



# WARWICKSHIRE PENSION FUND

## December Employer Newsletter

### Contents

December Employer Newsletter.....	1
Happy Festive season! .....	1
Employer Training .....	2
Annual General Meeting (AGM) .....	2
Pension Administration Strategy Statement .....	2
Beneficiary Nominations.....	3
WPF Contact details.....	3

### Happy Festive season!

Warwickshire Pension Fund would like to wish you a happy festive season.

#### Our opening times over Christmas and New Year will be:

Monday 23<sup>rd</sup> December - 09:00 – 17:00

Tuesday 24<sup>th</sup> December – 09:00 – 15:30

**Wednesday 25<sup>th</sup> December - Friday 27<sup>th</sup> December - Closed**

Monday 30<sup>th</sup> December - 09:00 - 17:00

Tuesday 31<sup>st</sup> December - 09:00 - 15:30

**Wednesday 1<sup>st</sup> January - Closed**

Thursday 2<sup>nd</sup> January - 09:00 - 17:00

Normal opening hours resume from 2 January 2024.

Our normal opening times are:

Monday – Thursday 09:00 – 17:00

Friday 09:00 – 16:30

## Employer Training

Warwickshire Pension Fund will be running online employer training in the new year, and we would like to know what you would like us to cover in the training.

Please forward any ideas to [pensions@warwickshire.gov.uk](mailto:pensions@warwickshire.gov.uk)

## Annual General Meeting (AGM)

Warwickshire Pension Fund held its AGM on 15th November at Warwick Racecourse.

Thank you to those employers who attended. To view the presentations delivered at the AGM, follow this link to our website: [Annual General Meeting 2024](#)

## Pension Administration Strategy Statement

Pension administration is the responsibility of several stakeholders, who are jointly responsible for delivering the administrative services to meet the needs of pension members as well as complying with regulatory requirements.

Warwickshire Pension Fund's Pensions Administration Strategy Statement outlines policies, regulations, performance standards, measures and requirements involved in providing our pensions administration service.

As part of our responsibilities, we regularly review our policies and must ensure we keep our employers up to date with our policies.

The fund will shortly be sending a copy of our Pension Administration Strategy Statement for Employers to read. We will include a document for you to complete, confirming receipt and your agreement to comply the strategy.

Please see our Policy page for a link to the Pension Administration Policy Strategy Statement: <https://warwickshirepensionfund.org.uk/scheme/scheme-1/7>

Please contact us if you have any comments on the Pension Administration Strategy Statement.

## Beneficiary Nominations

When we have a death in service, we sometimes find there is no nomination on file and therefore, must make payment in line with our policy. In some instances, the nominee we have on file may not be one which the deceased member would have liked the benefits to go due to a change in personal circumstances.

If there is no nomination on record and the death grant is over £5000 and there is no surviving spouse, civilly registered partners or cohabiting partner, a grant of probate may be required before we can make payment.

If you have a newsletter or internal intranet, please add a message for employees letting them know the importance of setting up an expression of wish and the implications of not having a nominated person or out of date information on their file.

Staff can ensure their nominations are up to date by completing a copy of the Expression of Wish Nomination form and Nomination of Cohabiting Partner form on our '[LGPS Forms](#)' page or on our online [member self-service portal \(MSS\)](#).

## 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](mailto:pensions@warwickshire.gov.uk)

Member Self Service questions including logging in – [mss@warwickshire.gov.uk](mailto:mss@warwickshire.gov.uk)

I-Connect queries - [iconnect@warwickshire.gov.uk](mailto:iconnect@warwickshire.gov.uk)

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