

To: Salaries and Wages
Human Resources
Pension Contacts

Circular 15/2013
12 December 2013

At: All Employing Authorities

Dear Colleagues,

LGPS (NI) 2014 – Guides for Human Resources and Payroll Departments (version 1)

This circular advises employing authorities that Human Resources and Payroll Guides for the LGPS (NI) 2014 have been published on the NILGOSC website at <http://www.nilgosc.org.uk/hr-and-payroll-guide>

The Department of Environment has yet to make the regulations for the LGPS (NI) 2014 Scheme and these guides are based on NILGOSC's expectations of the features of the new Scheme as well as the features of the new Scheme in England and Wales. There may be some changes once legislation is finally made.

Both Guides set out the additional or changed requirements in respect of administration of the proposed LGPS (NI) 2014. The Guides do not replace current information requirements agreed with NILGOSC and they will be updated once regulations become available.

Action for employing authorities

It is important that the Payroll Guide is forwarded to your payroll software providers as soon as possible. Your software providers will need to ensure that your payroll software is suitable for recording the information needed to administer the new Scheme from 1 April 2014.

A Payroll Software Suppliers Engagement Group has been working with the Local Government Association in England and Wales to help with the development of the new Scheme. I understand that the payroll providers who are involved in this exercise include Northgate, SAPS, Oracle and Midland HR and they have been updating their software to ensure that it meets the additional requirements of the 2014 Scheme. NILGOSC has also been involved directly in programming discussions with Northgate. I am not aware of the progress that other software providers have made, though I have been informed that Sage cannot accommodate the requirements for the new Scheme at the current time. Any Sage users should contact their provider urgently to check if this is correct.

Please do not hesitate to contact me 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