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Roles and Responsibilities of the Local Scheme Administrator

Elizabeth Chapman

The Role of the Scheme Employer

The Employers Charter has been jointly produced by the Department of Health, NHS Employers and NHS Pensions. It sets out the roles and responsibilities required from each Scheme employer.

Employers administrator the NHS Pension Scheme locally and must:

- Nominate a lead person(s) who is responsible for the day to day administration of the duties outlined in the charter and act as the main point of contact with NHS Pensions
- Nominate a named senior accountable officer.

Any changes in responsibility should be notified to nhsbsa.contactdetails@nhs.net

Note

If your payroll and pensions administration has been outsourced, NHS Pensions requires contact details for:

- Who is accountable in the organisation for the local administration undertaken by the outsourcing organisation
- The contact who is directly administering the scheme on the EA's behalf

Outsourcing does not remove an organisations accountability under Scheme Regulations. Therefore, the Scheme employer must ensure that staff in the administration of the Scheme are suitably competent.

NHS England and NHS Pensions must be notified within a minimum of three months prior to any merges of surgeries or surgery closures.

Who are Practice Managers responsible for?

Practice staff are responsible for anybody directly employed by the practice such as nurses and clerical staff.

This excludes practitioners.

A salaried GP may appear on the payroll, however they are employed by NHS England. All contributions are collected by PCSE on behalf of NHS England.

Practitioners must not be set up under the practice EA code on Pensions Online or included on the GP1 form.

All Practitioner forms can be located on the website under the Member Hub.

Practitioners

Practitioners are employed by NHS England (NHSE). The administration of this employment is contracted out to Primary Care Support England (PCSE).

PCSE administer the NHS Pension Scheme for practitioners.

- PCSE are part of the Capita group who have won the contract to provide **all** GP services on behalf of NHSE. This includes all the Pension aspects including Locums and SOLO's.

Employer Responsibilities:

- To collect and submit employer and employee Scheme Contributions by 19th of each month
- Input all joiners and leavers and submit the annual updates for each of pensionable member.
- To provide accurate, timely membership data and information about Scheme members currently or previously within the organisation
- Provide Scheme members with information about the Scheme, their individual benefits and other basic retirement information.

Contractual Enrolment

All Official NHS Employing Authorities are bound by NHS Pension Scheme legislation to **enrol all eligible employees** into the NHS Pension Scheme from their first day of employment.

The Scheme is open to any NHS workers aged between 16 and 75 who are:

- Directly employed by the NHS (this includes apprentices)
- Medical, Dental and Ophthalmic Practitioners and Trainees who have a contract with the NHS
- General Medical Practice staff (from 01.09.1997)
- Eligible staff of IP/Direction bodies granted access to the scheme
- Non- General Practitioner providers
- Freelance Locum Medical Practitioners

Collection and submission of contributions

Employers must assign the member to the correct contribution tier based on their pay (whole time rate for part time employers)

- The preferred method of payment by submission of the GP1 form each month, this then initiates a Direct Debit payment.
- Late payment of contributions will incur interest and an administration charge.
- Failure to submit contributions will result in escalation to the Department of Health and the Pensions Regulator.
- Payment schedules can be located on our website.

Failure to comply with your requirements

Scheme employers who do not carry out their responsibilities in a timely and accurate manner can have a detrimental effect on their employees. If membership records are not maintained then NHS Pensions may not be able to:

- Pay out benefits to members on retirement
- Provide accurate information to inform financial planning
- process transfers (which are time sensitive)

Non compliant employers will be reported to The Pension Regulator which could result in the contract with NHS Pensions being terminated. Affected members could also be informed. The NHS Pension Scheme legislation can be found on the website.

More details can be found in the in the [Employer Charter](#)

An introduction to Automatic Enrolment

Auto Enrolment is a Government initiative and was put in place so every eligible worker in the country is given access to a Pension Scheme. This is not the same as Contractual Enrolment.

Employers are legally required to automatically enrol eligible staff into a workplace pension scheme and pay a minimum level of contributions

Automatic enrolment should be carried out every three years

Automatic enrolment in the NHS

- Employers in the NHS must comply with the automatic enrolment legislation **and** the NHS Pension Scheme regulations
- The NHS Pension Scheme regulations require employers to enrol all eligible staff into the NHS Pension Scheme on the first day of their employment
- Employers must use the NHS Pension Scheme as the qualifying scheme for automatic enrolment
- The employer may only use an alternative qualifying scheme for staff who are not eligible to join the NHS Pension Scheme



What is a Staging Date?

- The staging date is the date the organisation was given by The Pensions Regulator (TPR) to start automatic enrolment duties
- All organisations have now passed their staging date
- An organisations staging date can be found on TPR's website using the PAYE number as well as the Employer Pensions Scheme Reference (EPSR) which is the four digit employing authority (EA) code given to each NHS employer

Opting Out of the Scheme

- Employers are not allowed to give member's an opt out form (SD502) but are permitted to allow them access to a work computer and printer
- In order to opt out, a member must complete a valid opt out notice
- Employers can't accept an opt out notice before the member has been enrolled
- Safeguards are in place to ensure that the member's decision to opt out is taken freely and without influence from the employer

NHS Pensions has produced a [video](#) explaining the valuable benefits provided by the Scheme for members who are considering opting out.

Thank you

I hope you found this presentation useful and please feel free to ask questions.

Thank you

Elizabeth Chapman

Operations Manager for Stakeholder Engagement

