

ESCC Pensions Annual Schedule 2020

Synopsis: This document provides a schedule of major Pensions activity for the year as described in the title.

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January

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	2 Jan	General Admin	✓		✓	
Send initial comms & posting schedule to employers	15-Jan	Admin Year End	✓			
Pension Payroll – tax pay over December deductions.	18 Jan	Payroll Admin	✓	✓		
Pension Payroll – authorisation	24-Jan	Payroll Admin	✓	✓		
CETV Amounts for Internal Transfers (HEAT)	25 Jan	General Admin				✓
Pension Payroll - payday	31-Jan	Payroll Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
FIRE Valuation – OLD & NEW schemes.	Ad-Hoc	General Admin	✓			
Life Certificates for selected overseas (biennial to tie in with NFI)	TBC	General Admin	✓			
Run Quarterly Firefighters CARE Employment Creation. See 5.3.1 Page 17 of Heywood Altair Release Guide Feb 2015 (2 nd Edition)	Quarterly	General Admin	✓			
Odd years only (2019, 2021 etc) National Fraud Initiative (NFI) Report Received. Begin reviewing cases over the following months.	Every 2 years	General Admin	✓			

February

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Feb	General Admin	✓		✓	
Agency Pay over authorisation – January deductions	1-Feb	Payroll Admin	✓	✓		
HMRC Quarterly Tax Reporting	14-Feb	Statutory	✓			
Send reminder to employers re Year end return	15-Feb	Admin Year End				✓
Pension Payroll tax pay over – January deductions	20-Feb	Payroll Admin	✓	✓		
Pension Payroll - authorisation	21-Feb	Payroll Admin		✓		
CETV Amounts for Internal Transfers (HEAT)	22-Feb	General Admin				✓
Pension Payroll - payday	28-Feb	Payroll Admin	✓			
Closure of Accounts – Notification of Timetable	Annually	Tech & Admin	✓	✓		
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

March

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Mar	General Admin	✓		✓	
Agency Pay over authorisation – February deductions	1-Mar	Payroll Admin	✓	✓		
Send chase up to employers re Year end return	15-Mar	Admin Year End				✓
Fire Pensions Increase	15-Mar	Admin / Payroll	✓			
Pension Payroll tax pay over – February deductions	20-Mar	Payroll Admin	✓	✓		
Pension Payroll - authorisation	21-Mar	Payroll Admin		✓		
CETV Amounts for Internal Transfers (HEAT)	22- Mar	General Admin				✓
Pension Payroll - payday	29-Mar	Payroll Admin	✓			
Despatch PI leaflet with FIRE payslips	29-Mar	General Admin	✓			
Pensioner Mailshot – Pay dates	29-Mar	Payroll Admin	✓			
LGPS 31return- Send out new forms	29-Mar	Admin/Year End	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

April

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Apr	General Admin	✓		✓	
Agency Pay over authorisation – March deductions	1-Apr	Payroll Admin	✓	✓		
LG Pensions Increase	9-Apr	Admin/payroll Year End	✓			
Send chase up to employers re Year end return	10 Apr	Admin Year End	✓			
Pension Payroll tax pay over March deductions	16-Apr	Payroll Admin	✓	✓		
Payroll - council tax amendments	18-Apr	Admin Year End	✓			
CETV Amounts for Internal Transfers (HEAT)	19-Apr	General Admin				x☐
Pension Payroll - authorisation	24-Apr	Payroll Admin		✓		
Pension Payroll - payday	30-Apr	Payroll Admin	✓			
Despatch PI leaflet with LGPS payslips	30-Apr	General Admin	✓			
P60s to issue – Deadline 31 May	30-Apr	Payroll Year End	✓			
Send chase up to employers re Year end return Deadline for returns 30 April	30-Apr	General Admin	✓			☐
Closure of Accounts	Annually	Tech & Admin	✓			
Run Quarterly Firefighters CARE Employment Creation. See 5.3.1 Page 17 of Heywood Altair Release Guide Feb 2015 (2 nd Edition)	Quarterly	General Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
Annual Recharges (due 30 June)	Start	Admin Year End	✓			
Contribution postings (due 30 June)	Start	Admin Year End	✓			
Pensions Payroll Year End (due ST TBA)	Start	Payroll Year End	✓			

May

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-May	General Admin	✓		✓	
Agency Pay over authorisation – April deductions	1-May	Payroll Admin	✓	✓		
Send chase up to employers re Year end return	10-May	General Admin	✓			
HMRC Quarterly Tax Return	14-May	General Admin	✓			
Pension Payroll tax pay-over - April deductions	20-May	Payroll Admin	✓	✓		
Pension Payroll – authorisation	22-May	Payroll Admin		✓		
Send chase up to employers re Year end return	30-May	Admin Year End	✓			
Pension Payroll – payday	31-May	Payroll Admin	✓			
CETV Amounts for Internal Transfers (HEAT)	Monthly	General Admin				x
Pension Payroll Year End	31 May	Payroll Year End	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
Recharges (due 30 June)	Ongoing	General Admin	✓			
Contribution postings (due 30 June)	Ongoing	Admin Year End	✓			

June

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	3-Jun	General Admin	✓		✓	
Agency Pay over authorisation – May deductions	3-Jun	Payroll Admin	✓	✓		
Send chase up to employers re Year end return	10-Jun	Admin Year End	✓			
CETV Amounts for Internal Transfers (HEAT)	15-Jun	General Admin	✓			
Pension Payroll - authorisation	20-Jun	Payroll Admin		✓		
Pension Payroll tax pay-over - May deductions	20-Jun	Payroll Admin	✓	✓		
Pension Payroll - payday	28-Jun	Payroll Admin	✓			
Recharges	28-Jun	General Admin	✓			
Send chase up to employers re Year end return	28-Jun	Admin Year End	✓			
Contribution postings (due 30 June)	Ongoing	Admin Year End	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

