NHS Business Services Authority

NHS Pensions Update – January 2020

TRS Refresh update on statement availability issues

There are three main reasons why a pension statement may not be available. These are listed below with just some examples of why this may be the case:

There is a data issue that needs to be investigated

- There is an outstanding data validation query on their member record such as exceeding whole time or overlapping pensionable employments
- The member may have possible membership restrictions
- The member may have complex membership patterns and/or calculations

A manual calculation only can be performed

- Pensions on Divorce details held. This will be automated from next year's statements
- Male nurse restrictions
- Re-employed Pensioner
- Member has drawdown recorded
- Practitioner with specific membership restrictions
- Additional Pension or ERRBO are not included

The member is ineligible or will not receive an ABS

- The person is an Electronic Staff Record (ESR) employee but not a member of the NHS Pension Scheme
- The person(s) is not paid through the ESR system nor are they a member of the NHS Pension Scheme
- The pension statement was calculated but as there was not an exact match between NHS Pensions and ESR data only the employment element is generated
- The person was not a member of the scheme on 31st March this year or they joined prior to this date and their record has not been updated by their employer

Transitioned members to the 2015 Scheme

- Since 1st April 2015 only added years purchased to 31st March 2015 or the date of transition if later are included in the calculation. Contributions paid after that date is shown on the statement for the latest year and all contributions will be included at point of retirement.

- If a member has Special Class or MHO status and as such is entitled to retire at age 55, this will not be shown on a TRS statement, it will show 60. It does not mean a member has lost their status. The correct retirement age will be used at point of retirement.

Final Pay Control Update

Supplementary Form FPC1

Following the article in September's Newsletter introducing the FPC1 form, we are pleased to report this has helped reduce the number of invoices going out to employers and helped prevent charges being over/under stated based on the information you have provided.

Due to the success, we are asking employers to continue to complete the FPC1 in all cases where there has been a significant pay increase in the last four years and the member is likely to exceed the allowable amount of 4.5%. We will continue to make the final assessment and invoice you if a final pay control charge applies. Please note interest will be added to the charge if it is not paid within 30 days beginning on the date when the invoice is issued.

Where the FPC1 form has not been completed and a potential final pay control charge has been identified by us, the Final Pay Control Team will request completion of the form in all cases.

Points to remember when completing the FPC1 Form

Agenda for Change (AFC) – If a member holds an AFC contract and the pay increase awarded is due to a pay increase under the "Framework agreement on the reform of Agenda for Change" adopted on 27 June 2018, or, they receive enhancements, but are still on the same pay scale, a final pay control charge does not apply. However, so we can confirm this, please provide the AFC pay scales on a separate sheet.

Salary Sacrifice – Where a member has taken out a salary sacrifice arrangement, please tell us the date the arrangement was made and the amount of salary sacrifice. Please provide the pay before and after the salary sacrifice.

Clinical Excellence Award (CEA) – If the member's pay includes a CEA award it is important to tell us the amount and whether it was locally or nationally awarded. For all national awards the relevant Advisory Committee will be invoiced for the part of the charge relating to the award, not the EA.

Pensionable Pay – We require the last three years and the base year. The last three years should mirror the figures already provided on the AW8.

Any revision of pensionable pay (substitute award) will be re-assessed by the Final Pay Control Team.

Please ensure you complete **all** sections of the FPC1 form and provide any additional information on a separate sheet. We will return the form if it has not been fully completed.

Non Pension Online (POL)

On an annual basis, all employing authorities are required to submit end of year information to NHS Pensions to allow us to complete our cyclic update of member records.

In 2020, Non POL Employers will be asked to complete and return the annual update by close of business on the 31 May 2020. This will be done in the same way as previous Non POL annual submissions and the broad process is outlined below;

- Our Data Management Team will send the prepopulated spreadsheet to the main EA contact in March 2020. This will contain all the members that we believe an annual update will need to be submitted for

- Organisations have until 31 May to submit this information to NHS Pensions. If the information submitted has errors, our data management team will work with employers to try and improve the accuracy of this data before the cut off

- There will be comprehensive guidance notes sent alongside the annual update spreadsheet and we hope to host a combination of telephone/webinar training sessions to further support employers

As you will be aware, NHS Pensions is currently re platforming Pensions Online which will ultimately allow all organisations to access Pensions Online. We anticipated that this functionality may be available for the 2020 Non POL annual submission of information.

We can confirm that we not at the stage to be able to on board organisations to the new service yet and as such we will continue to use the previous process which has proved to be very successful.

Further updates on both the 2020 Non POL Process and Re-Platformed Pensions Online will be communicated in future newsletters.

Next round of Stakeholder GP Events

We have been collating your feedback since 2017 when we first started the training sessions for GP Practice Managers. The Stakeholder Team are now planning the next round of training sessions, targeted at either level 1 - new or intermediate administrators - or level 2 - experienced administrators - in 2020-2021.

