

Local Government Pension Scheme Bulletin



Issue 7

23rd May 2022

Important Changes to Leavers Processes

I wanted to write to let you know about two changes to pension processes. Following the success of the roll out of the i-Connect data portal, I am delighted to report that at the time of writing we now have 97% of our active scheme employers onboarded to i-Connect which covers 99% of our active scheme members. This is a tremendous position to be in and I would like to thank all of you that have worked hard alongside Pensions colleagues to achieve this.

The submission of data through i-Connect means that pensions data is more likely to be up to date, allowing scheme members access to their latest pension information through our Member Self-Service facility. Importantly it also allows employers to supply data more evenly throughout the year and spread the workload of what used to be an annual exercise.

As part of our continuing efforts to improve processes both for scheme members, employers and ourselves, we now feel that we can begin to refine our process in relation to the notification of leavers. Therefore, with effect from 1st June 2022 employers should only continue to automatically supply an ePen3 (Leavers Form) to Pensions where:

- The leaver is aged 55 or over at date of leaving or;
- Regardless of age, they have retired on the grounds of permanent ill health;
- The member has died in service.

Where a member leaves under the age of 55, if they joined the LGPS on or after 1st April 2014 (i.e. CARE scheme service only), then all the data that is required to process their pension should have already been supplied through i-Connect and we will not need to request a leavers form.

Therefore, employers will no longer need to supply ePen3s for any other members unless they have been specifically requested. We will provide a regular list of leavers that we will require an ePen3 for. These cases will be where we require a Final Pay figure or further confirmation of the data supplied through i-Connect. From time to time this may include cases where further confirmation of data previously supplied through i-Connect is required.

Note that if there are any concerns regarding the data that has been supplied through i-Connect, we may ask you to supply a form to confirm that that information is correct.

Employers not using i-Connect must continue to provide an ePen3 in all cases.

Uploading of leaver forms

In addition, from 1st June 2022, I will require that all ePen3s are no longer emailed and instead are uploaded through the i-Connect portal, plus any supporting documents, e.g. medical certificates, redundancy approval forms etc. This is a straightforward process and will allow us to more easily track when a form has been sent and strengthen the security of data transfer. A guide explaining how to do this has been issued with this bulletin.

Leavers forms must be supplied promptly and in any event within 30 days of receipt of the request in accordance with the Fund Administration and Communication Strategy. This will ensure that member data is kept updated and allows benefits to be calculated for scheme members in a timely manner.

For some employers this may mean that additional staff will require access to i-Connect. Please contact Pensions Officer [Geraldina O'Neill](#) about any requirements that you may have.

If you have any questions regarding the content of this bulletin, please contact Stuart Wells on (0116) 305 6944 or stuart.wells@leics.gov.uk

Regards,

Ian Howe
Pensions Manager