July

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Jul	General Admin	✓		✓	
Agency Pay over authorisation – June deductions.	1-Jul	Payroll Admin	✓	✓		
Send chase up to employers re Year end return	12-Jul	Admin Year End				
CETV Amounts for Internal Transfers (HEAT)	15-Jul	General Admin	✓			
Pension Payroll tax pay-over - June deductions	18-Jul	Payroll Admin	✓	✓		
Pension Payroll - authorisation	24-Jul	Payroll Admin		✓		
Pension Payroll - payday	31-Jul	Payroll Admin	✓			
Addresses uploaded for ABS & Address Verified	31-Jul	General Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
Run Quarterly Firefighters CARE Employment Creation. See 5.3.1 Page 17 of Heywood Altair Release Guide Feb 2015 (2 nd Edition)	Quarterly	General Admin	✓			
Active members ABS - LGPS/Fire (Deadline 31 August)	Start Testing	ABS	✓			
Deferred ABS – LGPS/Fire/Councillors (Deadline 31 August)	Start Testing	ABS	✓			

August

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Aug	General Admin	✓		✓	
Agency Pay over authorisation – July deductions.	1-Aug	Payroll Admin	✓	✓		
HMRC Quarterly Tax Return	13-Aug	General Admin	✓			
CETV Amounts for Internal Transfers (HEAT)	15-Aug	General Admin	✓			
Pension Payroll tax pay-over – July deductions.	20-Aug	Payroll Admin	✓	✓		
Pension Payroll - authorisation	20-Aug	Payroll Admin		✓		
Pension Payroll - payday	30-Aug	Payroll Admin	✓			
Active members ABS - LGPS/Fire/Councillors (Deadline 31 August)	30-Aug	Statutory	✓			
Deferred ABS – LGPS/Fire/Councillors (Deadline 31 August)	30-Aug	Statutory	✓			
Annual Allowance – contact applicable members. Statutory deadline 6 Oct. Start running reports in Aug.	Start 30-Aug	Statutory	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

September

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	2-Sep	General Admin	✓		✓	
Agency Pay over authorisation – August deductions	2-Sep	Payroll Admin	✓	✓		
CETV Amounts for Internal Transfers (HEAT)	15-Sep	General Admin	✓			
Pension Payroll tax pay-over – August deductions	18-Sep	Payroll Admin	✓	✓		
Pension Payroll - authorisation	24-Sep	Payroll Admin		✓		
Pension Payroll - payday	30-Sep	Payroll Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
Annual Allowance – contact applicable members. Statutory deadline 6 Oct.	Ongoing	Statutory	✓			

October

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Oct	General Admin	✓		✓	
Agency Pay over authorisation – September deductions	1-Oct	Payroll Admin	✓	✓		
Send Annual Allowance letters to affected individuals	5 Oct	Statutory	✓			
CETV Amounts for Internal Transfers (HEAT)	15-Oct	General Admin	✓			
Pension Payroll tax pay over – September deductions.	18-Oct	Payroll Admin	✓	✓		
Pension Payroll - authorisation	22-Oct	Payroll Admin		✓		
Pension Payroll - payday	31-Oct	Payroll Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	
Run Quarterly Firefighters CARE Employment Creation. See 5.3.1 Page 17 of Heywood Altair Release Guide Feb 2015 (2 nd Edition)	Quarterly	General Admin	✓			
Even Years (2018 2020 etc) Run NFI Reports – deadline set by cabinet Office in Aug	Every 2 years	General Admin	✓			
Even Years (2018 2020 etc) Send NFI reports - deadline set by cabinet Office in Aug	Every 2 years	General Admin	✓			

November

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	1-Nov	General Admin	✓		✓	
Agency Pay over authorisation – October deductions	1-Nov	Payroll Admin	✓	✓		
HMRC Quarterly Tax Reporting	14-Nov	Statutory	✓	✓		
CETV Amounts for Internal Transfers (HEAT)	15-Nov	General Admin	✓			
Pension Payroll tax pay over – October deductions	20-Nov	Payroll Admin	✓	✓		
Pension Payroll - authorisation	21-Nov	Payroll Admin		✓		
Pension Payroll - payday	29-Nov	Payroll Admin	✓			
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

December

Activity			Pensions Team	ESCC	Mthly Report	Kingston Team
Monthly KPI	2 Dec	General Admin	✓		✓	
Agency Pay over authorisation – November deductions	2-Dec	Payroll Admin	✓	✓		
Pension Payroll - authorisation	TBC	Payroll Admin		✓		
Altair Calander Bank Holidays for next Year	7 Dec	General Admin		✓		
Pension Payroll tax pay over – November deductions	TBC	Payroll Admin	✓	✓		
CETV Amounts for Internal Transfers (HEAT)	15-Dec	General Admin	✓			
Pension Payroll - payday	20-Dec	Payroll Admin	✓			
Agency Pay over authorisation – December deductions	TBC	Payroll Admin	✓	✓		
Early retirement strain costs invoices	Monthly	General Admin	✓	✓	✓	

Cfwd to 2020 & Beyond

Pension Payroll tax pay over – December deductions	ST	Payroll Admin	✓	✓			
Valuation - Next one in 2022	Triennial	General Admin	✓	✓			