



HSC Pension Service

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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.

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# 1. GP Section

As of 1<sup>st</sup> July 2017 and as part of HSC Pension Service organisational change, the GP Section will be changing. In addition to carrying out our current responsibilities we will be processing GP locum administration and administration for Practice Staff e.g. GP1s, 55A returns.

As a result of these changes, our team is expanding; see details below of our new team structure. Please note that although the GPs and the Practice Staff are now being dealt with by the same team there will still be separate Newsletters issued for ease of reference. The processes for sending your returns remains unchanged.

<b>Geraldine McCormick</b>	<b>Team Leader</b>
<b>Adrian McGrory</b>	<b>Supervisor</b>
<b>Shauna McCrossan</b>	<b>Supervisor</b>
<b>Stacey Curry</b>	<b>Administrator</b>
<b>Cathy Davidson</b>	<b>Administrator</b>
<b>Erin McNamara</b>	<b>Administrator</b>
<b>Elaine Fahy</b>	<b>Administrator</b>
<b>Caroline Ward</b>	<b>Administrator</b>
<b>Regina Peoples</b>	<b>Administrator</b>

# 2. Annual Certificate of Pensionable Profit 2015/16

The deadline for the submission of the 2015/16 Annual Certificate has now passed. Please submit this as soon as possible if you have not already done so.

At the deadline of 28/02/2017 we had received 80% of certificates. Based on these the Northern Ireland Average for Pensionable Profit is £78,655.00. This is the figure we will use to test how much seniority you are entitled to. Please remember the Seniority is based on Practice GMS income only i.e. GP SOLO and Seniority received (Box 38a) will not be included. We will reconcile Seniority payments for the 2015/16 year when finalising the Annual Certificate.

As a result of including the Seniority reconciliation with the Annual Certificate the process has taken more time than previous years. However, we will be working through these as quickly as possible and will notify you accordingly of any queries/adjustments.



### 3. Salaried/Retainee GPs—Change in Process

**We are currently working on revised SR1/SR2 forms to assist in making this process as straight forward as possible**

As with previous years each Practice that employs a Salaried/Retainee GP must complete form [SR1](#) for each year that the salaried GP works for the practice, this will be completed annually and should be submitted prior to 31st March for the following year. If you have not already submitted this form for 2017/18 please do so as soon as possible. The purpose of this form is to deduct contributions based on the estimated earnings for each Salaried/Retainee GP in order to determine the correct level of monthly contributions due.

The [SR2 form](#), which confirms the actual salary earned for each Salaried/Retainee GP in the year 2016/17, is available on our website and should be submitted as soon as possible. The purpose of the SR2 form is to ensure that the correct contributions have been made, any underpayment/overpayment will be adjusted and the member's pension record will be updated accordingly with the remuneration listed on the form.

If a Salaried/Retainee GP leaves during the year then an SR2 should be submitted at the date of leaving to cease pension deductions. Any over/underpayment will be adjusted through the Practice Global Sum.

***Please advise your salaried GPs to complete Assistant Medical Practitioner-Self Assessment form (see section 4 for more information).***

In all instances for any salaried GP starters/leavers you must inform Patricia Craig ([Patricia.Craig@hscni.net](mailto:Patricia.Craig@hscni.net)).

### 4. Assistant (Salaried/Retainee/Locum) - Self Assessment of Tiered Contributions 2016/17

Every Assistant Medical Practitioner who had pensionable employment between 01/04/2016 to 31/03/2017 (inclusive) in Northern Ireland should complete an Assistant Medical Practitioner—Self Assessment of Tiered contributions form. This form is now due and is available on our website by clicking [here](#).

The tiered employee contribution rate in year 2016/17 is the **total** of all HSC GP (Practitioner) income for 2016/17. This will include Practice, Trust, Board, Solo OOHs, Bed Fund and GP Locum income.

**Refer to Section 5 for tier setting in CARE 2015 scheme.**

An Assistant Medical Practitioner is:

- A salaried GP formally employed by a GP Practice, Trust or Board.
- A long-term fee based GP who works for a GP Practice, Trust or Board.
- A GP who solely works on an employed or self-employed basis, for an Out of hours Provider and that OOHP is registered as a Scheme Employing Authority.



## 4. Assistant (Salaried/Retainee/Locum) - Self Assessment of Tiered Contributions 2016/17—continued

If an Assistant Medical Practitioner has worked for more than one GMS Practice as an Assistant in 2016/17 they must complete a form in respect of every Practice.

If an Assistant Medical Practitioner also worked as a Principal Practitioner (i.e. GP Partner or Single-Hander) in 2016/17 they must also complete the Annual Certificate of Pensionable Profit.

If an Assistant Practitioner also worked as a freelance GP Locum they must continue to declare their GP Locum income on forms A & B, and complete a Self-Assessment form.

If incorrect contributions have been paid across the year, the Self-Assessment form will highlight any under/over payments.

## 5. Contribution Tier for 2015 CARE Membership

The pay that is used to set the contribution tiered rate for GP (and non-GP) Providers who start after the 1<sup>st</sup> of April and join the CARE Scheme is **annualised**.

