Single Scheme Administration Project

Quarterly Bulletin - Issue 7

December 2017

Welcome

Welcome to the seventh quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all administrators involved in the Single Public Service Pension Scheme regarding project work underway in this area.

This bulletin updates administrators on new member content now available on the Single Scheme website, the availability of the Cost Neutral Early Retirement Circular, recent town hall events and an update on the delivery of training.

New resources for members

The project team has developed new resources targeted at Single Scheme members:

- an updated **Scheme Booklet**
- new **At a Glance Guides**

These new resources are available on the members' section of the Single Scheme website at www.singlepensionscheme.gov.ie.

Administrators are asked to please ensure that any earlier versions of the Scheme Booklet are removed from their website.

End of year survey

We shall be sending out a survey **in early January** seeking data on the Single Scheme. The primary object is to obtain the numbers within the Single Scheme for payment of the Pension Authority fees, however, we will also seek data relating to compliance with requirements (annual statements etc) and survey on the rough pay levels of Single Scheme members.

A copy of the all questions that will be asked is available on our website here

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National Implementation Steering Committee

Oonagh Buckley, WRC (Chair);
Colin Menton, D/PER (SRO);
Peter Brazel, D/PER;
Teresa Cody, D/Health;
Martina Colville, D/Justice
Joan Curry, NSSO;
Des Dowling, D/Defence;
Paul Dunne D/HPLG;
Eithne Fox, HSE;
Michael Keogh, D/Education & Skills;
Paula Lyons, NSSO

DPER Project Team

Martina Hennessy, Project Manager
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November Town Halls

Two town hall events were held in Dublin and Tullamore on November 7 and 9, with representatives from some 138 individual public service bodies in attendance. The purpose was to share:
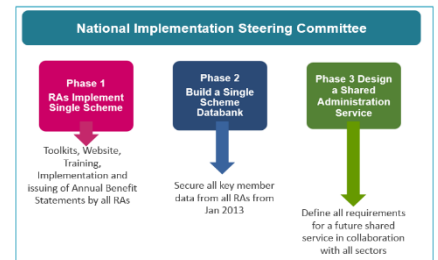
- a substantive update on the Single Scheme Administration Project following the recent decision of Government;
- initial details of the Single Scheme Databank and the inputs that will be required from each organisation in the short-term;
- details of the interim supports made available to administrators;
- an overview of scheme and project governance;

A copy of the town hall presentations is available on the website by clicking here. Thank you to participants who provided feedback subsequently.

Drafts of the Single Scheme Databank Templates that each relevant authority will need to populate, when requested, have now been circulated to enable the work involved to be assessed and planned.
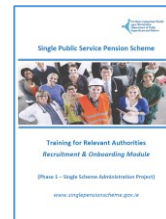

Dublin Town Hall Presentation at Trinity College

Update provided on long-term vision for administration of the Single Scheme

Update on Single Scheme training workshops

Over the months of October and November, members of the project team have been involved in delivering practical training targeted specifically at those involved in the recruitment and onboarding of new staff, with over 2000 training hours made available at workshops. This training has been well-received by attendees and the feedback received will be taken into account in designing future training modules, details of which will be released in January.

New Single Scheme Circular - Cost Neutral Early Retirement

Administrators are reminded that Circular 18/2017 issued on 6 November 2017. This Circular confirms how early retirement benefits are to be calculated on a cost-neutral basis for members aged at least 55 years of age availing of voluntary early retirement under the Single Scheme. It specifies the actuarial reduction factors to be applied to a member benefits with reference a member's normal retirement age (66, 67 or 68 years of age) and the date of their actual early retirement. The issue of this Circular will complement other resources available in the Retirement Toolkit for administrators.

Website Reminder

Please check that the new Single Scheme website url www.singlepensionscheme.gov.ie is included on your HR intranet or other employee documentation.

Did you know?
New content for administrators relating to Family Law has been added online to the Administrators' FAQ

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.

We wish to thank everyone for their assistance with the project this year and to wish all a peaceful festive break and look forward to working with you in 2018