

Happy New Year!

Inside this issue:

Fund Updates

Notices from the Pensions and Investments Team

Administration - [page 2](#)

Investments - [page 3](#)

Governance - [page 3](#)

Are you ready for 2022?

Projects you can expect to hear more about over the next year – [page 5](#)

Scheme news

Regulation changes and news impacting the LGPS including:

Cost management update – [page 7](#)

New Ombudsmen

Guidance- [page 8](#)

Explained

Assumed Pensionable Pay

(APP); more examples - [page 9](#)

Employer FAQs – [page 11](#)

Contact details

Get in touch – [page 12](#)

Quick Fact!

On 31 March 2021, Buckinghamshire Pension Fund had **25,406** active members



Welcome to In-Form!

Welcome to In-Form; your quarterly employer newsletter. On behalf of the Pensions and Investments Team, Happy New Year! 2022 is a valuation year, a traditionally busy time in Local Government Pension Scheme (LGPS) administration. Take a look at this issue's special feature '[Are you ready for 2022?](#)' to find out more about the valuation and other key projects you will hear more about over the coming months.

It was wonderful to see so many of you attend the Assumed Pensionable Pay (APP) webinar on the 19 November. APP is an important part of the employer role. A few of you fed back that you would like more calculation examples. We have therefore provided more examples of APP calculations for you to work through in this issue's '[bitesize training](#)'. We hope this will be useful for those of you who were unable to attend the webinar as well.

Don't forget to read the '[Fund updates](#)' section, which includes essential communications from the Pensions and Investments Team and take any of the recommended actions. The '[scheme news](#)' section provides the latest updates from the wider sector.

We hope you find this issue of In-Form useful and informative. Please take a moment to tell us how you found it by completing this [short anonymous survey](#) when you have finished reading.

Administration

Changes to retirement procedure

In our email of 25 November, we confirmed we will no longer issue retirement packs automatically for leavers over age 55. Unless a member over age 55 is retiring, has requested to take their pension, or is being made redundant, you should follow the same procedure in notifying us their employment is ending as you would for any other leaver. This means, if you're an i-Connect employer, you should only be providing a ['notification of leaver form'](#) for retirements. This form has been updated and is now digitally enabled. Going forward, we will be unable to accept old versions of this form.

Action - Update your leaver procedures to ensure you are checking with leavers over age 55 if they are intending to take their pension. Remove any copies of the old leaver form from circulation. Ensure all relevant parties including HR, payroll personnel and third party payroll providers are aware of this change.

Bank details reminder

Buckinghamshire Pension Fund has a separate account to Buckinghamshire Council. Some employers are continuing to make payments owed to the Fund to the Council's account. The Pension Fund details are provided below:

Account name: Buckinghamshire Pension Fund

Sort Code: 20 – 74 – 38

Account number: 83044696

Action - Please check you are making payment to the correct account. Contact us immediately if a payment has been made to an incorrect account.

i-Connect update

229 employers have now been fully onboarded to i-Connect. That's 85% of all Fund employers! Thank you for your co-operation in making the roll out of i-Connect a success! i-Connect's capabilities

are continually developing. We are currently trialling a new 'document upload' facility and will shortly be contacting a selection of our i-Connect employers to begin user testing. Our aim is to have this feature up and running by Spring. This will eliminate the need for you to password protect or encrypt documents sent to us by email and save you time.

From January's submission onwards we will be undertaking monthly data reconciliation and begin sending any data queries to you on a monthly basis. There will still be some year-end queries for you to resolve once we have processed your March submission, but from 2022/23 onwards, the monthly procedure will ensure queries are raised at the time of submission and result in no bulk year-end queries.

Action - Your feedback is vital for helping us to improve. If you haven't done so already, please take a moment to complete this short [anonymous survey](#) about i-Connect.