For example, a GP who starts in a Practice on 01/06/2016, joining the scheme for the first time, and earns £70,000.00 up to 31/03/2017 will be subject to the 13.5% rate. (£70,000.00 divided by 304 days x 365 days = notional pay of £84,046.05). If you are unsure as to which scheme the member is in please contact us.

If for example, a GP has service in either 1995/2008 during the year in which they move to CARE, then it is the aggregate of these earnings that is used to set the tier.

Please click [here](#) for information on the 2015/16 to 2018/19 Tiered Contributions.

## 6. Seniority

Work is currently ongoing on the Seniority Reconciliation exercise for years 2013/14 and 2014/15. This process will also have a knock on effect on the Annual Certificates for the respective years; in these circumstances revised Annual Statements will be generated.

We will inform each Practice Accountant of the outcome of this exercise and liaise with them and the GPs regarding any under/overpayment of Seniority and Scheme Contributions. It has been agreed with the HSC Board that **all** Seniority adjustments should be made through the Global Sum unless there are exceptional circumstances. If there is no action required we will still send a notification to the Accountant.

The Northern Ireland Average has now been set at £78,655 for the 2015/16 year. Therefore anything above £52,436 (2/3) will attract 100% seniority payments. **To arrive at your figure, remember to deduct IPS, Solo and the seniority already paid.**



## 6. Seniority—continued

When the POA is submitted with an estimated figure, this would be the correct time to make any changes to your Seniority claim if necessary. Practices should contact BSO on [gms.claims@hscni.net](mailto:gms.claims@hscni.net) and insert 'Seniority Adjustment' in the subject line.

**In each year only those certificates received by the submission date of 28.02.yy will be used to calculate the NI average. The average is obviously subject to change each year. The seniority entry on the annual certificate should only be relevant to that years' certificate i.e. the entry should reflect the entitlement.**

**Seniority payments are payments to a contractor in respect of individual GP providers in eligible posts. They reward experience, based on years of reckonable service. The payments to individuals reflects the relevant threshold percentage attained.**

## 7. GPs Retirement Process

When a GP wishes to retire they should complete form [AW6](#) and send to HSC Pension Service 3 months prior to their intended retirement date. This allows time for HSC Pension staff to carry out a review of the file and ensure that benefits are paid on time. If GPs hold any additional posts e.g. HSCB, Trust an AW6 must be completed for each employment and sent to the relevant employer.

If a GP is no longer paying into the HSC Pension Scheme e.g. opted out due to LTA, complete form [AW6P](#) instead. We will acknowledge receipt of all pension applications received 3 months prior to retirement, however, calculations cannot be run until the month that the pension is due to be paid. A pension letter detailing the benefits payable will be sent when the pension has been processed for payment.

Please remember to include all necessary certificates such as Birth/Marriage certificate and Lifetime Allowance certificate (LTA) if appropriate.

All GPs must take a 24 hour break from all HSC employment (even if not currently paying into Scheme). If you return to work you must not work any more than 16 hours per week for the first month post retirement (after the initial month you need to check with HSC Pensions if you are subject to abatement).

If a GP continues to work as a partner in the practice after taking pension benefits they must still complete an Annual Certificate for seniority purposes. If a GP retires mid-year 2 Annual Certificates for that year should be completed i.e. one to show pensionable profit up to the date of retirement plus a second to cover the whole year.

**N.B. It is only necessary to inform the BSO when you retire from General Practice entirely, notification should be sent to [patricia.craig@hscni.net](mailto:patricia.craig@hscni.net).**

**To cease or amend your seniority entitlement email [gms.claims@hscni.net](mailto:gms.claims@hscni.net)**



## 8. Annual Benefit Statements (ABS)

HSC Pension have now issued Annual Benefit Statements (ABS) for all **current officer and medical practitioner scheme members** to 31/03/2016.

The ABS for 31/03/2017 is due to be generated in August 2017. Using the Activation Key from your 31/03/2016 ABS you can sign up to our Member Self Service facility and view pension information and all subsequent Annual Statements. This service is only available via a secure HSC network; if you do not have such access your ABS will continue to be posted.

The ABS will include information such as: Pension Benefits accrued, the value of any Lump sum accrued, Pensionable Service used in the calculation and Survivor Pension/Death benefits payable in the event of your death.

The Practitioner team already produce a variety of calculations including estimates, IP estimates, and Pension Savings statements. The ABS may not fully reflect all of your benefits accrued at year end. This is because the information for practitioner pensionable pay does not interface to our systems as a bulk return but rather individual submissions across all employments are required each year and records need to be built up and maintained from these returns.

This year HSC Pension Service has committed extra resources and system upgrades to enhance and further develop Practitioner records to reflect ongoing pension reform and HMRC changes.

These system developments are ongoing and will be followed by stringent testing of the systems to ensure accurate results following calculations.

In the meantime, we will continue to prioritise requests for information.

