



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

CONTENTS

- 1. Statement on the McCloud Judgement**
- 2. Annual Benefit Statements (ABS) for Practice Staff**
- 3. Annual Benefit Statements (ABS) for Principal GP's**
- 4. GP1 Direct Debit Plan 2019/20**
- 5. Joining and Leaving the Scheme**
- 6. Employees Working Part-time**
- 7. Membership, Contributions and Pay**
- 8. GP Locums**
- 9. Members Retiring**
- 10. HSC Newsletters**
- 11. Contact Us**



HSC (P) 02-19

Oct 2019

1. Statement on the McCloud Judgement

This statement provides an update on the McCloud litigation on transitional protections in public service pension schemes and the implications for the devolved schemes in Northern Ireland. The statement has been agreed with Management Side and Trade Union Side.

[The McCloud Judgement - Joint Statement - October 2019](#)

2. Annual Benefit Statements (ABS) for Practice Staff

The Annual Benefit Statements (ABS) are now available via Member Self-Service (MSS) where the information has been received and verified.

Members with access to a secure network (access to the computer at Practice or Trust) should register for the Member Self Service (MSS) facility so that they can access their ABS. Please see the instructional videos on our website by clicking [here](#) to assist with setting up accounts for MSS facility.

Some practice staff have reported that they have no access to the facility. All practice staff can now avail of a secure email address in which to access this information. If you do not have a secure email address that is attached to the practice you should contact BSO IT on 02895 362400 or email supportteam@hscni.net You will need to have your National Insurance Number when you contact them – but do not include your National Insurance Number in any emails to them.

Some practice staff have reported that they cannot see the documents when they complete their registration.

The facility is under constant review to improve the service. Currently, under the status option, use the dropdown as shown below to move between employments, your Annual Benefit Statement (ABS) may be in different employments.

status	Job Title	Pay Reference	Scheme Name	
Indecided Leaver	BAND 2	12345678	1995 Section	Select
Active	ADMIN & CLERICAL	12345679	CARE Scheme	



3. Annual Benefit Statements (ABS) for Principal GP's

When we have completed the Annual Benefit Statements and Annual Allowance Statements for Principal GPs at practice we will email the practice manager to inform the GPs that these statements are available on member self-service facility (MSS). Refer to [GP Newsletter Quarter 2 2019-20](#) for further details.

4. GP1 Direct Debit Plan 2019/20

Please find details below for the GP1 submission deadlines and direct debit collection dates up until March 2020.

Month Payment Relates To	GP1 Submission Deadline	Direct Debit Date
October 2019	06th November 2019	18th November 2019
November 2019	06th December 2019	18th December 2019
December 2019	06th January 2020	17th January 2020
January 2020	06th February 2020	18th February 2020
February 2020	06th March 2020	18th March 2020
March 2020	06th April 2020	17th April 2020

When you have completed your monthly payroll processes, you should then complete and forward the GP1 without delay. This will ensure that the submission is received within the deadline as above. Failure to do so will result in a £75 administration fee.



5. Joining and Leaving the Scheme

If a new member joins or transfers to the Practice or auto-enrolment applies, the Practice Manager is responsible for completing the [J2 form](#) (starter form).

Please note; the 'Date started Current Pensionable Employment' on the [J2 form](#) refers to the date the member started contributing to the pension scheme within your practice, regardless of any previous or on-going membership they may have with another Practice or Trust.

GPs must either pension all of their practitioner employments or none of their practitioner employments. Remember to notify all your employing authorities, not just HSC Pension Service. GPs can pension their practitioner employments but 'opt out' of officer employments. Form [SD502](#) is available on our website. Members are reminded to read the [Guidance Notes](#) before deciding to 'opt out'. The [SD502](#) completed by GPs, must be sent to HSC Pension Service for processing. GPs can opt in at any stage by submitting an [SS14](#) form and a revised [Payment on Account](#) form (POA).

If a member leaves a Practice a Termination of Scheme Notice ([T55A](#)) must be completed and forwarded onto HSC Pension Service.

If a member chooses to opt out of the scheme, the member must complete an [SD502](#) (opt out form) and the Practice Manager must keep this in the members file. The HSC Pension Service do not need a copy of this form, however a [T55A](#) must be completed and forwarded onto HSC Pension Service.

If a member is retiring from the Practice a [T55A](#) must be completed along with the [AW6](#) (retirement application) and forwarded to HSC Pension Service.

When you contact Professional Support Team regarding any changes to your salaried GP's please copy us in on this correspondence using hscpensions@hscni.net

6. Employees Working Part-time

If an employee works part-time and they work extra hours within the month, this must be pensioned, however, anything over and above the practices whole time hours cannot be pensioned.

Please note: the employee contribution rate for members who work part-time should be set using the members WTE salary, not their actual earnings.

7. Membership, Contributions and Pay

Extensive information regarding Membership, Contributions and Pay is available [here](#). In particular please see [Tiered Contributions](#) for Scheme Years 2015/16 and beyond.

8. GP Locums

GP Locums are reminded to adhere to the 10 Week Rule. Forms must be sent in within 10 weeks from the date you carried out the work. Please refer to the [GP Locum Factsheet](#) for further information.

Some GP Locums are reporting a delay in their Form A's being verified, signed and stamped by the Practice Manager. The GP Locums only have a 10 week window in which to submit their claims to HSC Pension Service. Please ensure the administration of the Locum forms is completed in a timely manner. The date of payment recorded on Locum A form should be the actual date the payment was made.

Locum GPs can register for Member Self-service (MSS). All GPs can now avail of a secure email address in which to access this information. If you do not have a secure email address that is attached to the practice you should contact BSO IT on 02895 362400 or email support-team@hscni.net You will need to have your National Insurance Number when you contact them – but do not include your National Insurance Number in any emails to them.

9. Members Retiring

Where any scheme member is retiring, form [AW6](#) to claim their benefits should be completed by the member and the practice manager/Principal GP. HSC Pension Service should receive the application 3 months before the expected retirement date. Please do not delay the submission of the [AW6](#) until final earnings figures are available as this is likely to delay the processing date and payment of pension benefits. Send the [AW6](#) with the terminating form [\(T55A\)](#) and figures to the date of retirement. If there is a change to any of the figures on the terminating form, then you should submit form [AW171](#) (Revision) so that benefits can be revised.

10. HSC Newsletters

Newsletters are produced each quarter for:

Members
Employers
GP Newsletter
GP Practice Staff Newsletter
Employer Technical Updates

Please ensure that all your GPs, including salaried and locums together with all practice staff have access to the content of the Newsletters.



11. 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

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

9.00am to 4.00pm – Monday to Thursday; 9.00am to 12.00pm Friday



Find us on Twitter - [@hscpensions](https://twitter.com/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

