



WARWICKSHIRE PENSION FUND

January Employer Newsletter

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Happy New Year!

Happy New Year from Warwickshire Pension Fund.

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 on Thursday 23rd January, between 11am and 12noon. The training will be a brief overview of the topics, with time for questions afterwards. Topics covered will include:

- Assumed Pensionable Pay (APP)
- Notice of Termination (NOT)

To book your place, complete this [online booking form](#).

The session will be recorded so if you are unable to attend the online meeting, you can request a copy.

LGPS Employer Role Training

The course is based on the scheme rules for the LGPS in England and Wales. The course will include; Joining the LGPS, CARE vs final pay, absences, additional contributions, types of retirement and early leavers as well as other areas such as employer discretions, maximising tax-free cash and internal dispute resolution procedures. This training is not considered suitable for employers of the LGPS in Scotland. The training will be run via teams.

- 6th February 2025 – [Click here to book your place](#)
- 8th April 2025 – [Click here to book your place](#)
- 29th May 2025 – [Click here to book your place](#)

Notice of terminations

We would like to stress the importance of sending us termination forms in a timely manner with the correct information.

The notice of termination that is required for leavers with immediate payment of benefits must be fully completed in order that our administration teams can correctly finalise the members pension record. Even if the information does not seem relevant to the members record, the administration teams may require it for calculations you are not aware of. Missing or incorrect information may result in additional queries and a delay in processing members information.

Some common errors include:

Missing Final Salary pay

Missing contributions during APP

Our HR guide provides information about what must be included in the notice of termination for the pension administration teams, <https://www.lgpslibrary.org/assets/gas/ew/HRv4.1c.pdf>.

A link to the notice of termination form can be found on the [employer's page](#) of our website.

Further information and support with any questions will be available in our inhouse employer training day on 23rd January, so please join us. To book a place, please complete the [booking form](#).

Types of retirement

The LGPS 2014 Career Average Revalued Earning (CARE) scheme retirement age is either, the state pension age, or age 65, whichever is later.

There are six types of retirement from the LGPS, which are either employee or employer driven:

Employer driven retirements:

- Flexible retirement
- Redundancy/efficiency
- Ill health retirement

Employee driven retirements:

- Normal age retirement
- Late retirement
- Early voluntary retirement – only if the employer does not waive actuarial reduction. If the 85-year rule protection is used, it could become employer driven retirement.

Calculating final pay

When a member leaves employment, Warwickshire Pension Fund admin teams require the member's final pay. This is required even if the member does not hold pre 2014 service with us as they may hold Pre 2014 service elsewhere.

If the member had service in the:

CARE, post 2014 scheme - the team will require Actual Pensionable Pay for (April to March/DOL).

Final Salary, pre 01/04/2014 scheme (or had transferred in Final Salary service, or are protected by the underpin) – the team will require final pay to be calculated in accordance with Scheme Regulations, which state:

- the final pay period is the year ending with the last day of membership (the last 365 days); however, one of the two immediately preceding years can be used if higher. Non-contractual overtime is not pensionable for the pre 2014 pension scheme.
- if a member is subject to a reduction or restriction in pay in the 10-year period before leaving the Scheme, they can choose to have their final pay calculated as the best consecutive three years' pay in the last 13 years.

There are more details on how to calculate final pay in the [LGPS HR guide](#) and more detailed explanations of the calculations in this [employer training guide](#) and the [LGPS bitesize training on Final Pay](#).

Further information and support with any questions will be available in our inhouse employer training day on 23rd January, so please join us. To book a place, please complete the [booking form](#).

WPF Contact details

Our telephone system will give the caller options, so we can direct their call to the appropriate team.

Telephone - 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>