PENSIONS: Automatic Re-enrolment 2019

Briefing Note for Head Teachers/Bursars (of maintained schools where LGSS is not the payroll provider)

Issue date: March 2019

Automatic Re-enrolment – May 2019

As employees at your school are employed under a Cambridgeshire County Council contract of employment, they must be assessed for automatic re-enrolment in accordance with Cambridgeshire County Council’s date of 1 May 2019.

As your school is responsible for its own payroll services, you are responsible for undertaking the automatic re-enrolment process (including writing to employees) and for providing Cambridgeshire County Council with the required compliance information.

Communication with all staff

Attached is a communication for Cambridgeshire County Council employees at your School to make them aware that they may be auto re-enrolled and the pension choices open to them. Please can you:

- Circulate the attached communication as per your normal staff communication channels.
- Remind staff they can opt in now, if they wish to do so.

Template Letters for ‘Eligible Job Holders’ who are currently not in a pension scheme

Please use the attached template letters to send to your employees:

1. LGPS version for non-teaching staff
2. TPS version for teaching staff

Compliance Information

You will shortly be sent details of compliance information which must be completed - this is a legal duty and there are consequences if this information is not submitted to The Pensions Regulator. If Cambridgeshire County Council receives a fine due to not receiving the required compliance information for your school, you will be liable to reimburse Cambridgeshire County Council for the whole amount that pertains to your school.

Further Information

Is available from The Pensions Regulator.