

Welcome

Welcome to the fifth quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all administrators involved in Single Public Service Pension Scheme operation.

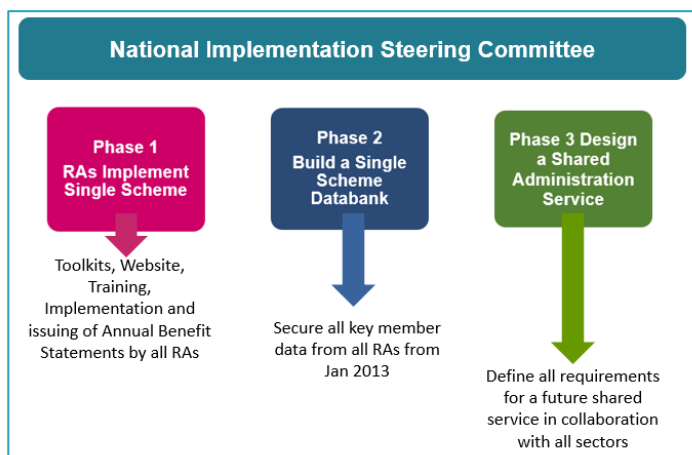
Details in this bulletin include an overview of the **Feasibility Study outcomes**, information on a **new dedicated Single Scheme website**, an update on **membership numbers** and reminders of **recent policy developments**.

Feasibility Study Outcomes



The Feasibility Study which examined options for administration of the Single Scheme has recently been completed and we would like to thank all those organisations who provided input to the work. The outcomes included a final report, with short and long-term recommendations, which formed the basis of a Memorandum which was brought to Government for decision in April. The result is that a number of phases of work have been agreed, which will involve the design and development of a Shared Single Scheme Administration Service for operation in the long-term, while all Relevant Authorities undertake the work required to meet their legal obligations in the short-term.

Given that the Scheme is now in the 5th year of operation, **work must be undertaken by all Relevant Authorities to ensure pension benefits back to 2013 are calculated, secured, and shared with their members of the Scheme**. DPER will provide supports for this work, including the new website described in this bulletin and a series of technical training sessions planned from autumn 2017. While this is in progress, work on the design of a long-term solution will be progressed and will involve input from all sectors of the public service. The project team is at the stage of defining the work involved in detail and will be communicating further over coming months.



A National Implementation Steering Committee is in the process of being established to oversee the next phases of work.

DPER Project Team

Martina Hennessy
(Project Manager)

Michael McKeown

Janice Witcombe

Finbar Ó hAnnracháin

Fergal Carty

Brian Hogan

Contact:

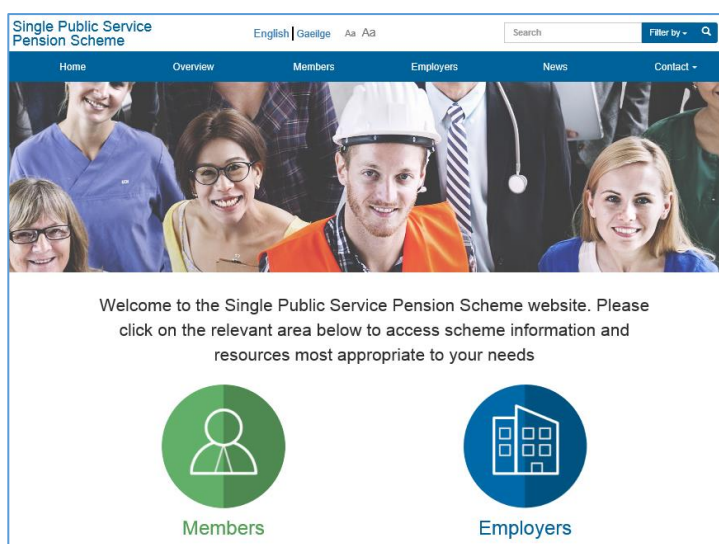
Singleschemequeries
@per.gov.ie

New Website

www.singlepensionscheme.gov.ie

Based on feedback received from many public service bodies over the last year, the project team has developed a **dedicated website for the Single Public Service Pension Scheme** that can be accessed at the above url. This website aims to better meet the separate needs of both members and administrators. We have aimed to keep the navigation as intuitive as possible.

We have focused initially on **new content for administrators**, consisting of **optional employer resources** that include **suggested templates** for some key processes around the employee lifecycle (from hire to retire) to aid with administration of the Scheme for your members. If your organisation is partnered with a shared service for HR, payroll or pensions, you may need to discuss with them if they are planning/resourced to undertake any of the work on your behalf. We will continue to build on the Employer Resources available over the coming months, to be followed by a series of technical training sessions for administrators in the autumn (details to follow in due course). In addition, we will make new material targeted specifically at members available later in the year.



Home Page ! Bookmark it now !

The former Single Scheme web-page housed on the DPER website will shortly be deactivated, with all content moved and enhanced on the new website. A message will be displayed advising that a new website now exists for the Single Scheme.

