



Templeton House  
411 Hollywood Road  
Belfast, BT4 2LP  
T: 0345 3197 320  
E: [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk)  
[www.nilgosc.org.uk](http://www.nilgosc.org.uk)

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

Circular 04/2021  
8 April 2021

Dear Colleagues,

**Scheme Members – Pension Information Sessions**  
**Employers – Training on Administration and Form Filling**

This circular provides employing authorities with information on upcoming Scheme member and employer training events. The member events are designed to assist members in their journey through the pension scheme to retirement, and 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.

**Pension Information Sessions**

Monday 26 April at 3.30pm	Welcome to the Scheme
Tuesday 27 April at 3.30pm	Approaching Retirement
Thursday 29 April at 3.30pm	Scheme Benefits

These sessions will be MS Teams Live Events and if your employees wish to join any of these sessions then please direct them to our website. Employees can click on the link at the date and time of the seminar they would like to attend. For more information, including a troubleshooting list, please see our website: <https://nilgosc.org.uk/members/training-events/>.

These sessions will be recorded and will be published on the NILGOSC website after the event.

### **Employer Administration Training**

Monday 10 May 10am or 3pm	Membership
Tuesday 11 May 10am or 3pm	Leavers
Thursday 13 May 10am	Employer Discretions

These sessions will be run as MS Teams Meetings so to join any of these sessions please send an email to [seminars@nilgosc.org.uk](mailto: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/>.

If you have any questions regarding this circular or any of our pension seminars, please do not hesitate to contact me ([ruth.benson@nilgosc.org.uk](mailto:ruth.benson@nilgosc.org.uk)).

Yours sincerely

Ruth Benson  
Employer Liaison Officer