Employer COVID-19 guidance reminder

At the beginning of the pandemic, [special guidance](#) was issued to employers for dealing with LGPS members whose usual employment was impacted by COVID, including those who were furloughed, on Reserve Forces Leave (RFL) or took Emergency Voluntary Leave (EVL). We have a [dedicated webpage](#) for employers to summarise this information. and to inform you of the Fund's position on any applicable discretions. However, we have recently found a few cases where the guidance was not adhered to.

Action - Please review the LGPS COVID guidance. If you are concerned you may not have incorporated the guidance when someone's employment was impacted by the pandemic, contact your [Employer Liaison Officer](#).

Introduction to the LGPS webinar

The next webinar for new LGPS members (your employees) is taking place on 19 January 2022 from 11-12:00pm. The webinar is suitable for

prospective, or new members within 12 months of enrolling in the LGPS, that haven't yet attended a previous new starter webinar. To book your employees onto this free webinar, please return the completed booking form to us by 5pm on 12 January 2022. A recording of the webinar will be available for up to 30 days after the event for those that have booked a place only. New starter webinars run on a rolling three month basis. More information about further events and a copy of the blank booking form can be found on the [‘employer events and training webpage’](#).

Action - If you have any members who wish to attend the webinar, please forward the booking form to us by 12 January 2022.

Valuation webinar for employers

A Fund valuation is performed every three years and is used to set employer contribution rates. The next valuation is due to take place at the end of March 2022. To prepare you for the process, we are holding an employer webinar on 24 January 2022 at 10.30-11.15am. The webinar will provide you with an introduction to the valuation and what you can expect from the process. For more information about the valuation, go to [page 4](#).

Action - We strongly recommend all managers/finance managers or relevant committee chairs attend. To book your place, email: employers@buckinghamshire.gov.uk Invitations to join will be issued a few days before the event.

Upcoming Fund employer consultation

We will shortly be seeking your views on amendments to the Fund's default admissions policy, which will take effect from 1 April 2022. We are aiming to issue this document to all employers by the end of January in order that comments can be considered before Pension Fund Committee approve the final policy.

Updated forms/guides and booklets

[LGPS Councillor's Guide](#)
[Full guide to the LGPS](#)
[Notification of Leaver form](#)
[Full privacy notice](#)
[Summary privacy notice](#)
[Memorandum of Understanding](#)

Action - Please replace any copies of updated guides/forms in circulation or on your website with the updated versions above

Investments

Annual report 2020/2021

The Buckinghamshire Pension Fund Annual Report 2020/2021 is now available to [view online](#). The auditor's opinion for the report is due to be released shortly and the report will be updated as soon as it is available. We will email to confirm when this is issued.

Investment Strategy Statement

The Investment Strategy Statement (ISS) sets out the Fund's principles when making decisions about the investment of the Fund's assets. The ISS was updated in October and is now available to access [on the website](#).

Pension Fund performance summary – Quarter 3

	Quarter %	Annual %	3 year %
Fund (excl private equity)	1.6	15.1	8.8
Benchmark	1.3	13.1	8.5
Out/Under performance	0.3	2.0	0.3
Market Value (£bn)	3,919		

Governance

Buckinghamshire Pension board met on 6 October and again on 15 December. The Pension Fund Committee met on 18 November. The agenda and minutes for both the Buckinghamshire Pension Board

and the Pension Fund Committee are available in the [democratic services section](#) of the Buckinghamshire Council website

Pension Board Scheme member vacancy

The Buckinghamshire Pension Board said goodbye to scheme member representative and Chairman Steve Mason in December. We want to take this opportunity to thank Steve for the important role he has played in representing the interests of scheme members and wish him all the best in his future endeavours.

We will be recruiting for a new scheme member representative to join the Board shortly.

Are you ready for 2022?

This month we take a look at three projects you can expect to hear more about over the course of this year and any actions you can take now to start preparing for them.

Fund Valuation

Regulation 62 of the LGPS regulations (2013), require LGPS Fund actuaries to carry out a full valuation of the Fund's assets and liabilities every three years. The results of the valuation are used to set employer contribution rates for the next three years.

