Single Scheme Administration Project
Quarterly Bulletin – Issue 16
March 2020

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

Welcome

Welcome to Issue 16 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:

- New CPI Circular 2 of 2020
- Note on updated Online Resources
- Annual Survey
- An update on the Single Scheme Databank
- Training Plans for 2020

CPI Adjustment

A new Circular on CPI adjustments issued on 21 January 2020 and is available on the website (Circular 2 of 2020). There is an adjustment required of **1.3%** on applicable referable amounts **and** for Single Scheme pensions in payment the details of which are set out in Appendix 2 of the Circular.

Updated Online Resources

Our online Employer and Member resources have been updated to reflect Scheme Year 2020. The Administrators' Contributions and Referable Amounts Calculation Tool has been updated to reflect the CPI increase reported in Circular 2 of 2020 and the Annual Benefit and Leaver statement templates have been updated to reflect the Single Scheme Purchase and Transfer facility. The Member's Estimator Tool has also been updated. *Please ensure you download the most recent templates before undertaking calculations*.

REMINDER: Please ensure that you bring the availability of the Single Scheme website, Member Booklet and the Estimator Tool to the attention of your members via your organisation's intranet or newsletter. *The recent annual survey shows that 73% of organisations have promoted the availability of these important resources to their Single Scheme members.*

Benefit Statements Reminder

Administors are reminded that the deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2019 is **30 June 2020**.

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;
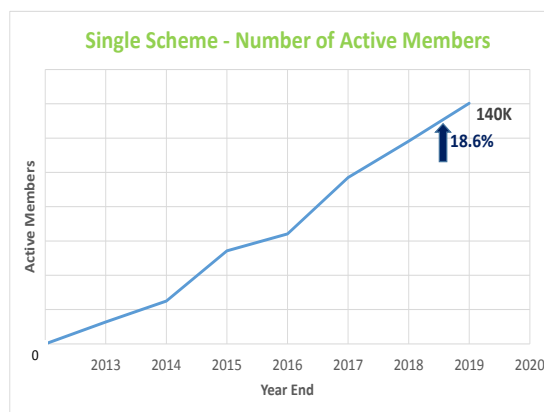Emma Reeves, D/Housing;
John Ryan, NSSO

DPER Project Team
Deirdre O'Neill, Project Manager
Michael McKeown
Shane Hennessy
Marie Corry
Ian Corrigan

Contact:
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Annual Survey for 31 December 2019

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 2019, with indications of an 18.5% increase in active member numbers since December 2018.*

Single Scheme - Number of Active Members

Single Scheme Databank

Onboarding to the Single Scheme Databank is progressing in waves. Onboarding of the first 3 Waves, encompassing 50 Relevant Authorities, is now significantly progressed. Wave 4 onboarding will commence in March. 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.

Administrators are reminded that technical information related to the Single Scheme Databank, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank.
At this time, all bodies should be continuing to progress the preparation of Scheme Files for each year since 2013 pending a request from DPER to onboard to the Databank.

Training Plans

The Project Team plan to deliver more training workshops towards the end of Quarter 2 this year. It is intended to deliver re-runs of **Modules A,B&C** (*Recruitment and Onboarding, Annual Administration Activities and Leaving Employment*). Relevant Authority staff who have not attended any of these workshops before will initially have the option to register before invitations are extended to staff newly recruited to the areas of HR and Pensions Administration across all other Relevant Authorities. Invites will be issued in the coming weeks.

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..

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.