

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

Circular 11/2020
3 November 2020

Dear Colleagues,

Employers - Training on Administration and Form Filling

Employees - Pension Information Sessions

This circular provides employing authorities with information on upcoming employer training and pension information sessions for employees. These sessions are designed to help employers meet their administration responsibilities to NILGOSC as well as to assist members in their journey through the pension scheme to retirement. We are now providing remote training via MS Teams and to enable us to keep the sessions to an hour in length we have created sessions on specific topics of interest as follows:

Employer Training:

Employer Session 1 – Membership

- Monday 23rd November at 10am
- Monday 23rd November at 2pm
- Tuesday 1st December at 10am

This session will cover 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 their employment.

Employer Session 2 – Leavers

- Thursday 26th November at 10am
- Thursday 26th November at 2pm
- Tuesday 1st December at 2pm

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

Employer Session 3 – Employer Discretions

- Friday 4th December at 10am
- Friday 4th December at 2pm

This session covers the various discretions that are available to employers under the regulations and includes a sample policy statement.

Pension Information Sessions for Employees:

The following sessions for members cover all the same Scheme topics but are specifically designed to present what is most relevant to our members depending on where they are in their road to retirement. Please circulate these details to any employees who may be interested in more information about their pension.

Member - Welcome to the Scheme

- Monday 11th January at 10am
- Monday 11th January at 3pm

This session is suitable for employees who have joined the pension scheme within the previous 12 months and is also helpful for employees who have opted out but may wish to know more about the Scheme. The session will explain the main Scheme benefits, contributions and AVCs/APCs, transfers and aggregating other pensions. There will also be a demonstration of how to access My NILGOSC Pension Online to keep track of their NILGOSC pension and to plan for future retirement.

Member - Approaching retirement

- Friday 15th January at 10am
- Friday 15th January at 3pm

This session is aimed at employees who may be thinking of retiring in the next few years. It will cover the different types of retirement, how benefits are calculated and will include a demonstration of My NILGOSC Pension Online and how to tailor your own pension projections.

Member – Scheme Benefits

- Thursday 21st January at 10am
- Thursday 21st January at 3pm

This is a more general overview for future retirement planning. This session will cover the use of Additional Voluntary Contributions and Additional Pension Contributions to boost pension savings, the different types of retirement, and will also cover what options are available if you leave the pension scheme before retirement.

Member – Redundancy

- Thursday 19th November at 10am

This session will explain the pension benefits payable in the event of redundancy for members aged 55 or over at the date of leaving. It will also cover the options available to members who are aged under 55 at the date of redundancy. Please contact seminars@nilgosc.org.uk if you would like to arrange an individual redundancy seminar for your employees.

All of these training and information sessions will be held remotely and once you have registered your interest you will receive further information and a link to the MS Teams Event along with information on how to join and the appropriate system requirements.

If you or any of your employees would be interested in attending one of these sessions please can you register your interest by sending an email to seminars@nilgosc.org.uk with the following information:

- 1) Which session(s) you are interested in
- 2) The date(s) for each of the sessions
- 3) Email addresses for attendees of each session

If you have any questions regarding this circular or any of our pension seminars, please do not hesitate to contact me.

Yours sincerely

Ruth Benson

Employer Liaison Officer