



HSC Pension Service

Provided by



Business Services Organisation

EMPLOYER NEWSLETTER

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HSC (P) 01-19

June 2019

1. Payroll Pension Team (PPT)

A new Payroll/Pension Team (PPT) has been set up within HSC Pension Service from 1st May 2019. A number of pension related processes are transferring from Payroll Shared Service (PSS), on a phased basis, to the new team. Below is a timeline of the transfer of duties:

From 1st June all Trusts and Regional Bodies should send AW6 retirement forms directly to the new PPT in Pension Service,.

For all retirements, with exception of commuted ill health retirements and death in service benefits cases, please send applications to - AW6.EST.PPT@hscni.net

Death in service benefit applications should be sent to - DIS.PPT@hscni.net

AW9, AW10 and AW11 forms for survivor's benefits should also be sent to - DIS.PPT@hscni.net

Commuted ill health retirement applications should be sent to - CIH.PPT@hscni.net

Any other queries regarding pensionable pay calculations should be sent to - PPT@hscni.net

The new team will be taking calls from 01/08/2019, in the meantime we would request that you submit any queries to PPT@hscni.net and a member of staff will call you back.

Can HR include a note with the AW6 to include the name and direct line telephone number of the officer who dealt with the application, in case any further information is required.

From 1st August all estimate requests should be sent to - AW6.EST.PPT@hscni.net

Requests for pensionable pay figures for the purpose of dependant benefits to be put on the payroll for a period following death should be sent to - DIS.PPT@hscni.net

From 1st October all CETV and pro pay forms should be sent to - PPT@hscni.net

2. Reduction or Forfeiture of Benefits - REMINDER

The HSC Pension Scheme Regulations allow for HSC pension benefits to be reduced or forfeited under certain circumstances.

Employing Authorities should make HSC Pensions aware of any legal proceedings in respect of a loss to public funds as a result of a Scheme member's criminal, negligent or fraudulent act or omission.

Where there is a loss to public funds as a result of a Scheme member's criminal, negligent, fraudulent act or omission their HSC pension benefits may be reduced to recover the loss. Where an Employing Authority has suffered a financial loss, HSC Pensions may reimburse them directly by offsetting the member's HSC pension benefits once these have been claimed. Please note that the loss to public funds does not include any investigation or legal costs incurred by the employer.



2. Reduction or Forfeiture of Benefits - REMINDER - cont

When contacting HSC Pension Service, Employing Authorities should provide as much information as possible including:

- The amount of loss to public funds and whether any of the loss has been or is to be repaid by other means.
- Details of how the loss to public funds has occurred.
- Copies of the Certificate of Conviction if applicable.
- If the amount of the loss to public funds is disputed, a copy of the Court Order enforcing the member's obligation to repay the loss.
- Where the amount of loss to public funds is not disputed by the member, HSC Pensions will require the member's consent to offset benefits in order to recover the loss.

Forfeiture

Where an active or deferred Scheme member has been convicted of any of the following offences some or all of their HSC pension benefits may be forfeited:

- An offence in connection with employment which is certified by the Secretary of State either to have been gravely injurious to the State or to be liable to lead to serious loss of confidence in the public service.
- An offence of treason.
- One or more offences under the Official Secrets Acts 1911 to 1989 for which the member has been sentenced on the same occasion to a term of imprisonment of, or to two or more consecutive terms amounting in the aggregate to, at least 10 years.

Survivor and/or dependants benefits may be subject to forfeiture if the survivor or dependant has been convicted of the murder, manslaughter, or unlawful killing of the member.

If you have any cases where you feel forfeiture may be applicable please inform HSC Pension Service as soon as possible including all relevant documentation.

Any correspondence/queries should be sent to John Coyle, Pension Liaison Manager at HSC Pension Service.

3. Career Breaks/Authorised Leave

From 1 April 2008 the HSC Pension Scheme Regulations changed to allow a member who commenced a period of authorised unpaid leave on or after this date (including a career break where the contract of employment is retained), to choose to remain pensionable.

Where the authorised unpaid leave is to be pensionable the employer must treat the member as they would any other active member of the Scheme and ensure that employee and employer pension contributions are paid continuously throughout the period i.e. by the 19th day of the month following that which earnings (if there were any) would have been paid.



3. Career Breaks/Authorised Leave - cont

Therefore before the leave begins, employers must make arrangements to collect the employee contributions continuously during the break. Arrears cannot be allowed to accumulate and payments made on returning to the Scheme as requests for retrospective payments of contributions cannot be accommodated.

Further information can be found on the [Authorised Leave/Career Break](#) on our website.

If a member takes authorised unpaid leave or a career break and opts not to pay contributions whilst on said leave the employer must inform Payroll Shared Services (PSS) to de-limit that members pension record for the duration of the career break/authorised unpaid leave.

Action for Employers: Ensure all staff are aware of the rules concerning the payment of contributions during periods of Authorised Leave/ Career breaks and PSS are informed of staff not paying contributions where appropriate.

4. Member Estimate Requests

As a result of the introduction of the 2015 Scheme, the roll-out of Annual Benefit Statements and the development of On-Line calculators, from 01/04/2019, free estimates of benefits will be restricted to members within 1 year of their normal retirement age and more than one request of an estimate per year will cost the member £45 per estimate - administration charge.

Estimates for serious Ill Health retirement /Death in Service will not be affected by this change.



5. 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 (9.00am to 4.00pm – Monday to Thursday; 9.00am to 12.00pm Friday)



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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: john.coyle@hscni.net

