

To: Salaries and Wages
Human Resources
Pension Contacts

Circular 15/2015
29 September 2015

At: All Employing Authorities

Dear Colleagues,

Employer Training on Scheme Administration

This Circular has been issued to invite your staff to employer Scheme administration seminars. We would particularly welcome attendees who are responsible for administering the Scheme.

NILGOSC Seminars on the Administration of the LGPS (NI) 2015

Due to an overwhelming response from employers to a recent query on training needs we have organised three seminars in October/ November 2015. The content will include the following items requested by employers: an overview of CARE, information on joining, the retirement process, calculation of Assumed Pensionable Pay (APP), absences, Additional Pension Contributions (APCs) and the annual return requirements for March 2016.

The seminars will begin promptly at 10am and will last for three hours with a 15 minute break for coffee/tea. Handouts will be provided. The venues are as follows:

Dungannon

Date: Thursday 22 October 2015

Time: 10am – 1pm

Venue: South West College, Circular Road, Dungannon, BT71 6BQ

Lisburn

Date: Monday 2 November 2015

Time: 10am – 1pm

Venue: Chestnut Suite, Lagan Valley Island Conference Centre, Lisburn, BT27 4RL

Londonderry

Date: Wednesday 4 November 2015

Time: 10am – 1pm

Venue: Waterfoot Hotel, Caw Roundabout, Londonderry, BT47 6TB

Places are initially limited to three staff from each employer at all three venues with each venue being able to accommodate 100 attendees. Please respond to Hannah.Berryman@nilgosc.org.uk by 9 October 2015 to confirm attendance at any of the seminars with the name, job title and email address of everyone who wishes to attend. We will keep a reserve list and release more places, if possible, after 9 October.

We are very grateful to the two Scheme employers who have facilitated these seminars. Please do not hesitate to contact Ruth Benson (ruth.benson@nilgosc.org.uk), Hannah Berryman or myself if you have any queries.

Yours sincerely

A handwritten signature in black ink that reads "Zena Kee". The signature is written in a cursive, slightly slanted style.

Zena Kee
Pensions Manager