

APPENDIX**Leicestershire Local Government Pension
Scheme Employer**

Date: 30 April 2016
My Ref: PEN/CT
Your Ref:
Contact: Chris Tambini
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Dear Colleague

Local Government Pension Scheme**Year-End Requirement 2015/16 – Important Information (Reminder)**

I write in regard to the 2015/16 Pension Scheme Year-end and significant changes to governance rules regarding public sector pensions.

I wrote to you in November 2015 informing you that since the 1 April 2015, The Pension Regulator (TPR) has a role in ensuring public sector pensions meet new governance legislation. This means TPR is looking much more closely at pension administration to ensure statutory deadlines are being achieved.

In addition, The Leicestershire County Council Pension Fund has a Local Pension Board. This commenced on 1 April 2015 and provides a scrutiny role on the administration of pensions. This includes looking at the information from employers and the power to report legislative breaches to TPR.

The Pension Section has always worked closely with employers in partnership and this generally works well and we want this to continue. However, I must warn you that our records show we have not received the pension year-end information from you by the 30 April 2016 deadline.

Failure to provide pensions with accurate and timely pension information may cause breaches of legislation that are reported to TPR. This could result in fines from TPR for failure to meet statutory deadlines or from HMRC for late pension tax information, which will be passed to the employer. Therefore I cannot stress the importance of the information required.

The Pension Section provided the year-end pack in December 2015 and the Pensions Manager Ian Howe has separately written to your colleagues in March 2016 detailing the timeline for the pension year-end.

I should also point out that 2016 is a scheme valuation year which means the data we hold for your scheme members will be used to calculate your next three years employer contributions rates. Therefore, it is essential we urgently receive accurate and timely year-end information.

Please can you ensure appropriate staff are urgently reminded about the timescales and the importance of Pensions receiving accurate data.

A summary of the 2015/16 timeline for the production of annual benefit statements is as follows;

- Pensions issued the 2015/16 year-end layout to employers in December 2015.
- In early March 2016 employers may have chosen to provide Pensions with an "early" year-end file.
- **Employers provide year-end information required by Leicestershire Pension Section in the agreed format by 30 April 2016 with the signed off reconciliation form.**
- If a year-end return is not received by the 30 April 2016 this reminder letter is sent to the employer.
- Pensions will complete a "reasonableness" check on the data between 30 April and 11 July 2016. Data queries will be returned back to employers no later than the 11 July 2016.
- Employers will have to resolve the data queries by 31 July 2016.
- Pensions will load the pension data to scheme member's records from 31 July 2016.
- Any employer that has failed to resolve any data queries by the 31 July 2016 will have the original data they provided loaded and used in the calculation of their members statements.
- Pensions will provide on-line statements to scheme members by the 31 August 2016 and paper versions to those members who have still opted for paper.
- If an employer fails to provide a year-end return by 11 July 2016 Pensions will write to the employer informing them their scheme member statements will not be completed by the 31 August 2016 so they will cause a breach of legislation. The Local Pension Board and The Pension Regulator will be informed.

I hope this clarifies the current position but if you require further information please contact the Pension Manager Ian Howe tel; 0116 305 6945.

Yours faithfully

Chris Tambini
Director of Finance