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## CIRCULAR

Please pass on sufficient copies of this Circular to your Treasurer/Director of Finance and to your Personnel and Pensions Officer(s) as quickly as possible

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### No. 144 – OCTOBER 2003

#### PART TIMER PENSION CLAIMS

##### Purpose of this Circular

1. This Circular follows on from Circulars 138, 140, 140A, 140B, 143<sup>1</sup> and the e-mail issued to all local authority Chief Executives on 8 August 2003 which included:
  - a) a letter from the Employment Tribunals dated 8 August 2003, and
  - b) a note from the LGPC explaining the reasoning behind Circulars 140, 140A and 140B.
2. Circular 143 included the questionnaire and covering notes that employers in England and Wales had to send, by 1 October 2003, to certain (non-teaching) Employment Tribunal claimants. It also detailed the initial process to be followed upon the return of the completed questionnaires.
3. As mentioned in that Circular, employers in England and Wales must await notification of the buy-back terms and conditions that will apply in respect of successful claimants before issuing those claimants with a letter that:
  - confirms the period of service for which the claimant may backdate membership of the LGPS,
  - sets out the amount of contributions the claimant will have to pay in order to count that period of service for pension purposes,
  - sets out the amount of pension benefits that would result from the payment of the contributions,
  - details the options for paying the contributions if the claimant decides to purchase some or all of the period of service, and
  - includes an election form and an Employment Tribunal withdrawal form.

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INVESTOR IN PEOPLE

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<sup>1</sup> Available at [www.lg-employers.gov.uk/pensions/circulars.html](http://www.lg-employers.gov.uk/pensions/circulars.html)

4. This Circular (144) has been issued to let employers in England and Wales know that the basis of an agreement on the buy-back terms and conditions has now been reached between the Employers' Organisation and the national union representatives and that:
- the terms of the national agreement
  - an Excel spreadsheet to calculate the relevant amount of employee contributions due
  - an Excel spreadsheet to calculate interest due on any National Insurance refund paid by the Department for Work and Pensions (DWP) to a successful claimant
  - full guidance notes for employers, and
  - sample letters to be issued to successful claimants

will be issued to employers in due course. The Employers' Organisation and the Government Actuary's Department are, respectively, currently preparing the guidance and the Excel spreadsheets referred to above. It is hoped that this work will be finalised by the end of October and the guidance / spreadsheets will then be issued to employers.

#### **Actions for administering authorities**

5. Administering authorities should copy this Circular to employers in their Fund (other than to Local Authorities to whom this Circular has been sent direct) or bring the Circular to the attention of employers by directing them to the Circular on the LGPC website at [www.lg-employers.gov.uk/pensions/circulars.html](http://www.lg-employers.gov.uk/pensions/circulars.html)

Terry Edwards  
Assistant Director (Pensions)  
9 October 2003

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Trade Unions  
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## Website

Visit the LGPC website at:  
<http://www.lg-employers.gov.uk/pensions/index.html>

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