Single Scheme Administration Project
Quarterly Bulletin – Issue 28
March 2023

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

Welcome

Welcome to **Issue 28** 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 2023
- Updated Online Resources
- Single Scheme Databank Update
- 2022 Annual Survey

CPI Adjustment

The CSO recently reported that Consumer prices rose by 8.2% over the 12 months to December 2022. Therefore, there is an adjustment required of **8.2%** 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 2023 which issued on the 30th of January.

Training Plans

Training for all webinar modules for Quarter 2 of 2023, 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 2023, 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 2022 is **30 June 2023**.

Updated Online Resources

Our online Employer and Member resources have been updated to reflect Scheme Year 2022. The Administrators' Contributions and Referable Amounts Calculation Tool has been updated for 2022, 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 2022 version will be published soon. *Please ensure you download the most recent templates before undertaking calculations*.

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Single Scheme Databank

Since commencing the onboarding project, over 200 Relevant Authorities have completed the process. The remaining RAs are currently working with DPER to complete the process, and we would like to thank all of our colleagues for their continuing hard work towards this goal.

Outstanding Databank Files

As you will be aware, 1st November 2022 was the date fixed by the Minister for relevant authorities to make their statutory return to the Single Scheme Databank for 2021. 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 Emma Murphy 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 will be held on Monday 27th March and Wednesday 29th March. Both sessions will commence at 10am and will be hosted via Webex. The sessions will run for approximately 2 hours and will cover topics including;
- Creation of the Databank
- Functionality and accessing the DGVT
- File preparation
- Common mistakes

There will also be 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 the 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 "March Databank Training". Confirmation of places as well as supporting documentation will be circulated the week prior to the session.

Annual Survey for 31 December 2022

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 2022, with an increase of approximately 10% in active member numbers compared with the position at 31 December 2021.*

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.