If you are interested in attending the next round of training sessions they will be split into two different levels, level 1 and level 2 which will take place on separate days. It is your decision which day you choose to attend. However we would encourage you to consider which would be most beneficial to you, particularly if you have attended one of our events before.

On both days we will provide;

- Refreshments throughout the day and lunch
- A Continued Professional Development (CPD) accreditation event, more information about this can found at https://cpduk.co.uk/

Dates and locations will be confirmed in the employer's newsletter at a later date. Sessions may also vary to those published dependent upon regulatory, business changes and any other training identified.

Training day for level 1

Introduction – Business update and NHS Pension Scheme overview

Session 1 – NHS Pensions website, Communications and Annual Benefit Statements

- Navigation of the NHS Pension Scheme website and the key areas for you as an employer
- How to access an Annual Benefits Statement so you can advise members
- Where to find the NHS Pensions Update and Employers Charter
- Where to find employer forms

Session 2 – Claiming benefits from the NHS Pension Scheme

- Timeline for retirement applications and the process
- Completion of the retirement application form AW8
- Age retirement
- Other reasons for retirement – Claiming benefits early under ill health retirement or Early Retirement
- Members claiming deferred benefits who are still working in NHS employment

Session 3 – Roles and Responsibilities

- Disclosure Regulations - What actions you must take when joining a member to the NHS Pension Scheme
- Auto enrolment vs contractual enrolment and how they interact (The NHS Pension Scheme is a qualifying scheme for the Auto Enrolment Government Initiative)
- Roles of an administrator including payroll actions and overview of Primary Care Support England (PCSE) who are the local administrators for GPs, Salaried GP and Non GP Partners

Session 4 – Pensions Online (POL)

- Re-platforming update of Pensions Online (POL) including an update on the transfer of POL from HSCN (N3) network to a cloud based platform
- Show and tell of the new screens in POL (taster session)

Training day for level 2

Session 1 – NHS Pension Scheme website / Communications / Annual Benefit Statement

- Navigation of the NHS Pension Scheme website including the members area

- Annual Benefit Statement explanation and reasons why a statement may not be produced
- Employer Newsletters and Employer Charter
- Employer Forms and Technical Guidance

Session 2 – Other types of benefits claims from the NHS Pension Scheme

- Pensions on Divorce Credit - If an employee is entitled to claim some of a former spouse's pension. How to administer and the processes involved
- Drawdown where a member takes part of their pension early. How to administer and the processes involved
- Lump Sum Commutation - member chooses to increase their lump sum in the 1995 section, and/or provide for a lump sum in the 2008 section and/or 2015 scheme. How to administer and the processes involved
- Serious Ill Health including commutation - where a member that has less than 12 months to live may receive all of their ill health pension in one lump sum payment.

Session 3 – Roles and Responsibilities

- Disclosure Regulations - What actions you must take when joining a member to the NHS Pension Scheme
- Auto enrolment vs contractual enrolment and how they interact (The NHS Pension Scheme is a qualifying scheme for the Auto Enrolment Government Initiative).

- Detailed explanation of Primary Care Support England (PCSE) and GP Pensions.
- Non-compliance and The Pension Regulator.

Session 4 – Pensions Online (POL)

- Re-platforming update of POL including an update on the transfer of POL from HSCN (N3) network to a cloud based platform.
- Show and tell of the new screen in POL (taster session)

All events will close;

- Response to questions raised throughout the day
- Provide useful contact details

Our first two events take place in Birmingham:

Level 1
NHS Pension GP Practice Stakeholder Event

Tuesday 28 April, 09.30 - 15.30

De Vere Colmore Gate , Birmingham B3 2QD

Please click here to register for Level 1.

Level 2
NHS Pension GP Practice Stakeholder Event

Tuesday 12 May, 09.30 – 15.30

Jurys Inn Birmingham, B1 2HQ

Please click here to register for level 2.

2018-19 GP Provider/non-GP Provider Certificate of Pensionable Income and 2018-19 type 2 medical Practitioner self-assessment form

The 2018-19 GP Provider and non-GP Providers Certificate Of Pensionable Income is now available in the practitioner page of the Member Hub section of our website. All GP Providers and non-GP Providers must complete the Certificate by 29 February 2020 in accordance with statutory pension legislation.

A GP Provider is legally required to complete a Certificate in respect of **each** GMS, PMS, and APMS contract that they are a party to.

A non-GP Provider is legally required to complete a Certificate in respect of **one** contract only even though they may be involved in several. This is because they can only superannuate income from practice.

The 2018-19 type 2 medical practitioner self-assessment form is also available in the practitioner page of the Member Hub section of our website. Practice based salaried GPs and GPs who are solely Out Of Hours GPs must complete the form by 29 February 2020 in accordance with statutory legislation.

We shall provide guidance shortly in respect of the GP SOLO form, the ‘estimate of pensionable income form’, and the freelance GP locum forms A and B.