Single Scheme Administration Project
Quarterly Bulletin – Issue 32
March 2024

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

Welcome

Welcome to **Issue 32** 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 - Notification of CPI
- Training Plans for 2024
- Updated Online Resources
- Single Scheme Databank Update
- 2023 Annual Survey

CPI Adjustment

The CSO recently reported that Consumer prices rose by 4.6% over the 12 months to December 2023. Therefore, there is an adjustment required of **4.6%** on applicable referable amounts and for Single Scheme pensions in payment the details of which are set out in Appendix 2 of Circular 1 of 2024 which issued on the 31st of January.

Training Plans

The webinar training will be run again in June 2024, if your organisation requires any new members of staff to attend any of our webinar based 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 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.

Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2023 is **30 June 2024**.

Updated Online Resources

Our online Employer and Member resources have been updated to reflect Scheme Year 2023. The Administrators' Contributions and Referable Amounts Calculation Tool has been revised and updated for 2023. As this is a new tool, a guidance video is also available on the website here. The Annual Benefit and Leaver statement templates are also updated. The Member's Estimator Tool has not yet been updated at the date of publication, but a 2023 version will be published soon.

Single Scheme Administration Team
Deirdre O'Neill
Shane Hennessy
Thomas Gavin
Dermot Kinane
Finbar Ó hAnnracháin
Carol (Yuk Kwan) Ng
Emma Murphy
Martina Burns
Niamh Hanley
Craig Flynn
Carl Murphy

Contact:
singleschemequeries@per.gov.ie

_____

Outstanding Single Scheme Databank Files

As you will be aware, 1st November 2023 was the date fixed by the Minister for relevant authorities 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

Our colleague Martina Burns has been following up with bodies who have yet to complete their returns. If you have not yet been contacted or have any queries regarding the returns, please email singleschemequeries@per.gov.ie.

Databank Training

Databank specific training is held quarterly, with the most recent session taking place on the 12th March, 2024. The sessions generally run for approximately 2 hours, are hosted via MS Teams and cover topics including;
- Creation of the Databank
- Functionality and accessing the DGVT
- File preparation
- Common mistakes

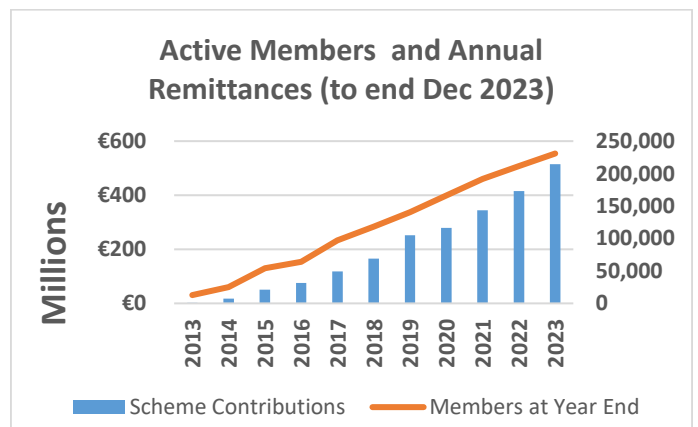There is also a Q&A session at the end.

Please note that these sessions are not for Single Scheme members, they are for staff involved in the administration of the scheme. While all administration staff are welcome, we would especially encourage all new Pensions Administrators to attend.

If you would like to attend this training, please email singlescheme@per.gov.ie and include your name, organisation, RA number and contact details. The subject line for the email should read "Databank Training". Confirmation of places as well as supporting documentation will be circulated the week prior to the session.

Annual Survey for 31 December 2023

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 are now over 240,000 members in the scheme and over €500 million was collected in contributions last year.*

Active Members and Annual Remittances (to end Dec 2023)

Legend: Scheme Contributions — Members at Year End

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.