



EMPLOYER NEWSLETTER

APRIL 2025



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31 March 2025 LGPS Year-End deadline has now passed

Thank you to all employers who completed the Year End exercise by 30/04/2025.

If you have not completed the exercise, you are in breach of your employer responsibilities as outlined in the [Pensions Administration Strategy](#).

Please contact SGribbin@worcestershire.gov.uk if you are having issues with completion.

Rates and Bands from 1 April 2025

Reminder of the updated list of rates and bands for 2025 / 2026 including member contribution rates to the LGPS which came into effect from 01/04/2025 can be found on the LGPC website [Bulletin 261](#)

The contribution remittance PCF1 2025/26, for Employers yet to use i-Connect, is now on our website: <https://www.worcestershirepensionfund.org.uk/employers/employer-forms-and-excel-spreadsheets>.



i-Connect Reminder

Since the roll-out of i-Connect, we have encountered a few recurring issues with data submissions.

Please note the following reminders for employers:

1. Definitions:

- **Full Time Equivalent Pay (FTE):** This is the pay the member would receive if they worked full time, including reductions for term-time work.
- **Contracted Annual Salary:** This is the actual amount the member should receive including the reductions in relation to part-time or term-time work.

Example:

- Henry's **Contracted Annual Salary** is **£10,878.38**.
- He works **17.5** hours a week.
- Henry's **FTE** is **£23,000**

His FTE is worked out using this formula:

$(\text{contracted annual salary}/\text{hours per week}) \times 37$

$£10,878.38/17.5 \times 37.00 = \mathbf{£23,000}$

Note: On the i-Connect file submission, **FTE** figures should be entered in column BB.

2. Accepted Reasons for Leaving:

- Voluntary resignation
- Opt out
- Transfer
- Ill health
- Flexible retirement
- Retirement
- Redundancy/Business Efficiency
- Death in service

Note: leavers form must still be completed for members seeking to claim their pension benefits, such as voluntary retirement, 55+ redundancy/business efficiency, and ill health retirements.

McCloud Webinar

The LGA are hosting McCloud webinars which may help members to understand the LGPS, how pension is built up in the Final Salary scheme before 1 April 2014 and how the McCloud remedy might affect them.

Please share this with staff who may be interested in this session, please click the link below to find out more and to book your place.

[Book your place on a McCloud webinar](#)



Employer Role Training from the LGA

An Employer Role training course is being offered by the LGA aimed at staff working for scheme employers who have operational responsibilities under the LGPS.

The course looks to cover the following areas:

- Brief overview of the LGPS
- Joining the LGPS
- CARE vs Final Pay
- Absences
- Additional Contributions
- All types of retirement
- Early leavers
- Other areas for consideration – including employer discretions, maximising tax-free cash and internal dispute resolution procedures.

The sessions being offered are in person in London or online via Teams, visit the [LGA events website](#) to book your space.

Our Forms and Excel Spreadsheets

Please make sure that you always check our website's employer forms and excel spreadsheets page for the dates of the latest versions before using previously saved versions.

Contact Us:

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www.worcestershirepensionfund.org.uk