



WARWICKSHIRE PENSION FUND

May 2026 – Employer Newsletter

Welcome to our latest employer newsletter, highlighting key news, reminders, and resources; helping you and your employees stay informed about the LGPS Pension Scheme.

I-Connect – year end...

APC's and AVC's after Access and Fairness

As employer, you are required to record APP for members on extended periods of sickness absence according to the 2014 regulations.

For unpaid leave less than 15 days, the LGA guidance Bulletin 276 Access and Fairness changes specifies:

The administering authority will not need to distinguish the lost pensionable pay from the pensionable pay the member received. There

should be no need for employers to submit any additional data to the administering authority when a member takes authorised unpaid leave of less than 15 days.

Where the unpaid leave extends beyond 14 days, the member may enter into a QAPA and pay additional pension contributions.

In this situation, employers are not required to record APP because i-Connect will be able to capture the relevant QAPA information in the existing APC data columns.

- I-Connect will have a new dropdown type in the AVC details data view, which will allow supplementary data provided by the employer outside of i-Connect to be recorded.

More details will follow in due course.

For more information about i-Connect, view the guides which can be found on our website here:

<https://warwickshirepensionfund.org.uk/employers/i-connect>

For more information about AVC's and QAPA, along with other useful information, visit the LGPS website here:

<https://www.lgpsregs.org/employer-resources/guidesetc.php>

I-Connect Security: Multi-Factor Authentication (MFA)

To help protect sensitive payroll and pension data, Heywood have developed Multi-Factor Authentication (MFA) for employers using i-Connect. MFA is a widely adopted security measure across systems that hold personal and financial information and is fast becoming an industry standard.

What is MFA?

Multi-Factor Authentication adds an extra layer of security to the login process. As well as a username and password, users must provide a second form of verification. For i-Connect, this will initially be a one-time passcode (OTP) generated by an authenticator app on a mobile device or via email. Even if login details were compromised, access would not be possible without this additional step.

How and when will this happen?

When MFA is enabled for your account, your first login will guide you through a simple one-time setup process, including confirming your email address, reviewing your password, and linking an authenticator app. After this, you will enter a short-lived six-digit code each time you log in.

As part of this change, usernames can no longer contain spaces. On Wednesday 25 February, usernames with a single space were automatically updated to use an underscore (for example, John Smith

will become John_Smith). We recommend notifying your users of this change.

Further communications and guidance will be provided as we move towards mandating MFA during 2026.

In-house Employee training

Pensions can feel complex for employees and to support employers and their staff, the Pension Fund is pleased to offer in-house pension training.

Flexible Training to Suit Your Staff

We can deliver training in a way that works best for you and your employees, including:

One-to-one sessions for individual guidance

Group presentations for teams or larger staff groups

Remote sessions via Microsoft Teams

Face-to-face visits at your workplace, where appropriate

Training Topics Available

Our training can cover a range of pension-related subjects, including:

General pension awareness – Helping employees understand how the pension scheme works, contributions, benefits, and the value of saving for retirement.

Using Engage – Guided sessions on how to access and use the Online member portal, Engage, including viewing benefits, updating details, and modelling retirement options.

We can also tailor sessions to address common questions or themes relevant to your workforce.

Why Arrange Pension Training?

Offering pension training can help employees:

- Feel more confident about their retirement savings
- Better understand the benefits of scheme membership
- Make informed decisions about their future
- Engage more positively with their pension information

In turn, this supports employee wellbeing and demonstrates your commitment as an employer.

How to Arrange Training

If you would like to arrange pension training for your staff, please contact the Pension Fund. Once we hear from you, we will work with you to agree the format, topics, and timing that best meet your needs.

Whether delivered online or in person, our aim is to make pensions clearer, more accessible, and more engaging for your workforce.

LGPS Employer training

The employer role workshop is aimed at employers offering the LGPS in England and Wales. You do not need a working knowledge of the LGPS to attend the course; however, some LGPS experience is preferable.

It is a one-day workshop delivered by an experienced tutor with a maximum of 18 attendees. The cost is £255 (plus VAT) per person for online training and £295 (plus VAT) per person for in person training.

Attendees will be provided with a detailed set of electronic notes that can be downloaded and saved for future reference.

The course includes:

Joining the LGPS – enrolment and employee contribution rates

Career average versus final pay

Staff absences

Additional contributions

Legal requirements

Retirement types and options

Early leavers

Other considerations eg complaints and a brief overview of employer discretions.

Available dates:

Employer Role training – 21 July 2026 – Online

Employer Role training – 19 August 2026 – Online

Employer Role training – 24 September 2026 – Online

Employer Role training – 27 October 2026 – Online

Employer Role training – 26 November 2026 – Online

To book your place, visit <https://www.local.gov.uk/events> and select Pensions in the topic box.

For any further enquiries, please contact us at training.lgps@local.gov.uk

The LGPS and McCloud remedy webinar

These free webinars from Affinity Connect give Local Government Pension Scheme (LGPS) members an overview of the age discrimination remedy, known as the McCloud remedy.

The webinars will also help members understand how the LGPS works, what options they have as an LGPS member and give them the chance to ask any questions about the LGPS and the McCloud remedy.

The webinars are delivered by Affinity Connect, part of the Wealth at Work group.

Please share the opportunity to your staff who are in the LGPS scheme, and let them know they can book directly with Affinity

Connect using this online booking form:

<https://affinityconnect.event-registration.co.uk/events/lgps-england-and-wales/mccloud-remedy-lgps/1-hour-30-minute-course-online>

Affinity Connect Pre-Retirement Staff Training

– 2026 dates

To help LGPS members make informed retirement decisions, Warwickshire Pension Fund are collaborating with Affinity Connect to offer an online session about pre-retirement financial planning which is open to all staff who are members of the LGPS.

Affinity Connect provide financial education, including courses about retirement in the public sector.

Please share the opportunity to your staff who are in the LGPS scheme, and let them know they can book directly with Affinity

Connect using this online booking form <https://affinityconnect.event-registration.co.uk/events/warwickshire-pension-fund/retirement/2-hour-30-minute-course-online>

The following dates have spaces:

Thursday 18 June 2026 – 1pm to 3:30pm

Monday 20 July 2026 – 1pm to 3:30pm

Wednesday 12 August – 2026 9:30am to 12noon

Thursday 17 September – 2026 9:30am to 12noon

Monday 19 October 2026 – 1pm to 3:30pm

Wednesday 11 November 2026 – 1:00pm to 3:30pm

Monday 14 December 2026 – 9:30am to 12noon

For some more information, please view the course overview.

<https://www.affinityconnect.org/our-services/retirement/online-2-hours-30-minutes-course-2/>

WPF Contact details

Telephone number – 01926 412005.

For email enquiries, please use the below addresses:

General enquiries – pensions@warwickshire.gov.uk

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

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