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Employer Newsletter

May 2025



Cornwall
Pension
Fund

Employer training

The Fund will be offering free training sessions on Final Pay and Assumed Pensionable Pay (APP) over the next few months. This is a repeat of last year's training, however previous attendees are welcome to join and refresh their skills.

- **Final Pay:** Thursday 3 July 2025, 10:00 – 11:00
- **Assumed Pensionable Pay (APP):** Thursday 10 July 2025, 10:00 – 11:00
- **Final Pay:** Tuesday 7 October 2025, 13:00 – 14:00
- **Assumed Pensionable Pay (APP):** Tuesday 14 October 2025, 13:00 – 14:00

If there are any topics which you would like to see covered in future training sessions or within our bi-annual employer meetings, please let us know by emailing Daniel.Pattingale@cornwall.gov.uk

The Local Government Association (LGA) also offers an employer role training module, which may be particularly useful for newer employers. These online events cover a wide range of key topics relevant to administering the LGPS. Please note that these courses are conducted by the LGA and will incur a cost. For more information, use the links below.

- [Employer Role: 29 July 2025](#)
- [Employer Role: 14 August 2025](#)
- [Employer Role: 19 August 2025](#)
- [Employer Role: 30 September 2025](#)
- [Employer Role: 28 October 2025](#)

REMINDER | New guides available

We have launched a new Employer Training & Resources webpage where we will host our employer guides as well as details of future training events.

We recently released a new AVC webpage to assist employers when their first employee opts for an AVC with Standard Life, the Fund's chosen AVC provider. This resource will guide employers through the process of initiating an AVC for a member and setting up their initial contribution schedule.

In addition, we have published a new Flexible Retirement page to support employers through the flexible retirement process. This outlines what to expect and provides step-by-step assistance to help employers manage flexible retirement requests effectively.

<https://www.cornwall.gov.uk/jobs-and-careers/cornwall-pension-fund/employers/employer-training/>

Team update

We are pleased to announce a recent change within the Fund's team structure. Jenna Datson has transitioned from her role in the Employer Data Team to join the Employer Liaison Team.

To fill the vacancy left by Jenna, we have appointed Phil McGarr as our new Employer Data Officer. Phil will join us from our Pension Benefits Team in June and will introduce himself to his designated employers in the near future.

New way to contact us

We have introduced a new shared email address for our Employer Liaison team: LGPSEmployers@cornwall.gov.uk. Please use this address for future correspondence with our team to ensure timely and coordinated responses.

Please continue to send employer data queries to employerdata@cornwall.gov.uk.

Internal Dispute Resolution Procedure (IDRP) Stage one contacts

Employers are required to provide us with a stage 1 IDRP contact within three months of joining the Fund, as outlined in our Pension Administration Strategy. Therefore, we need the contact details of the individual in your organisation responsible for handling Stage 1 formal complaints.

We are contacting all employers to verify their current IDRP contact information. If you have not yet provided this information, please send the details to our Employer Liaison team at LGPSEmployers@cornwall.gov.uk by the 30 June 2025.

For more information on IDRP process: <https://www.cornwall.gov.uk/media/kqzmtsiw/idrp-employers-guide.pdf>

Infrequent earners

We have recently identified a number of members who have not earned pension benefits for a considerable period across our employers.

His Majesty's Revenue and Customs (HMRC) state that it is good practice to remove employees from the payroll system if they have not been paid for a significant period.

By leaving these employees as active members of the Local Government Pension Scheme, not only could there be an increase in your liabilities due to incorrect membership data at the next valuation, but this could also result in incorrect death benefits being paid if a member were to die whilst still an active member of the scheme.

We recommend taking an opportunity to review your current roster. Find out when the members last worked or were paid and consider whether or not to make them a leaver, if they haven't worked for a significant time.

If you decide to make them a leaver, please record the leaving date and reason on your next i-Connect submission. It is important that employees are not added to your i-Connect files until they have paid their first contribution, regardless of whether they were hired before this date.

If you have any questions, please contact the Employer team on employerdata@cornwall.gov.uk

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