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

2021 Single Scheme Annual Survey

This survey is being issued to all Relevant Authorities to capture information on overall Single Scheme membership numbers at **31 December 2021** as well as to assess progress with Scheme implementation.

Please ensure this survey is fully completed and returned to DPER by the 21 January 2022 deadline.

By submitting a response to this survey, you are acknowledging that you are authorised to do so on behalf of your organisation and have satisfied yourself to the accuracy of your response.

* 1. Your Organisation's Designated Relevant Authority Number

Please note that your designated relevant authority number can be found on our website at: https://singlepensionscheme.gov.ie/for-employers/list-of-relevant-authorities/

RA code (up to 3 digits) [   ]

* 2. Your Organisation's Name

[   ]

* 3. Did your organisation have any active members, deferred members or pensioners under the Single Scheme on 31 December 2021?
(Active members are those ordinarily on the payroll including those suspended or on approved periods of leave. Deferred members are those members that have vested and ceased pensionable Single Scheme employment.)

◯ Yes

◯ No

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* 4. **How many members within each of the following Single Scheme categories existed in your organisation on 31 Dec 2021?**

(Please enter actual headcount figure as opposed to FTE figure. Enter 0 if none. Active members are those ordinarily on the payroll including those suspended or on approved periods of leave. Deferred members are those members that have vested and ceased pensionable Single Scheme employment.)

Active Members

Deferred Members

Pensioners in Payment

* 5. **For what years have you calculated Referable Amounts for your Single Scheme members? "Referable Amount" is defined in Circular 11 of 2014 and is calculated based on pensionable pay and work pattern of each member. It is not the same as the amount of contributions paid.**

	Yes	No	N/A (no members)
2013	○	○	○
2014	○	○	○
2015	○	○	○
2016	○	○	○
2017	○	○	○
2018	○	○	○
2019	○	○	○
2020	○	○	○
2021	○	○	○

6. If you answered "No" in the last question for any year before 2021 in which you had members, when do you expect to have completed calculation of referable amounts for all of these years?

Date

DD/MM/YYYY

7. If you do not currently have an automated system for the calculation of Referable Amounts on a pay period basis, please indicate when an automated system will be in place?

Date

DD/MM/YYYY

* 8. For what years have you issued Annual Benefit Statements to your Single Scheme members? (These will use the Referable Amount values as referenced in Q.5 above.)

	Yes	No	N/A (no members)
2013	○	○	○
2014	○	○	○
2015	○	○	○
2016	○	○	○
2017	○	○	○
2018	○	○	○
2019	○	○	○
2020	○	○	○

9. **If you answered "No" for any years in question 8, when will your organisation have issued all Annual Benefit Statements to all members?**

Date

DD/MM/YYYY

10. **If you do not currently have an automated system for Annual Benefit Statement generation, please indicate when an automated system will be in place?**

Date

DD/MM/YYYY

* 11. **Assuming the CPI circular is issued early 2022, when do you expect to issue 2021 Annual Benefit Statements, noting that these should be issued by 30 June 2022?**

Date

DD/MM/YYYY

12. **Please comment on any of the timelines you have indicated above in Q6, Q7, Q9 and Q10?**

(Important: Technical queries should <u>not</u> be included below. Should you have a technical query, please refer to www.singlepensionscheme.gov.ie. If your query is not resolved on review of website content, please e-mail singleschemequeries@per.gov.ie)

* 13. Are you currently issuing Leaving Service Options (Leaver Statements) to Single Scheme members leaving pensionable employment with your Relevant Authority?

○ Yes

○ No

14. If you are issuing Leaving Service Options (Leaver Statements) do you issue them within 6 months of a member leaving pensionable employment with your Relevant Authority?

○ Yes

○ No

* 15. In relation to the Single Pension Scheme Purchase and Transfer Facility, have you processed any applications for Purchase of Retirement Benefits (by actual purchase or transfer) for the year 2021?

○ Yes

○ No

16. If you answered "Yes" to the above, please enter number of members who have purchased benefits (by actual purchase or by way of transfer) for each year below:

* 17. Please indicate what software systems or tools your organisation currently uses for the following areas of work. Please include the version if applicable:

(If work is carried out manually, then please indicate this)

HR

Payroll

Pensions

* 18. In relation to Single Scheme communications to members, please indicate

	Yes	No
Have you included a link to the Single Scheme website singlepensionscheme.gov.ie on your intranet page?	○	○
Have you informed Single Scheme members of the availability of a Member Scheme Booklet?	○	○
Have you informed Single Scheme members of the availability of the Single Scheme Estimator Tool?	○	○

* 19. Please add your official contact details should we need to seek any clarifications

Name	
Email address	
Phone number	