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Sent: 31 October 2023 15:47
To: Cornwall Pension Fund
Cc: Matthew Davies; Zoe Johnston
Subject: October 2023 Employer Newsletter

Information Classification: PUBLIC

Employer Newsletter
October 2023



Online Return Employers

The Online Return screen will see an update in November, this will include a column for Surname, as shown below.

Select	NI Number	Payroll Ref	Surname	Forename	Date of Birth	Gender	Payroll Reference 1	Payroll Reference 2	Payroll Reference 3	Job Title	Scheme	Status
<input type="checkbox"/>	000000000	000001	SMITH	JOHN	01-01-1980	Male	000001				001	Active
<input type="checkbox"/>	000000000	000002	BROWN	JANE	15-03-1985	Female	000002				002	Active
<input type="checkbox"/>	000000000	000003	WILSON	DAVID	22-07-1978	Male	000003				003	Active
<input type="checkbox"/>	000000000	000004	DAVIES	EMMA	10-11-1992	Female	000004				004	Active
<input type="checkbox"/>	000000000	000005	JONES	CHRIS	05-05-1988	Male	000005				005	Active

By default, members will be organised in alphabetical order by their National Insurance Number. If you find it easier to complete your Online Return using the Surname column, please email employerdata@cornwall.gov.uk and we will be able to make this change for you.

My Pension Online

“My Pension Online” it's not just a portal; it's a key tool for our members of the Local Government Pension Scheme (LGPS) to understand their pension. Here's why signing up is vital for members and why employers should actively share this invaluable resource:

For Members:

- 1. Easy Access to Information:** My Pension Online provides members with convenient access to their pension details 24/7. From employment details to benefits projections, it's a one-stop-shop for understanding their LGPS pension.
- 2. Personalised Planning:** With this portal, members can tailor their retirement plans. They can model different scenarios, explore retirement options, and make informed decisions about their financial future.
- 3. Efficiency:** Members can update personal details, view annual benefit statements, and explore pension estimates effortlessly. It streamlines administrative processes, saving time for both members and employers.

For Employers:

- 1. Empowering employees:** By encouraging employees to sign up for My Pension Online, employers empower them to take control of their financial futures.
- 2. Reduction in queries:** The portal's self-service nature reduces the number of pension related queries to HR/Payroll departments, saving time and resources.

My Pension Online is a vital resource that empowers our members to understand their pension. Employers play a pivotal role in promoting this tool, this can be via newsletters or internal communications, we are happy to provide text if requested. Please contact Daniel.pattingale@cornwall.gov.uk for more information.

Re-enrolment

As an employer, it is your legal obligation to undertake your re-enrolment exercise every three years. Here are some key responsibilities to consider:

Do:

1. **Ensure Compliance:** Ensure that your re-enrolment process complies with pension regulations and deadlines. This includes accurately assessing employee eligibility and re-enrolling eligible workers into the pension scheme.
2. **Communication:** Communicate clearly with your employees about the re-enrolment process, before and during the process. Provide them with information about the benefits of the scheme and any changes that may occur.
3. **Support and Education:** Offer support and educational resources to employees. Help them understand the importance of pension savings and how it aligns with their long-term financial security.

Don't:

1. **Neglect Notices:** Avoid neglecting re-enrolment notices or requirements. Failure to re-enrol eligible workers could result in penalties and legal complications.
2. **Underestimate Employee Concerns:** Don't underestimate the importance of addressing employees concerns or questions regarding their pensions. Be receptive to inquiries and provide assistance when needed.

Re-enrolment directly impacts your employee's financial future. Staying compliant, engaged, and being proactive in managing this process is important for both you and your employees.

In order for us to support your organisation during this exercise, we would like to request you provide us with your re-enrolment/staging date. Please send this information to Daniel.pattingale@cornwall.gov.uk by **11 December 2023**.

Final Pay Training

We recently launched a new feature on i-Connect which allows you to submit Final Pay figures through the portal, rather than having to complete paper leaver forms.

Whilst some of our employers have been undertaking this successfully, it has come to our attention that some employers may need further guidance on how to calculate this. Final Pay figures can have a financial impact on both the member and you as the employer, so it is important you feel confident with this task.

If the Fund suspects a discrepancy in a Final Pay figure received, we will query this with you – it will be your responsibility to confirm this figure is correct and may mean your organisation has to complete additional leaver forms, until we are confident in your submissions.

In the last newsletter we were excited to announce we have Final Pay training available for our employers. We would now like to invite you to join one of our upcoming training dates.

Training Highlights:

- **Comprehensive Insights:** Our training covers all aspects of Final Pay calculations, ensuring you have a clear understanding of the process.
- **Hands-On Exercises:** Engage in practical exercises and real scenarios to test your skills.
- **Final Pay Calculator:** We will be releasing a Final Pay Calculator to support you with a practical tool to streamline the Final Pay calculation process.

Training Dates:

- 17 November 2023 – 09:30
- 27 November 2023 – 11:00
- 29 November 2023 – 14:00
- 5 December 2023 – 11:00

Location: Virtual/MS Teams

It is the employer responsibility to provide member information to the Cornwall Pension Fund when requested. However, if you would like your payroll provider to join you on this training, please let us know when booking. Please request a space by contacting Daniel.pattingale@cornwall.gov.uk. We will also release additional dates in the new year.

If you have any questions or need more information, please don't hesitate to contact Daniel.pattingale@cornwall.gov.uk.

Local Pension Board Vacancy

The Local Pension Board oversee, assist and support the management and governance of the Fund and plays a key advisory role assisting the Pension Fund Committee in managing the Pension Fund, ensuring that they are compliant with LGPS and other relevant regulations. Further information on the Local Pension Board can be viewed on our website: <https://www.cornwall.gov.uk/jobs-and-careers/cornwall-pension-fund/governance/local-pension-board/>

Following the resignation of one of the Board, we have a current vacancy for an Employer Representative. Should you be interested in applying, please email Matt Davies, Pension Benefits Manager: matthew.davies@cornwall.gov.uk, to obtain a short application form. The closing date for applications is **30 November 2023**.

Successful applicants must have the capacity to attend regular meetings and training sessions, thereby gaining the required knowledge and understating of the Local Government Pension Scheme (LGPS) and the relevant pension legislation in order to represent all employers of the Cornwall Pension Fund.

Contact:



Cornwall Pension Fund. 4th Floor South Wing, County Hall, Truro TR1 3AY



01872 322322



www.cornwallpensionfund.org.uk



pensions@cornwall.gov.uk

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