The last full Fund valuation was carried out in March 2019 and was used to set employer contribution rates for the period 1 April 2020 to 31 March 2023. The next Fund valuation will be carried out in March and will be used to set employer contribution rates for the period 1 April 2023 to 31 March 2026.

In determining employer contribution rates, the Fund actuary, Barnett Waddingham, will look at the overall performance and solvency of the Fund to set an overall funding target. The aim of the funding target is to ensure that there are sufficient assets to meet the liabilities for each employer in the Fund. The liabilities that are taken into account are those that have already accrued (past liabilities) and those that are predicted to accrue (future liabilities). Employer contribution rates are then set accordingly.



You can find out more about the methods used by the Fund actuary to assess contribution rates in the [Funding Strategy Statement](#). You may also wish to take a look at the recently published Government Actuary Department (GAD) [Section 13 report for](#) the 2019 valuations which the Fund actuary is required to have regard to.

We are holding a webinar on 24 January from 10.30-11.15am to provide you with an introduction to the valuation process generally, and to give you more information about what you can expect from the 2022 valuation. We really hope you are able to join us. If you haven't already done so, you can reserve your place by emailing: employers@buckinghamshire.gov.uk You will receive a link to join the webinar nearer the time.

The McCloud Judgement

It is likely that by now you have heard of McCloud and have received a request from us for hours and service breaks data in respect of the period 1 April 2014 to 31 March 2021. If you haven't received this request you will do shortly. You may have already provided us with your data, or you may be currently working through the request or preparing to do so.

When you receive this request, your role is to review the data on the spreadsheet provided to you, fill in any missing information and correct any discrepancies before returning it to us.

The project to gather data is a huge undertaking. We are collecting information from hundreds of employers for a huge number of employees.

While we are required to gather this data and the government has repeatedly confirmed its intention regarding legislation, we don't have the final LGPS regulations yet. This means that there could yet be some changes to the final remedy between now and when it becomes law.

You should keep in mind that we won't be processing your data for some time and while we hope the final legislation will provide more answers, this may mean we have queries at a later stage about what has been provided. The more accurate the data you provide, the less likely this will be. If you are using a third party payroll provider, we strongly recommend you check the data first before it is submitted to us.

We also expect the new legislation to provide guidance about how to deal with cases where the data is not available.

The government has confirmed that where pensions will be recalculated due to McCloud, it will be an upward lift. However, it's important members understand that the lift is unlikely to be substantial and will not apply to all members. Please direct any members with questions to our [dedicated webpage](#) which we will update as the situation develops.

If you have any queries about McCloud or completing the historic data collection template, contact your [Employer Liaison Officer](#). We are expecting the final legislation to come out in the first quarter of 2022. Keep a look out for further communications.

Year-End

Under statutory requirements, you as the employer need to provide us with year-end data in respect of all employees that were active during the previous scheme year (1 April 2021 to 31 March 2022) by 30 April 2022. We use this data to calculate the pension build-up for the previous scheme year and to issue Annual Benefit Statements by 31 August.

Year-end is a really important project in the LGPS and one which likely won't come as a surprise. However, as it is a valuation year, receiving accurate data and processing it in a timely manner is more important than ever. The data you provide to us will be used by the Fund Actuary to assess your liabilities and inform upon employer contribution rates for the next three years. Providing poor quality data provides less certainty to the actuary that they are able to account for your liabilities accurately. This could result in a higher employer contribution rate to ensure all possible circumstances are covered.

How to prepare for Year-End

While there are things that you won't be able to do until much nearer the time, there are some steps you can begin to take now to prepare.

1. Check your monthly data submissions are complete, accurate and up to date. This will put you in a good place for year-end.