Do you need to amend information on your intranet site or template documentation to reflect the new url (above) for the Single Scheme website?

Circulars and Legislation



Circulars and legislation are more readily accessible, in a searchable format, on the new site with descriptors to help identify the content of particular interest.

Single Public Service Pension Scheme > Single Scheme Circulars and Legislation

Circulars
Legislation

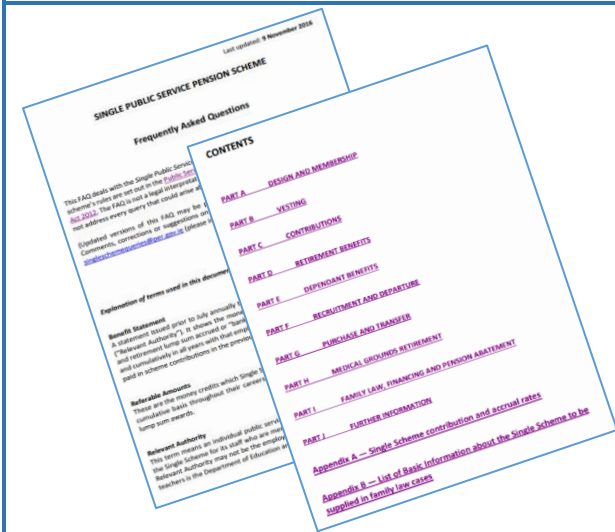
Circulars

Search:

Reference	Descriptor	File Type
Circular 11 of 2017	Death in Service Payments and related Survivor's and Children's Pension issues under the Single Scheme	
Circular 3 of 2017	Sick Leave - Accrual of Referable Amounts under the Single Public Service Pension Scheme	
Guidance Note 1 of 2017	Ill Health Retirement - Enhancement of Benefits in cases of Ill Health Retirement under the Single Scheme	
Circular 2 of 2017	Consumer Price Index (CPI) Up-rating of Referable Amounts for 2015 and Pensions for 2016	
Circular 28 of 2016	Employer Contributions required in cases of self-financing bodies or self-financing activities This applies only to certain organisations.	
Circular 13 of 2016	Consumer Price Index (CPI) Up-rating of Referable Amounts for 2014 and Pensions for 2015, and certain operational matters In addition to CPI, this Circular also contains a number of benefit statement templates. The latest Annual Benefit Statement template is available in the Annual Administration Activities Toolkit.	

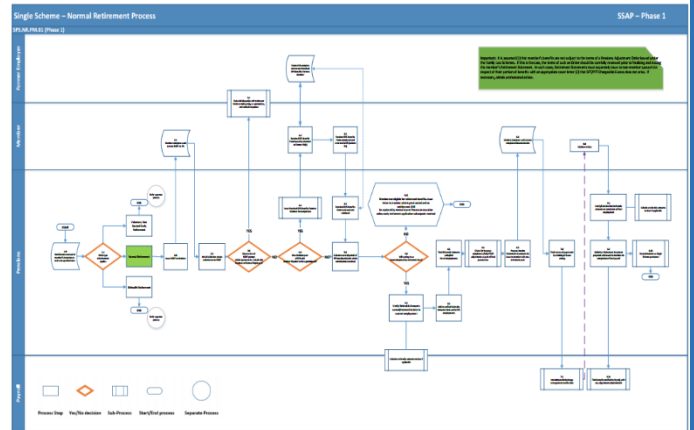
FAQs for Administrators

The FAQ document, which has had some minor updates applied this month, is available on the new site. **This is an important first point of reference for all administrators with queries, as many common questions are answered in this document.**



Toolkits for Administrators

In the Toolkits area on the **Employers Section** of the website, documentation has been prepared for several key processes. **The Process Map should be read in conjunction with the Guidelines Document for each.** Additional *suggested* template forms and letters are also available. Those processes currently developed include recruitment, leavers and retirement.



Pay Period	Inputs by Administrators			Scheme Contributions Payable			Deferrable Amounts	
	Actual Pensionable Pay	Actual Pensionable Allowance	Work Pattern	Member Contribution (0.5%)	Member Contribution (0.5%)	Total Member Contributions	Total Pensionable Amounts	Lump Sum Deferrable Amount
1	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
2	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
3	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
4	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
5	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
6	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
7	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
8	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
9	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
10	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
11	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
12	1,000.00	0.00	1.00	5.00	5.00	10.00	17.40	112.00
TOTAL	12,000.00	0.00	12.00	60.00	60.00	120.00	208.80	1,344.00

The tool calculates referable amounts for use in Annual Benefit Statements and Leaver Statements. All formulae are displayed and administrators are free to make changes to suit needs or for atypical cases.

- ! Please note !**
- It is **not** intended that this tool be made available to members in place of benefit statements.
 - The tool should only be used to complete calculations up to the end of 2017. (It will need to be updated to allow for any social welfare/CPI changes next year).

