



Templeton House
411 Holywood Road
Belfast, BT4 2LP

T: 0345 3197 320

E:
info@nilgosc.org.uk
www.nilgosc.org.uk

To: Salaries and Wages
Human Resources
Pension Contacts
At: All Employing Authorities

Circular 09/2021
22 October 2021

Dear Colleagues,

Employers – Training on Administration and Form Filling

This circular provides employing authorities with information on upcoming employer training events. The employer training is to help employers meet their administration responsibilities for the Scheme. We are now providing the following one-hour training sessions via Microsoft Teams.

1. Administration during Active Membership

- Monday 22 November at 10am
- Monday 22 November at 3pm
- Thursday 2 December at 10am

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

2. Administration for Leavers

- Tuesday 23 November at 10am
- Tuesday 23 November at 3pm
- Thursday 2 December at 3pm

This session deals with the administration requirements when an employee leaves the Scheme, including refunds, retirements and deaths.

3. Assumed Pensionable Pay (APP)

- Wednesday 24 November at 10am
- Wednesday 24 November at 3pm
- Friday 3 December at 10am

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

4. Employer Discretions

- Thursday 25 November at 10am
- Thursday 25 November at 3pm
- Friday 3 December at 3pm

This 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 statement.

These sessions will be run as Microsoft Teams Meetings so to join any of these sessions please register for the relevant seminar on our website. Alternatively, you can send an email to seminars@nilgosc.org.uk confirming the email addresses of the attendees, the dates and times of the sessions you would like to join, and we will send invitation link via email. For more information, please visit our website: <https://nilgosc.org.uk/employers/training-events/>.

Yours sincerely

Ruth Benson

Employer Liaison Officer