2. Ensure year-end is included in your forward plan and you have adequate resources in place to meet the deadlines. If you have new members of staff, contact your [Employer Liaison Officer](#) who will be able to arrange a training session. If you are considering using or changing a third party payroll provider, read our [employer's guide first](#).
3. Resolve any outstanding or ongoing queries. We won't be able to issue Annual Benefit Statements to anyone with outstanding data queries. Contact your [Employer Liaison Officer](#) if you are not sure how to resolve these.
4. Ensure someone is keeping up to date with communications from us. Important changes will be issued to you by email in the run up to year-end. Make sure you are reading our emails and taking appropriate action.
5. Encourage your employees to register for '[my pension online](#)', our self-service portal. This will allow them to access their annual benefit statement when it becomes available.

We will be holding a 'year-end' webinar on 7 March (10-11am). Save the date in your calendar and look out for instructions on how to book your place in our upcoming communications.

Scheme Updates

Scheme changes and news from the wider sector

LGPC Bulletins and circulars

The Local Government Pension Committee (LGPC) issue monthly bulletins and occasional circulars, updating administering authorities on scheme changes. They also have several subgroups that meet regularly to discuss specific aspects of LGPS scheme administration. This section is a summary of the latest information for the quarter which may be of interest to employers. If you want to read the full bulletins, which contain more detail and additional information, you can follow the links below. The LGPC website also contains an archive of all publications.

Bulletins this quarter	Minutes of meetings this quarter
Bulletin 215 October	Technical Group – 1 October 2021
Bulletin 216 November	Technical Group – 7 December 2021
Bulletin 217 December (Scotland only)	LGPC Meeting – 20 December 2021
Bulletin 218 December	

Cost management process update

On 15 October, the Scheme Advisory Board (SAB) published the results of the [cost management process for the 2016 valuations](#) confirming that they do not recommend any specific changes to scheme benefits. However, they have confirmed their intention to revisit Tier 3 ill-health provisions and the contribution rate payable by the lowest paid scheme members in the future. These potential future changes would be considered separately from the cost management process.

Members to pay for the cost of McCloud

It is estimated that administering the McCloud remedy will cost around £1.8bn. The subject of how this cost will be recovered has been one of particular importance for Funds, Employers and Members. In 2016, the cost control element of the cost management process was paused due to McCloud. In July 2021, this pause was withdrawn and in October, HM Treasury published [‘the Public Service Pensions \(Valuations and Employer Cost Cap\) \(Amendment\) Directions 2021’](#). These directions allow the Scheme Advisory Board (SAB) to conclude their 2016 cost management process by setting out how the cost control element should be managed. It also confirms that the intention to cover costs associated with McCloud will be treated as ‘member costs within the cost management process’ though SAB had previously

requested the cost be covered through government grants as it will be for the Fire and Police Authorities. Various union groups have lodged legal challenges to dissuade the government from this approach.

It is estimated that a response to the LGPS [McCloud consultation along with draft regulations](#) will be issued before the end of March. Look out for future communications.



Finance Bill 2021/2022

The Finance Bill 2021/2022 was introduced to Parliament on 4 November. This Bill will increase the Minimum Pension Age from 55 to 57 on 6 April 2028. Anyone who joined the LGPS before 4 November 2021 is likely to receive transitional protection and may still be able to take their

pension from age 55. However, we will confirm this once the final regulations are made.

New Pensions Ombudsmen guidance

In light of the new criminal sanctions introduced by the Pensions Act 2021, The Pensions Ombudsman (TPO) has published a webpage entitled '[how to avoid the ombudsman](#)' which provides examples of case studies and steps Administering Authorities and Employers can take to ensure processes meet expected standards.

Action - Review the new guidance and check if there are any areas in your current procedures that you can improve on. In particular, you should review the information about 'ill-health retirements' and 'unpaid employer contributions'.

GAD publishes section 13 report

Under section 13 of the Public Service Pensions Act 2013, the Government Actuary Department (GAD) has released a [report on the 2019 valuations](#). The aim of the report is to review the success of the previous valuation exercise and to make recommendations that Fund actuaries need to have regard to for the 2022 valuations when setting employer contribution rates. The report uses data provided by Funds throughout England and Wales to make recommendations in four key areas: Compliance, Consistency, Solvency and Long term cost efficiency. For more information about valuations, see [page 4](#).

