



HSC Pension Service

*Provided by ....*

Business Services Organisation

## Welcome to HSC Pension Service GP Newsletter

This newsletter is for all General Practitioners (GPs) who are members of the HSC Pension Scheme. This communication will include all relevant updates and procedures regarding the administration of Principal, Salaried and Locum GPs. Please read carefully and retain for future reference.

Principal and Salaried GP's should use [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net) mail box.

Locum GPs should use [GPLocums@hscni.net](mailto:GPLocums@hscni.net) mail box.

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HSC (P) 03-20/21

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# 1. Update on McCloud Case

The Department of Finance's (DoF) Public Service Pension Schemes consultation closed on 18<sup>th</sup> November. The DoF will consider all responses and publish its response in due course. The consultation summary is available [here](#).

# 2. HMRC - Fraud/Scam Alerts

Colleagues at HSC Counter Fraud Services have recently advised us of a HMRC Tax Rebate phishing email.

Visit Examples of HMRC related phishing emails, suspicious phone calls and texts [here](#).

# 3. GP Individual Responsibility for completion of HSC Pension Service Scheme Forms - Administration of Scheme Membership

This was covered in the last newsletter but remains relevant and a reminder to GPs of their individual responsibility.

## Joining the Scheme

In order for a GP pension record to accurately record all of the pensionable employments, GPs are reminded to complete form SS14 **for each** new practitioner employment. This is also essential for practitioner employments now being administered through shared services payroll in order that we can differentiate between officer and practitioner employments.

## Opting in and Out of HSC Pension Scheme membership

GP's can opt out of their practitioner employment but remain pensionable in their officer employment or vice versa. However if they choose to opt out of their practitioner employment they **must opt of all** their practitioner posts. If a GP chooses to opt out of the scheme they must notify all of their employing authorities not just HSC Pension Service and complete an SD502 form for each employment.

If a GP chooses to re-join the scheme it is very important that each time they re-join they complete an SS14 for their GP employment and again they must also notify all of their employing authorities not just HSC Pension Service.

## Payment on Account (POA)

The Payment on Account form is an estimate of pensionable pay for GPs, submitted at the beginning of each year. Please submit a realistic average figure at the beginning of the year to avoid multiple submissions of POA in year. There is no need to submit a revised POA where a pensionable pay figure has a slight variation from the original submission. This will help us to manage the time spent on POA administration. HSCB assess funding based on the values entered on the POA submission. **A revised POA does not in itself update a GP's status in the scheme, form SS14 or SD502 is required to accurately reflect the status of scheme membership at any given point in time.**



## 4. Annual Certificate of Pensionable Profit 2019/20

The annual certificate of Pensionable Profit was forwarded to all registered accountants on 10.11.2020. The certificate is due to be returned to HSC Pension Service by 28.02.2021. All returns should be sent to [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net). Only certificates received by the due date will be included to calculate the NI average for seniority purposes. When housekeeping and reconciliations have been completed we will be processing Annual Allowance and Annual Benefit Statements in date received order.

## 5. Email Distribution

Practice Managers will be emailed information regarding adjustments following completion of the Annual Statements of Pensionable Profit and to advise when Annual Allowance data and Annual Benefit Statements are available to view on Member Self Service (MSS). We generally use the Practice Manager email address from the Global address list – this ensures that if a Practice Manager is off on leave or on an unforeseen absence that the email is still being sent to the Practice Manager account. If your Practice Manager is using a personal email address with an extension at your practice such as [firstname.lastname.Z00000@gp.hscni.net](mailto:firstname.lastname.Z00000@gp.hscni.net) we would request that you ask them to ensure that they are also checking the generic Practice Manager email account such as [PracticeManager.Z00000@gp.hscni.net](mailto:PracticeManager.Z00000@gp.hscni.net). This reduces queries regarding your remittance advice especially following adjustments in any month. We currently manage 3 generic email accounts to assist us with the work for GPs, this in addition to our own personal email accounts. The generic boxes enable us to receipt submissions and helps us to manage work flows and ensures that no emails for routine pension issues are being unanswered when team members are out of office for temporary or prolonged periods.

## 6. Locum GPs working in Covid Centres

Locum GPs will be aware that the Locum A forms need to be completed by the Practice where the work has been completed and entered on the Locum B form.

Locum GPs who work in Covid-19 centres where the work **has been arranged on behalf of HSCB by GP Federations** should submit their Locum A form to the Federation Support Unit (FSU) Manager that arranged the work. The forms will be reviewed, and authorised for HSCB approval by the Chair of the FSU. The HSCB will forward all approved Locum A forms directly to HSC Pension Service. Please continue to send your Locum B forms for Covid-19 centre work to [gplocums@hscni.net](mailto:gplocums@hscni.net) so that we can deduct contributions for your work when the corresponding Locum A form has been received.



## 7. And Finally

As we near the end of 2020, in what has been a challenging year for all of us, the Practitioner Team would like to take this opportunity to convey our appreciation for your ongoing support and co-operation. We wish you all a safe and happy Christmas period and we look forward to working with you again in 2021.



## 8. Contact Us

By Post: GP Payment Section      Via e-mail: [GPCertificates@hscni.net](mailto:GPCertificates@hscni.net)  
HSC Pension Service                      [GPlocums@hscni.net](mailto:GPlocums@hscni.net)  
Waterside House  
75 Duke Street  
Londonderry  
BT47 6FP

**Please do not send any returns to individual team members email accounts.**

By Telephone: 028 7131 9111 option 3.

10.00 am to 12.00pm / 2.00 pm to 4.00pm - Monday to Thursday

10.00 am to 12.00pm - Friday

Christmas arrangements: Our office is closed: 24th, 25th, 28th December & 1st January



Find us on Twitter - @hscpensions



Find us on Facebook - HSC Pension Service

**Employer Technical Updates are available at:**

<http://www.hscpensions.hscni.net/employer-technical-updates/>

**All Newsletters produced this quarter are available at:**

<http://www.hscpensions.hscni.net/quick-links/newsletters/>

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)

