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| **Information for all Maintained CCC Schools**    **Pension Auto Enrolment Briefing Paper** **2025** | High_Res_CCC_Logo_v7_col01 |

It has now been three years since the last automatic pension enrolment took place for all Cambridgeshire County Council employees. In line with the pension legislation, Cambridgeshire County Council is required to re-assess and enrol employees into a qualifying pension scheme again this year.

The date that has been selected for re-enrolment is **1st March 2025.**

On this date, any employee who is not already a member of a qualifying pension scheme and is aged between 22 and state pension age, must be assessed for re-enrolment.

The qualifying criteria for automatic enrolment is as follows:

1)      Employee is aged 22 or over

2)      Employee is below state pension age

3)      Employee earns over £10,000 per annum, or £833 per month

4)      Employee has not previously opted out of the pension scheme after 1st March 2024.

Within 6 weeks of the re-enrolment date of 1st March 2025, i.e. 12th April 2025 any employee who meets the qualifying criteria and has therefore been re-enrolled into the pension scheme must receive a letter to confirm this.

In addition to the above, any employee who is a member of the LGPS and has opted to join the 50/50 section of the scheme, must be placed back into the main section of the scheme as of 1st March 2025 if they meet the qualifying criteria.

Employees may choose to opt out of the pension scheme again, however, you must not accept an opt out that is dated prior to the re-enrolment date of 1st March 2025. You must not actively encourage an employee to opt out of the pension scheme. Due to this, you should not provide any employee with an opt out form to complete - they must obtain the form from the relevant pension provider.

To comply with this legal requirement, you must take the following action:

You need to ensure that employees are correctly assessed and re-enrolled as of the 1st March 2025. You will also be required to provide letters to the employees that are re-enrolled and to supply the attached requested information to us by **31st May 2025** by sending to [HR.Advisory@Cambridgeshire.gov.uk](mailto:HR.Advisory@Cambridgeshire.gov.uk)

Your payroll provider may complete all or part of the requirements for you, depending upon the Service Level Agreement that you hold with them, and with your permission, we will accept the required attached information direct from your payroll provider. However, please be aware that the ultimate responsibility for ensuring that the actions taken and information provided to us is correct, will remain with the school and should any penalties or fines be incurred due to incorrect or un-submitted items, Cambridgeshire County Council will be seeking repayment of these from any schools where their duties have not been fulfilled correctly.