



WARWICKSHIRE PENSION FUND

[October Employer Newsletter](#)

Contents

October Employer Newsletter	1
Triennial Valuation - new information document	1
Employer Role Training	2
Outsourcing.....	2
Assumed Pensionable Pay (APP).....	2
Warwickshire Pension Fund AGM.....	3
LGA employer training 2024	3
WPF Contact details	3

[Triennial Valuation - information document](#)

Every three years the scheme is required to undergo a valuation, completed by our actuaries (Hymans Robertson) to confirm the financial position of our fund. Assets and liabilities are assessed and used to inform the setting of the employer's contribution rates for the next 3 years.

The next valuation will be 2025. In advance of this the Scheme Advisory Board (SAB) has produced a document to explain the timeline and information flow for the valuation. It covers

- how the LGPS works in practice
- key information flows between employing bodies, pension funds and actuaries
- the content and purpose of annual accounting reports and triennial valuations

- key accounting requirements for employing bodies
- the role of external auditors.

This document is for use by Scheme employers and their external auditors, although may be useful for anyone involved in the valuation.

A link to the document is here: [Local Government Pension Scheme Informer document.](#)

Employer Role Training

The LGPS will be running online Employer Role Training on 6th December. If you would like to be book a place, follow this link, [Local Government Association](#) to the booking page.

Outsourcing

As the Letting Authority, you have a duty to advise us of any contracts you are outsourcing. If you are looking to outsource a service, please contact us at the beginning of your procurement process.

Previously outsourced services that are being re-tendered will need a new Admission Agreement. This applies even if a contract is awarded to the same provider/contractor.

Employees' pension rights are safeguarded by the Admission Agreement which needs to be in place before a contractor is appointed.

For us to ensure the Pensions administration systems and I-connect are set up ready to take the contractors member data, we will need as much notice as possible.

We strongly recommend you contact us before the start of any tender process so we can advise you. Please find a copy of our admission agreement and guidance:

<https://warwickshirepensionfund.org.uk/employers/new-employers>

Assumed Pensionable Pay (APP)

You must let Warwickshire Pension Fund know if an employee has their pay reduced because of:

- sickness or injury
- ordinary maternity or adoption leave
- paternity leave
- paid shared parental leave
- paid parental bereavement leave, or
- paid additional maternity or adoption leave

you must let us; the administering authority know. You will need to calculate APP and start using that amount in the Care Pay Column so our Administrative Teams can use the correct information in member calculations. If the wrong APP is used, members will lose out on pension benefits they are entitled to.

Please follow our guides here: [Warwickshire Pension Fund I-connect Pages](#).

To book LGPS APP and other training follow this link: [LGPS Employer bite-size training](#).

Warwickshire Pension Fund AGM

This year's AGM will be held on Friday 15th November at Warwick Racecourse, starting at 10am. Refreshments will be provided from 9.30 and we expect the meeting to finish around 1pm. A light lunch will be provided.

Some of our Administration team will be available after the AGM for one-to-one meetings with employers.

The agenda will be sent round nearer the time but will include a presentation about Pension Dashboards, from The Pension's Regulator.

Please complete our [AGM booking form](#) if you would like to attend on the 15th of November and have not already let us know. There is a section to indicate if you would like to speak with our team after the AGM.

LGA employer training 2024

The LGA has released its training schedule for 2024, the dates for Employer role training (England and Wales) are below:

- 7 November – online
- 6 December – online

All training sessions can be booked through the LGA website here <https://www.local.gov.uk/events>

WPF Contact details

We have recently started using a new telephone system which gives the caller options, so we can direct their call to the appropriate team. Our new number is - 01926 412005.

For email enquiries, please use the below addresses:

General enquiries – pensions@warwickshire.gov.uk

Member Self Service questions including logging in – mss@warwickshire.gov.uk

I-Connect queries - iconnect@warwickshire.gov.uk

Website - <https://warwickshirepensionfund.org.uk>