Shared-cost AVC providers list updated

The LGPC will be amending the list of AVC providers able to offer shared-cost AVCs in their recently published guide (page 4) to replace Scottish Widows with Clerical Medical.

New Local Government Minister

In the Autumn 2021 issue of In-Form we told you that Luke Hall MP had stepped down in his role as the Local Government Minister. The position has now been filled by [Kemi Badenoch](#) who has been appointed Minister of State at the Department for Levelling Up Housing and Communities (DLUHC formally known as MHCLG)

Government publishes LGPS data

DLUHC published [official statistics for the LGPS in England and Wales](#) for the scheme year 2020/2021 on 27 October 2021. The statistics provide a view on everything from scheme costs to the number of retirements.

Legislation introduced to tackle pension scams

On 30 November, the government introduced the [Occupational and Personal Pension Schemes \(Conditions for Transfers\) Regulations 2021](#). In an effort to stop pension scams, under the new regulations Funds will need to carry out specific due diligence before a transfer out can proceed. Funds also have the right to refuse to pay a transfer if a scam is suspected.

DWP launch second review of State Pension Age

The Department for Work and Pensions (DWP) undertake periodic reviews of State Pension Age to ensure value for money by reviewing changes to life expectancy and other evidence that may impact on the viability of current regulations. The results of the review will be published by 7 May 2023. As Normal Pension Age in the LGPS is linked to State Pension Age, any changes could impact on the date LGPS pensions become payable.

Bitesize training: Assumed Pensionable Pay – More examples

APP is a notional figure calculated by you, the employer, when an employee is absent from work for certain qualifying reasons. In this month's bitesize training, we continue to increase your knowledge of APP by walking you through some more calculation examples. If you missed the APP webinar on 19 November, and you're unsure about what APP is and when it would apply, you may first wish to review the bitesize training in the [Spring 2020 issue of In-Form](#) (page 8-9). More information can also be found in the [Roles and Responsibilities document](#).

Example one

Before you start working out an APP, it's really important you make sure it will apply.

Vikesh works full time. His Cumulative Pensionable Pay (CPP) for the period 1 April 2021 to 31 October 2021 is shown in the box below. He doesn't usually receive regular lump sums.

Vikesh's CPP 1 April 2021 to 31 October 2021

April 2021 - £1800	Aug 2021 - £1825
May 2021 - £1800	Sept 2021 - £1825
June 2021 - £1825	Oct 2021 - £1825
July 2021 - £1825	

Between 5 and 18 October, he took two weeks paid paternity leave.

Question: What figure should the employer report for the October CPP?

Answer: The first thing you need do before you even start calculating an APP is to make sure that it applies. Both paid and unpaid paternity leave qualifies for APP, therefore, APP would apply for the whole two weeks. However, Vikesh's CPP didn't actually reduce while he was on paternity leave. For the APP to actually be applied, his CPP would have had to reduce.

As there is no need to calculate an APP, the figure the employer should report on the October monthly return, is exactly the same as the CPP for that month: £1825

**An APP only applies when the employee has experienced a pay drop.
Always check this before you begin calculating.**

Example two

Julia usually works 15 hours a week. She sometimes does overtime so her monthly pay can fluctuate. Her Cumulative Pensionable Pay (CPP) for the year 2020/2021 is shown in the box to the right.

Julia went off sick on 18 June 2020. On 21 August 2020 she went to half pay. She then went to nil pay on 3 October 2020 until she returned to the office on full pay on 13 January 2021. Her last day of service was 15 February 2021 when she left her employment to take up another post. Julia doesn't receive regular lump sums

Julia's CPP 1 April 2020 to 15 February 2021

April 2020 - £725
May 2020 - £755
June 2020 - £730
July 2020 £725
Aug 2020 - £595 (£467.75 earned before 21 August)
Sept 2020 - £372.50
Oct 2020 - £24.03
Nov 2020 - £0
Dec 2020 - £0
Jan 2021 - £444.35
Feb 2021 - £388

Question: What figure should the employer report on the leaver form?

