



HSC Pension Service

*Provided by ....*



Business Services Organisation

# GP STAFF NEWSLETTER

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HSC (P) 03-18

Dec - 2018

## 1. Practice Administration Guide

A reminder that the [GP Practice Administration Guide](#) has now been updated and is available on our website. This covers topics previously covered in the Quarterly Newsletters and will be updated on an ongoing basis to reflect any changes in administration processes. Please visit the website regularly in order to access current forms and current information.

## 2. Final Pay Control - Relevant to GPs as Employers

Final pay control is applicable ONLY to all members of the 1995 Section (or transitional CARE members with 1995 service who retain their Final salary link) of the HSC Pension Scheme who retire with entitlement to officer benefits. This includes non-GP providers and independent healthcare provider employees.

If a member receives an increase to pensionable pay that exceeds the allowable amount in any of the three years prior to their last day of service, the employing authority that awarded the excess pay will be liable for a final pay control charge.

Further information and worked examples are available on our website at [Final Pay Controls and Employer Charge Factsheet](#).

## 3. Joiners / Leavers

If a member joins the scheme within your Practice, please ensure a completed [J2](#) form is forwarded to HSC Pension Service either via post or email to [hscpensions@hscni.net](mailto:hscpensions@hscni.net)

If a members opts out of the scheme or leaves the Practice, please ensure a completed [T55A](#) is forwarded to HSC Pension Service either via post or email to [hspensions@hscni.net](mailto:hspensions@hscni.net)

## 4. GP1 Monthly Forms

Thank you to those of you that submit your GP1s within the monthly timeframes. Unfortunately despite communications and reminders we are still finding that each month some GP1s are received late. Going forward the late submission fee will be applied if the GP1 is received outside the timeframe.

Principle, salaried GP's or GP Locums should **NOT** appear on the GP1 form.

Please also ensure the correct month is on the GP1 as this will save administration time for all parties.



## 5. GP1 Direct Debit Plan to April 2019

GP1 Form	Date to be submitted by	Direct Debit lift date
December 2018	7th January 2019	18th January 2019
January 2019	6 <sup>th</sup> February 2019	18 <sup>th</sup> February 2019
February 2019	6 <sup>th</sup> March 2019	18 <sup>th</sup> March 2019
March 2019	8 <sup>th</sup> April 2019	18 <sup>th</sup> April 2019

## 6. Pensions Workshop

We recently attended a very successful workshop organised by Royal College of General Practitioners Northern Ireland (RCGP NI) in the Glenavon House Hotel, Cookstown.

We covered practice staff administration, GP administration, pension scheme benefits, pension scheme overview. The feedback received was very positive and we thank all of the participants for their attendance and input on the day. We will continue to work with RCGP NI and your Practice Support Managers to facilitate further workshops in the 2019/2020 year.

## 7. HSC Newsletters

Newsletters are produced and published on the website each quarter. Please ensure that all staff have access to the information contained therein.

Quarterly publications include:

GP Staff Newsletter

GP Newsletter

Member Newsletter

Employer Technical Updates

Pensioner Newsletter



## 8. Contact Us

### By writing to us at:-

HSC Pension Service  
Waterside House  
75 Duke Street  
Londonderry  
BT47 6FP

Via e- mail at:- [hscpensions@hscni.net](mailto:hscpensions@hscni.net)

By Telephone:      **028 7131 9111 Option 3**

9.00am to 5.00pm – Monday to Thursday; 9.00am to 12.00pm Friday



Find us on Twitter - @hscpensions



Find us on Facebook - HSC Pension Service

If you have any suggestions for the newsletter or would like a particular topic covered in future publications please do not hesitate in contacting us by emailing: [hscpensions@hscni.net](mailto:hscpensions@hscni.net)

*Thanks for reading and we would just like to say to all of our GP Staff.....*

