

# Pensions Development Pathway

This online self-learning learning pathway has been designed for employer HR / Payroll / Finance representatives to develop specialist pensions knowledge to enable them to discharge their employer's LGPS responsibilities.

We recommend that the stages are worked through in order.

If you have any suggestions for improving the Pathway or require support to follow it, please contact: Chris Frohlich, Engagement Manager, on 01905 844 004 or [cfrohlich@worcestershire.gov.uk](mailto:cfrohlich@worcestershire.gov.uk)

## Stage 1: An introduction to the LGPS

- Read the Employees Promotional Leaflet at <http://www.lgpsregs.org/resources/guidesetc.php>
- Read the Employees Brief Guide at <http://www.lgpsregs.org/resources/guidesetc.php>



## Stage 2: Understanding the LGPS

- Read the Employees Full Guide at [Employee members Information - Worcestershire Pension Fund](#)
- View the Employee members area of Worcestershire Pension Fund's website at <https://www.worcestershire.gov.uk/worcestershirepensionfund/info/4/employee-members>
- View the LGPS members website at <https://lgpsmember.org/index.php>



## Stage 3: Understanding the employer's role in the LGPS

- View the Employers area of Worcestershire Pension Fund's website at <https://www.worcestershire.gov.uk/worcestershirepensionfund/info/5/employers> reading the [Pension Administration Strategy](#) in detail



## Stage 4: Contributions, Pensionable Pay and Absence

- Read the HR and Payroll guides at <https://www.lgpsregs.org/employer-resources/guidesetc.php>
- Look at the Monthly CARE posting and end of year return Excel spreadsheets and their completion notes at <https://www.worcestershire.gov.uk/worcestershirepensionfund/info/5/employers/28/employer-forms-excel-spreadsheets>
- Review a sample Leavers (previously called Cessation Form) that your organisation has previously submitted to Worcestershire Pension Fund for an employee who was in the LGPS prior to 1 April 2014 and ensure that you understand how to complete the current [Leavers \(previously called Cessation\) Form](#)



## Stage 5: LGPS regulations

- Read the LGPS Regulations 2013 at <http://www.lgpsregs.org/schemeregs/lgpsregs2013.php>
- Read the LGPS Transitional Regulations 2014 at <http://www.lgpsregs.org/schemeregs/tpregs2014.php>
- Read the 2007/2008 and 1997 regulations at <http://lgpsregs.org/timelineregs/regidx.html>



## Stage 6: Further reading

- The Pensions and Lifetime Savings Association's (PLSA) [Guide for employers participating in the LGPS](#)
- The PLSA's [Navigating entry into the LGPS: for local government contractors](#)
- The Local Government Pension Committee's guidance on Automatic Enrolment at <https://www.lgpsregs.org/employer-resources/guidesetc.php>