If you have any queries regarding your ABS please email directly to [ABSQueries@hscni.net](mailto:ABSQueries@hscni.net)

## 9. Estimated Payment on Account 2017/18

Thank you to all who have submitted the Estimated Payment of Account for the current financial year.

If you have not submitted your Payment on Account form **this is now overdue**. In these cases we will continue to deduct the amount deducted in March. However, it is important that these forms be submitted each year to ensure the correct deductions are made for each GP. This will help eliminate large underpayments of contributions at year end.

Any changes to the POA throughout the year should be sent to [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net)  
**See Part 5 of this Newsletter regarding contribution tier for GPs joining CARE**





## 10. HMRC—Annual Allowance & Individual Protection 2016

The standard Lifetime Allowance (LTA) has reduced to £1m from 6 April 2016  
**Individual Protection 2016**

Members can now apply to HMRC for individual protection 2016 as long as they do not have primary protection (active or dormant) and the Capital Value of their pension benefits, from all their registered pension schemes, is equal to or exceeds £1 million at 5th April 2016.

Members will have an individual lifetime allowance equal to the capital value of their benefits at 5 April 2016 but subject to a maximum cap of £1.25 million. Pension benefits will be protected up to this amount and they may be able to take a tax-free lump sum of up to 25% of their individual lifetime allowance, this will be lower if the member already has benefits in payment.

If you require an estimate for Individual Protection please go to our website and complete the [request form](#). This will be processed as soon as possible subject to finalisation of the 2015/16 Annual Certificate. If you hold any additional employments e.g. within the Trust/HSCB you need to request an estimate through Payroll Shared Services using [Member request for Pension Estimate](#) form.

*Further details on Protection and how to apply can be found on the HMRC website at; <https://www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm090000>*

## 11. GP Locums

As a reminder to GP Practices, you should know at the outset when you are filling a vacancy, what capacity that vacancy is for. For example, if it is to cover a short term gap or ad hoc work or if the vacancy is for less than 6 months, it should be treated as Locum work.

Practices have a responsibility to ensure that public funds are appropriately administered and as such, should determine at the outset if it is a Locum or Assistant Practitioner. If Locum work does extend beyond the 6 months then the Practice should change the status from Locum and send through an SR1 to cover any period beyond the 6 months. We will continue to work with our colleagues at HSCB to identify any Locums working in a Locum capacity beyond the 6 months.

Every Assistant Medical Practitioner who had pensionable employment between 01/04/2016 to 31/03/2017 (inclusive) and subsequent years in Northern Ireland should complete an Assistant Medical Practitioner—Self Assessment of Tiered contributions form. This form is now due and is available on our website by clicking [here](#).

The team will continue to reconcile contributions and pensionable pay figures for years to 31/03/2017 inclusive. We will contact you if there are any adjustments to be made as a result of this exercise.



## 12. SUMDE Monies

SUMDE (Supplement for Undergraduate Medical and Dental Education) is funding paid by the Department of Health Social Services & Public Safety (DHSSPS) to Trusts, General Medical Practitioners (GMPs) and General Dental Practitioners (GDPs) practices in Northern Ireland in recognition of the additional costs associated with teaching medical and dental students during the five years of the undergraduate curriculum and not a payment for teaching.

This income should be included in the annual certificates, however, it would be up to the practice, in collaboration with their accountants, to determine the split of income, and any expenditure which might have been incurred, properly apportioned to each GP with the Practice.

## 13. Joiner Forms

A [SS14](#) joining form must be completed for each practitioner employment you hold e.g. if you have already completed a SS14 form for locum work and subsequently take up a salaried position in a practice you need to complete an additional SS14 form.

For GP Locum work you need to adhere to the '3 month rule'. This means that if you have not done any locum work for 3 months the employment will be terminated at the date you last worked. On recommencing locum work you should then complete a new SS14.

You should send your SS14 for locum, salaried (in practice) and principal practitioner posts to HSC Pension Service. If you hold a salaried post with an Out of Hours service you should send your completed SS14 directly to the OOH Provider. SS14 is available on our website and includes guidance notes for completion.

## 14. Correspondence Details

We advise all doctors to complete the [Correspondence Details](#) form which is available on our website. We require this form to keep all personal information up to date. It will also help us if we need to contact your accountant about your record and ensure your Annual Benefit Statement is issued to the correct address. When forwarding documentation or queries by email to HSC Pensions please ensure you use the email addresses below and not personal mailboxes.





## 15. Contact Us

GP Section

HSC Pension Service

Waterside House

75 Duke Street

Londonderry

BT47 6FP

**Via e- mail at:-** [GPCertificates@hscni.net](mailto:GPCertificates@hscni.net)  
[GPlocums@hscni.net](mailto:GPlocums@hscni.net)

**By Telephone: 028 7131 9111 option 3.**

9.00am to 5.00pm – Monday to Thursday;

9.00am to 12.00pm - Friday

For other current information please access :

**Employer Technical Updates 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 to contact us by emailing: [hscpensions@hscni.net](mailto:hscpensions@hscni.net)

