

Date:	21st June 2016
Classification:	General Release
Title:	Pension Auto Re Enrolment
Report of:	Carmel Millar Director of People Services (Interim)
Wards Involved:	All
Policy Context:	Financial Control
Financial Summary:	Auto enrolment should increase cash flow into the pension fund

1. Executive Summary

- 1.1 As requested by the Pension Fund Committee, this report sets out details of the upcoming Re-enrolment of staff into the LGPS.
- 1.2 The role of People Services is to ensure that Westminster complies with its duties to enrol staff into an eligible pension scheme every three years. In addition we aim to ensure that we promote the benefits of the Local Government Pension Scheme (LGPS) to staff as a recruitment and retention tool and maintain income into the Westminster fund.

2. Current Position

- 2.1 Following the introduction of auto enrolment legislation, Westminster Council implemented full auto enrolment on our initial staging date of July 2013, where anyone who had previously opted out of either the LGPS Westminster fund or the Teachers Pension scheme were re-enrolled.
- 2.2 Westminster has a duty under the legislation to enrol staff again to an eligible pension scheme every three years and therefore we are due to hit our next staging date on the 1st of July 2016.
- 2.3 The Pensions Officer for Westminster has met with the Pensions Officer for BT to ensure that they understand the requirements of Auto Enrolment and BT will be writing to all eligible staff to advise them that they will be opted into the scheme

and to all non eligible to staff to advise them of the circumstances in which they can be opted into the scheme. Anyone who has opted out within the previous 12 months will not be required to be auto enrolled this time and will be treated as non eligible.

2.4 For reference the eligibility criteria are as follows;

- Is Age 22 or over
- Is under State Pension Age (SPA)
- Earns £11,000 annually determined by monthly pay in July of £916 per month
- Opted out of the pension scheme prior to August 2015
- Does not have a certificate of protection from HMRC prior to 2016 offering protection as a result of meeting the Life Time Allowance limit.

2.5 People Services are also liaising with the Pension Regulator and are in contact with them regarding the staging dates for a number of schools who may have alternative staging dates to Westminster's main body. The Pension Regulator determines staging dates via the employer payroll returns related to the PAYE reference. Schools often have different PAYE references where they have left the main payroll service and many of the faith schools are employers for pension purposes in their own right.

2.6 Staff wanting to opt out will need to download the opt out form from our pension website and upload to BT to action in August via Service Now if paid by BT. If they are paid by another provider they will need to send the form to their payroll provider to action. We will ask BT and the other payroll providers to advise us of any opt in's in July and the opt outs that follow in the next three months and update the committee accordingly

3. Summary

3.1 As of the date of writing this report Westminster remains on track to complete all functions to comply with auto enrolment in July 2016.