

Committee: Local Government Pensions Board	Date: 7 July 2017
Subject: New Starter Induction Information	Public
Report of: Director of Human Resources	For information
Report author: Tracey Jansen, Towns Clerks Department, Human Resources	

Summary

This report details the information provided to new starters and current employees about the Local Government Pension Scheme.

Recommendation

Members are asked to note the report.

Main Report

Background

1. This report has been requested by the Board to outline what information is provided to new starters about the local government pension scheme.

Current Position

2. The LGPS produce online information and resources about the scheme which employees can access at any time. The Board will be aware that this includes a pension calculator, information about 50:50, early retirement etc. These resources are linked from our own intranet site and in addition employees can contact the pension team direct with queries about membership. There are various points at which new employees are informed about the LGPS as outlined below.

Applicants for jobs

3. The basic information about staff benefits is currently being refreshed as part of Human Resources employer branding project. There will be a link from the jobs and careers page to a selection of staff benefits available. The intention is to include in this the '10 good reasons to join and stay in the LGPS' leaflet produced by the LGPS (attached as Appendix 1). The branding project is also considering the standard information included on job advertisements. Currently reference to the LGPS is on an ad hoc basis.

Offers of appointment

4. All offers of appointment include the required wording around admission to the scheme, a link to the LGPS site and pension office for further information. The offer letter includes the following wording:

Further information on the pension scheme can be found at www.yourpension.org.uk/cityoflondon/home If you do not have access to the internet, please contact 020 7332 1133 for further information.

5. The contract document states that:

Employees issued with a contract of employment of 3 months' duration or more will automatically be admitted to the City of London Corporation's Pension Scheme which is administered in accordance with the Local Government Pension Scheme. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the City of London Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your contributions or entitlements under this scheme.

Induction

6. The new induction process was developed and associated materials were updated in 2016. The new process includes references to the LGPS in the following documents:

- New employee checklist
- New starter resources page

7. The new starter orientation online course includes reference to employee discounts and benefits, which references the LGPS. When the next set of updates takes place specific reference to the LGPS will be added in the '**How do I...?**' section.

8. The Pensions Manager is now invited to attend the monthly Town Clerk's New Starter Welcome Lunch to address any questions new starters may have about the scheme.

Current Staff

9. All employees can access information about the scheme by contacting the pension team direct; via the staff discounts and benefits tile on the HR home page; and via the Employee Handbook which also includes the up to date employee contribution rates.

Conclusion

10. The LGPS resources available online provide clear and detail information about the LGPS. The Pension's Administration Team can also provide information to employees direct if they are approached about joining the scheme or if they are considering withdrawing from the scheme.

Appendices

- Appendix 1 – 10 good reasons to join and stay in the LGPS – (LGPS publication)

Background Papers

New Starters Resource Page

<http://colnet/Departments/Town%20Clerks/Corporate%20HR%20Unit/Pages/About%20Us/New-Starters.aspx>

Staff Discounts and Benefits Intranet Page

<http://colnet/Departments/Town%20Clerks/Corporate%20HR%20Unit/Pages/Our%20Business/HR-Benefits-Finance.aspx>

Employee handbook

<http://colnet/Departments/Town%20Clerks/Corporate%20HR%20Unit/Pages/Policy/Employee-Handbook.aspx>

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