Referable Amounts Calculation Tool for Administrators

A template calculation spreadsheet has been developed with options to input pay data on a weekly, fortnightly or monthly basis. This may be of benefit to **administrators** in smaller organisations with small numbers of Single Scheme members in typical types of employment.

Annual Benefit Statement Data - Year Ending 31/12/2016

2016 Annual Benefit Statement Data (Based on all outputs above) (Adjusted for CPI to 31/12/2016)

Contributions	2016	All years prior to 2016	Total to 31/12/2016
Member contributions	0.00	0.00	0.00
Referable Amounts		All years prior to 2016 (Adjusted for CPI)	Total to 31/12/2016
Once off Lump Sum	0.00	0.00	0.00
Annual Pension	0.00	0.00	0.00

CPI does not apply to benefits earned in 2016 until the issue of the CPI circular in early 2018.

List of Relevant Authorities

A **searchable list** of Relevant Authorities is available.

This may be useful for employers:

- to verify their RA Number
- to check if new hires previously worked in a body that falls under Single Scheme legislation.
- to check if departing employees are moving to a body that falls under Single Scheme legislation.

The list includes reference to bodies that may have changed since 2013 e.g. RPII has since merged with the EPA.



List of Single Scheme Public Service Bod

Show entries Search:

List of Single Scheme Public Service Bodies	Designated Relevant Authority Number
Fáilte Ireland	147
Financial Services Ombudsmans Bureau	149
Fingal County Council	150
Food Safety Authority of Ireland (FSAI)	151
Forfás	152
Gaisce	153
Gallen Community School	154
Galway & Roscommon ETB	78
Galway City Council	155



News Page

	Type	
09-05-2017	Circular	Death Benefits Entitlements - New Circular
02-03-2017	Employer News	Project Bulletin - Issue 4
03-02-2017	Circular	Sick Leave Provisions - Regulations made
03-02-2017	Circular	Ill Health Retirement Provisions - Regulations made
31-01-2017	Circular	CPI Notification

Filter News Articles

Keyword

News Type

Published From

Published To

Scheme News Page

Keep up-to-date with the latest Scheme News by accessing the News Page. Here you can search for news articles by:

- Keyword(s)
- News Type or Category
- Publication Date

! Please note !

The Scheme News Page publishes information on for the **current calendar year** by default. You can access the News Archive for earlier years by inputting the relevant dates.

Single Scheme Administration Project



As well as future Project Bulletins, we will be using the website as a key way of sharing updates with employers and administrators on the progress of the Single Scheme Administration Project and project-related documentation.



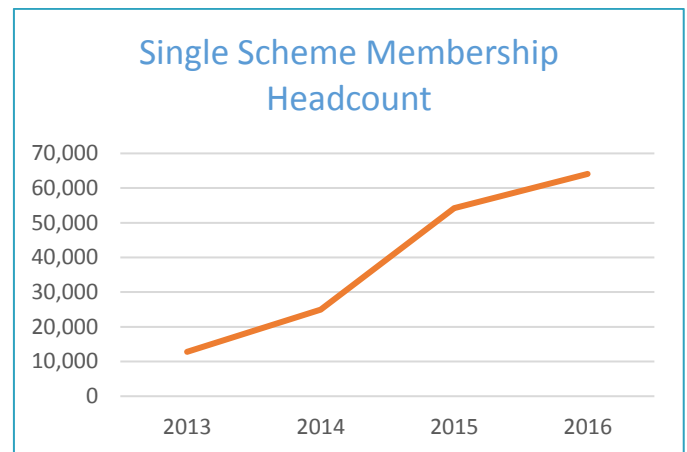
Other Project Updates

Project Team Members

David Hardiman has moved on from the project team to equally fair pastures. The project team is delighted to have **Janice Witcombe** join from civil service pension administration in PeoplePoint and **Brian Hogan** on the Graduate Recruitment Programme.

Member Numbers

From the survey completed by all Relevant Authorities in January, it is evident that member numbers have increased again in 2016 to 64,000. *Note that numbers for 2013 to 2015 includes both active and deferred members. Data displayed for 2016 is for active members only.*



Policy Updates

Death-in-Service Circular ^{NEW!}

[DPER Circular 11/2017](#): *Death-in-Service Payments and related Survivor's and Children's Pension issues under the Single Scheme* - was circulated to all relevant authorities on 9 May. All details in relation to Death-in-Service for members of the Single Scheme are set out in the 2012 Act. The purpose of [DPER Circular 11/2017](#) is to bring together and explain all of the relevant provisions with worked examples.

🕒 **Reminder** 🕒

2016 Annual Benefit Statements

2016 Benefit Statements should issue to all members by the end of the June. There was no CPI increase this year, but the benefit amounts earned up to the end of 2014 will still need to be adjusted by +0.1%. See [Circular 2 of 2017](#) for further details.

For further information or to be added to/removed from the circulation list, please email singleschemequeries@per.gov.ie. Please include your Relevant Authority identification number in any correspondence.