options

8) Early Leavers

What happens when members leave before retirement age

9) Other areas for consideration

Including employer discretions*, maximising tax-free cash, internal dispute resolution procedures (IDRP).

^{*} This is not a comprehensive look at employer discretions. There is a separate dedicated workshop called 'Employer Discretions and Policies' that covers this in depth.