

To: Chief Executives
 Pension Contacts

Circular 05/2015
 25 March 2015

At: All new Councils

Dear Colleagues,

Administration information for the new Councils

This circular has been issued to all new councils requesting completion and return of the attached Information Form and LGS40 by 30 April 2015 to enable us to update our records. Please ensure that this form is returned promptly otherwise there could be delays processing requests from your council.

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1. Movement of employees from old to new councils

1.1 As soon as each existing council's annual return is posted to our pension administration records, NILGOSC will move **all** existing active, deferred and pensioner members of that council to the new successor council. LGS15 Leaver's forms are not required for these members and must only be completed if a member is actually leaving the employment of either the existing/successor council (apart from exiting councillors whose leaving pay details will be taken from your annual return). We only require details of active members (name, national insurance number and NILGOSC reference number) who are not transferring to the successor council e.g. building control or environmental health staff. Please complete the attached form at Appendix 1 in respect of these members and send it to ruth.benson@nilgosc.org.uk as soon as possible.

1.2 Once this exercise is completed for each new council we will forward a list of its active, deferred and pensioner members for reconciliation purposes. Each new council will be required to confirm that their listing is correct.

2. Deduction of contributions

2.1 Please ensure that Additional Voluntary Contributions (AVCs), additional contributions, Shared Cost AVCs that members are paying over and above their normal Scheme contributions continue to be deducted and remitted to either NILGOSC or Prudential, as appropriate.

3. Confirmation of name of new council and Scheme reference number

3.1 According to our records the name of each council and employer Scheme reference number are as set out in Table 1. The employer Scheme reference number is unique to each employer and is used by NILGOSC to identify different employers. It is included for information purposes. Please let us know if the name of your council is incorrect using the attached Information Sheet.

Table 1 - New Councils

New Council	Scheme Reference Number
Antrim and Newtownabbey Borough Council	375
Armagh, Banbridge and Craigavon District Council	376
Belfast City Council	377
Causeway Coast and Glens District Council	378
Derry City and Strabane District Council	379
Fermanagh and Omagh District Council	380
Lisburn and Castlereagh City Council	381
Mid and East Antrim District Council	382
Mid Ulster District Council	383
Newry, Mourne and Down District Council	384
Ards and North Down Borough Council	385

4. Address, contact details and signatories for the new councils

4.1 Please advise us of the correspondence address for your council using the attached information sheet.

4.2 In addition, please also complete and return Form LGS40 Employer Contact and Signatory Form. This form advises us of the names and contact details of your Chief Executive, Personnel, Salaries and Wages and Pension contacts. We will distribute circulars and other pension information for your council to your named contacts. Form LGS40 also requests specimen signatures for those employees who are authorised to sign pension documents on behalf of your council. NILGOSC will only accept pension documents that are signed by one of these authorised signatories. Form LGS40 is attached along with this circular and is also

available on our website at

<http://www.nilgosc.org.uk/resources/category/14/forms-and-spreadsheets.aspx> .

5. Automatic Enrolment

- 5.1 As a new employers, each council will be required to register with The Pensions Regulator for automatic enrolment purposes. You may already have done so and need take no further action. If you have not done so, you should contact The Pensions Regulator directly to determine what action you may need to take e.g. bring forward the staging date of the new council. If you are bringing forward your staging date you need to let The Pension Regulator know one month before the staging date. The Pension Regulator can be contacted at <http://www.thepensionsregulator.gov.uk/> .
- 5.2 Please let us have an update on the action you will/have taken in respect of automatic enrolment and the staging date of the new council. Information on the action you have taken can be provided on the attached form.

If you have any questions regarding the content of this circular, please contact Ruth Benson, any member of the Pensions Development Team or myself.

Yours sincerely



Zena Kee
Pensions Manager