Answer: First we need to work out the period the APP applies for. While Julia went off sick on 18 June, her pay was not reduced until 21 August when she went to half pay. APP applies for any period of sick leave where someone's pay is reduced or stopped. Therefore the period of half pay qualifies for APP and so does the period of nil pay. She returned from sick leave on 13 January, so that means APP applies for the period 21 August 2020 until 12 January 2021.

The method to calculate an APP is set out in [regulation 21 \(LGPS 2013\)](#). This method is shown in the box to the right.

Step 1 - Now we have the APP period, we can perform step one of the seven steps. We need to take three complete months to use in our APP calculation. As Julia went to half pay from August, we can take the three months before that which were May, June and July. Even though Julia went on sick leave from June, we can still use June and July because her pay was not reduced.

Step 2 – The next step is to remove any lump sums, but we already know that Julia didn't receive any lump sum payments. Her pay fluctuates because she does overtime occasionally, but if it's paid as a variable emolument, rather than fee based, it will not be considered a lump sum. So we can move to step 3

Step 3 – We need to calculate an average figure. We can do that by adding the CPP for these months together and then dividing by three.

£755 + £730 + £725 = £2210 ÷ 3 = £736.67

Step 4 – Now we can convert the average monthly figure into an annual figure. In this example we will do this by multiplying it by 12.

£736.67 x 12 = £8840.04

Step 5 – The next step is to add on regular lump sums but as we know there were none, we can skip this.

Step 6 – The yearly figure we worked out in step 4 can now be proportioned for the APP period. As the employee is monthly paid, we can begin by dividing this figure by 12 to get a monthly amount

£8840.04 ÷ 12 = £736.67

The APP applied for full months from September to December. We can therefore ignore any CPP earned during these months and apply the monthly APP instead. This is shown in red.

For August and January we need to do something a bit different because the APP didn't apply for the whole of those months. Firstly, we need to work out the APP for the period 21 August until 31 August which was 11 days. This is done below by dividing the monthly amount by 31, the number of days in August, and then multiplying by 11.

£736.67 ÷ 31 x 11 = £261.40

The Seven Steps to Calculating an APP

1. Look at the members usual Pay. This will be 3 complete months for monthly paid and 12 complete weeks for non-monthly paid employees
2. Remove lump sums
3. Calculate a monthly average figure
4. Convert to an annual figure
5. Add on any regular lump sums you have a reasonable expectation the employee would receive
6. Proportion for the APP period. If you are calculating a full year's APP you will not need to do this
7. Add this to any CPP earned for any period that did not qualify for an APP

July 2020	£725
Aug 2020	£595
Sept 2020	£372.50 £736.67
Oct 2020	£24.03 £736.67
Nov 2020	£0 £736.67
Dec 2020	£0 £736.67
Jan 2021	£444.35
Feb 2021	£388

Step 7 – We can now add on CPP earned for the period that did not qualify for APP. In this example, the member’s CPP for August was £595. But not all of this was earned before 21 August.

We only need to add on what they did not receive during the APP period which was £467.75

£467.75 + £261.40 = £729.15

Now we do the same thing with January. The APP applies for 12 days. So we can use the same principle.

£736.67 ÷ 31 x 12 = £285.16

We can then add this to the CPP: **£285.16 + £444.35 = £729.51**

The figures for August and January have been entered in the space to the right. To get our answer, we can now just total up the revised monthly figures.

The total CPP that should be entered on the leaver form is **£7728.34**

Julia’s CPP 1 April 2020 – 15

February 2021

April 2020 - £725

May 2020 - £755

June 2020 - £730

July 2020 £725

Aug 2020 - **£729.15**

Sept 2020 - **£736.67**

Oct 2020 - **£736.67**

Nov 2020 - **£736.67**

Dec 2020 - **£736.67**

Jan 2021 – **£729.51**

Feb 2021 - £388

A word on proportioning

This example uses one way of proportioning, but it is not the only way. You should always use the method of proportioning that you use for proportioning pay in your organisation.

