



Single Scheme Administration Project

Quarterly Bulletin – Issue 31

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An Roinn Caiteachais Phoiblí,
Sheachadadh PFN agus Athchóirithe
Department of Public Expenditure,
NDP Delivery and Reform

Welcome

Welcome to Issue 31 of the quarterly bulletin of the Single Scheme Policy and Support team. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- a link to an advance copy of the forthcoming annual Scheme survey
- an update on the Single Scheme Databank
- a review of Single Scheme training activities in 2023
- A note on the future development
- And a reminder of the change in State Pension rate.

Annual Survey

We will be sending out a link to the annual survey to all Relevant Authorities in early January 2024 seeking data as at 31 December 2023 on your Single Scheme members. The primary objective of the survey is to obtain total membership numbers in order to accurately calculate Pension Authority fees, for payment by DPENDR, on behalf of all Relevant Authorities. We will take the opportunity to check in on other areas of scheme administration, including data relating to levels of compliance (annual statements etc.). The deadline for receipt will be **26th January 2024** and a return by all Relevant Authorities is mandatory. ***An advance draft of all of the questions that will be asked is available on our website [here](#) to allow you to make advance preparations.***

Note that the survey is being done on the EU Surveys platform rather than SurveyMonkey this year.

Single Scheme Databank

Gender

When filling out Databank returns, the following gender choices are now available to use in respect of this attribute:

- Female,
- Male,
- Other Gender.

Reminder: 1 November 2023 was the date fixed by the Minister for organisations to make their statutory return to the Single Scheme Databank for 2022. We would like to thank all those RAs who have completed these returns. For those who have yet to do so, there are **three** Scheme Files required for the return:

- Membership Data
- Benefit Payments Data
- Purchase and Transfer Data

You can find technical resources, including training videos and quality assurance checklists on our website here:

<https://singlepensionscheme.gov.ie/databank/employers/>

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2023 Q4 Training Workshops

The team is currently providing 6 webinars throughout November and December 2023, covering all 6 main areas of Single Scheme administration. Everybody who expressed an interest in Single Scheme Training was invited to the webinars. There have been 810 registrations across the 6 webinars, of which 340 have logged in to 4 modules to-date.

If your organisation requires any new members of staff to attend any of the training modules, 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 which training modules will be delivered and how many sessions will be made available to potential participants.

Single Scheme Future Administration Model

Over the last two months, the team have been out visiting and engaging with stakeholders from Revenue, Health, Education, and Local & Central Government. This has helped to foster valuable connections across these sectors and further workshops are planned with the NSSO and Trinity College Dublin over the next two weeks. These sessions are instrumental in building a broader understanding to the detailed requirements and data involved in payroll and benefit calculation processes, particularly as they relate to the proposed Future Administration Model. We look forward to sharing more insights and updates in forthcoming bulletins. Please stay tuned for further information.

State Pension rate change from January 2024

A quick reminder that the Contributory State Pension is changing from €265.30 to €277.30 per week from January 2024 and will need to be factored into the calculation of contributions and referable amounts.

Online Technical Supports and Guidance

You are requested to please continue to consult the dedicated Single Scheme website (www.singlepensionscheme.gov.ie) in the first instance for any technical queries. There are a series of training videos for Pensions Administrators on our website. This library can be accessed [here](#). Some of the key resources available on the website for Pensions Administrators are highlighted below:

Training Video Library
Single Scheme Circulars and Legislation
Single Scheme Booklets (standard, uniform grades and judiciary)
Member Benefits Estimator Tool (standard and uniform grades)
Lifecycle Event Toolkits (<i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i>)
Employer Calculation Tools
Single Scheme Databank Employer Resources
Recent Employer Training Workshop Resources (<i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i>)

For further information or to be added to/removed from the 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.**

We wish to thank everyone for their assistance to the team this year and to wish all a peaceful festive break - we look forward to working with you in 2024

