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To: Salaries and Wages  
Human Resources  
Pension Contacts

At: All Employing Authorities

Circular 06/2023

3 April 2023

Dear Colleagues,

### **Employer Administration Training**

This circular provides employing authorities with information on upcoming employer training events. The training is to help employers meet their administration responsibilities for the Scheme. Each session will last approximately one hour, except for Employer Discretions which is about 90 minutes.

### **Administration during Active Membership**

- [Tuesday 2 May at 10am](#), or
- [Tuesday 9 May at 10am](#)

This session covers all the administration and form filling requirements for new members joining the Scheme, contribution rates and the relevant forms associated with any changes that may occur through the duration of employment.

### **Administration for Leavers**

- [Wednesday 3 May at 10am](#), or
- [Wednesday 10 May at 10am](#)

This session deals with the administration requirements when employees leave the Scheme, including refunds, retirements and deaths.

### **Assumed Pensionable Pay (APP)**

- [Thursday 4 May at 10am](#), or
- [Thursday 11 May at 10am](#)

This session takes a detailed look at the calculation and application of APP. It covers the requirements of calculating APP for active Scheme members, the impact on employer contributions, and the annual return or i-Connect requirements for pensionable pay. The practical example, and associated forms, is followed right through to ill-health retirement.

### **Employer Discretions**

- [Friday 5 May at 10am](#), or
- [Friday 12 May at 10am](#)

This slightly longer session covers the various discretions that are available to employers under the regulations and includes a sample policy statement that can be used by employers as a template when formulating or updating their own policy.

These sessions will be run as Microsoft Teams webinars, and to join please register by clicking on the relevant date and time above, or via our website:

<https://nilgosc.org.uk/employers/training-events/>.

For more information or if you have any queries, please email me: [seminars@nilgosc.org.uk](mailto:seminars@nilgosc.org.uk).

Yours sincerely

Ruth Benson

Employer Liaison Officer