Applying an APP is your responsibility. It’s so important that you know when and how to apply APP. Not doing so could have a detrimental effect on your employee’s pension benefits. If there was anything you didn’t understand on this page, or you feel you could benefit from one to one training with your Employer Liaison Officer (ELO), please do contact them directly, or email: employers@buckinghamshire.gov.uk

Did you find this page useful? What would you like us to cover in the next issue of Bitesize? Don’t forget to complete our [very short survey](#) to provide us with your feedback.

Employer FAQs

Questions the Employer Liaison Team received this quarter

You have asked for a copy of an opt-out form that we have already processed. I don’t have a copy and this person has already left their employment; do you still need it?

Yes. Under auto-enrolment regulations, the decision to opt out must be taken freely by the staff member without influence by the employer. The opt-out form, signed by the member, confirms the decision was theirs to make and that they understand the implications. Having a copy of this form on record is a legal requirement. It also protects you as the employer, should a later complaint be made by the member. If you don’t have a copy, you will need to write to the member and request that they complete it, even if they have already left. We cannot accept unsigned opt-out forms or those signed by you on behalf of the member.

You asked me why a member’s Full Time Equivalent (FTE) had reduced. I told you that it was because the member had changed hours. But you have said this is not a suitable reason. Why is that?

The hours should not affect this figure because the FTE is not calculated based on hours. It is what the member would receive as a salary if they worked full time. The FTE may reduce or increase if the member changes post, or their job role was re-graded or re-evaluated to a lower paid or a higher paid position. It cannot be due to a change in hours. More information about calculating a member’s FTE and final pay for pre-2014 pension benefits can be found in the [Roles and Responsibilities document](#).

Employer Liaison Team contacts

Your Employer Liaison Officer (ELO) is there to answer your questions, provide training support and guidance. ELOs operate an alphabetical split between employers. You can find your ELO contact in the list below.

Employer	Employer Liaison Officer (ELO)
A-BI & MKC	Karen Hemming 01296 382371 karen.hemming@buckinghamshire.gov.uk
Bm-Ch & Buckinghamshire Council	Post currently vacant , please contact employers@buckinghamshire.gov.uk
Ci-He & Buckinghamshire Council	Megan Spurrier 01296 382719 megan.spurrier@buckinghamshire.gov.uk
Hf-Ne & MKC	Georgia Keen 01296 382719 georgia.keen@buckinghamshire.gov.uk
Nf-Si & TVP	Jan Bennion 01296 382242 jan.bennion@buckinghamshire.gov.uk
Sj-Z & TVP	Teresa Webb 01296 382382 teresa.webb@buckinghamshire.gov.uk

Other contacts

Senior Employer Liaison Officer: Hannah Fall hannah.fall@buckinghamshire.gov.uk
(currently on maternity leave – please contact your ELO with any queries)

TUPE Liaison Officer: Marie Dunbar marie.dunbar@buckinghamshire.gov.uk
 Employers General Inbox employers@buckinghamshire.gov.uk
 LGPS Monthly Returns Inbox LGPSreturns@buckinghamshire.gov.uk
 Annual Returns/SUP52 lgsystems@buckinghamshire.gov.uk
 Pensions Finance pensionfinance@buckinghamshire.gov.uk

If you are responding to an administration query you should send these to our main pensions inbox pensions@buckinghamshire.gov.uk

Member contacts

Please refer members to our contact details below:

Member helpline number 01296 383755
 Member email pensions@buckinghamshire.gov.uk
 Member self-service portal <https://ms.buckinghamshire.gov.uk>
 Member technical support for 'My pension online' mypensiononline@buckinghamshire.gov.uk

Thanks for reading. Don't forget to complete [this short survey](#) to let us know how you found this issue of In-Form. On behalf of the Pensions and Investment's Team, stay safe and keep well!