

Single Scheme Administration Project

Quarterly Bulletin – Issue 20

March 2021



An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform

Welcome

Welcome to Issue 20 of the quarterly bulletin of the Single Scheme Administration Project. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- Letter to Scheme Administrators 23 February 2021 - Notification of CPI
- Updated Online Resources
- Normal Retirement Age change
- Single Scheme Databank Update
- Training Plans for 2021
- 2020 Annual Survey

CPI Adjustment

The 2019 inflation outcome report by the CSO was negative (-1%). Therefore there is no change to CPI for this year for the Single Scheme. Please see [Letter to Scheme Administrators](#) which issued on the 23rd February.

Updated Online Resources

Our online Employer and Member resources have been updated to reflect Scheme Year 2021. The [Administrators' Contributions and Referable Amounts Calculation Tool](#) has been updated for 2021 as have the [Annual Benefit](#) and [Leaver](#) statement templates. The [Member's Estimator Tool](#) has not yet been updated at the date of publication but a 2021 version will be published online in March. *Please ensure you download the most recent templates before undertaking calculations.*

Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2020 is **30 June 2021**.

Change in Normal Retirement Date

[PER Circular 24 of 2020 "Deferral of Increase in State Pension Age"](#) sets out the impact of the deferral of the planned increase in the age of eligibility for the State Pension (Contributory) for the majority of Single Scheme members, from 1 January 2021. **The effect of the Circular is such that the majority of Single Scheme members born on or after 1955, who previously had a normal retirement age of 67 or 68 years of age, now have a normal retirement age of 66 years of age.**

National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);
Colin Menton, D/PER (SRO);
Barry O'Brien, D/PER;
Paul Bolger, D/Health;
Des Dowling, D/Defence;
Eithne Fox, HSE;
Deirdre McDonnell, D/Education & Skills;
Doncha O'Sullivan, D/Justice;
Emma Reeves, D/Housing;
John Ryan, NSSO

DPER Project Team

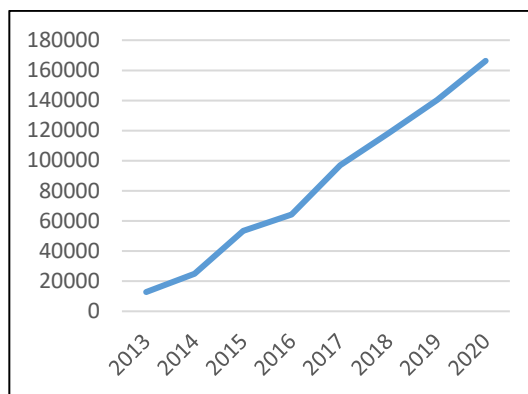
Deirdre O'Neill, Project Manager
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Marie Corry

Contact:

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Annual Survey for 31 December 2020

Thank you to everyone for your replies to our annual survey. The data provides the Department with important information on Scheme membership numbers and emerging trends. The information is also used to facilitate payment of fees (per member) to the Pension Authority on behalf of all Relevant Authorities. *There has been an upward trend in membership to 31 December 2020, with an increase of approximately 18% in active member numbers compared with the position at 31 December 2019.*



Single Scheme Databank

Onboarding to the Single Scheme Databank is progressing in waves. 135 Relevant Authorities have completed the onboarding process in Waves 1-7. Wave 8 onboarding will commence in March and all of the participating bodies have been contacted. Thank you to those bodies who have worked to collate their data to ensure on-time uploading of files to the Databank by the relevant milestone dates.

All RAs not yet onboarded will commence the onboarding process in 2021 and should continue to prepare Scheme Files for each year since 2013. If you have any queries around the onboarding process or the preparation of Scheme Files please email singleschemequeries@per.gov.ie

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank. A Scheme file for collecting data on Purchase and Transfer of Retirement Benefits will be rolled out in the second half of 2021. The Scheme File Template and related technical information will be made available on the website in Q2 2021.

Training Plans

While places are now full for all webinar modules for Quarter 1 of 2021, if your organisation requires any new members of staff to attend any of our webinar based training modules to be delivered in Quarter 2 of 2021, please email singleschemequeries@per.gov.ie advising which modules are of interest and the desired number of places.

It is important that you do contact us in this regard so that we can gauge interest and determine the number of sessions to schedule. As a reminder, the current webinar training programme includes:

- Module A: Recruitment and Onboarding
- Module B: Leaving Employment
- Module C: Annual Administration Activities
- Module D: Retirement Benefits Administration
- Module E: Death Benefits Administration
- Module F: Purchase and Transfer of Retirement Benefits

Please note that places on each module will only be allocated to those individuals who have not already attended that specific training module.

Administrator FAQ document

The majority of Single Scheme queries submitted to singleschemequeries@per.gov.ie are fully addressed in the Administrator FAQ document available on www.singlepensionscheme.gov.ie. Administrators are reminded to refer in the first instance to this online resources where a technical query arises. The **current version** of the Administrator FAQ document can be accessed [here](#).

For further information or to be added to/removed from the Single Scheme circulation list, please email singleschemequeries@per.gov.ie. For technical queries, please consult with online resources or a senior colleague prior to raising a query. Please include your Relevant Authority identification number in any correspondence **and ensure that any personal member data is fully anonymised.**