

9 April 2009

Circular 07/2009

To: Salaries and Wages Departments  
Human Resources Departments  
Pensions Contacts

Dear Colleagues

**NILGOSC Website  
Contribution Banding Queries  
Bulk Mailing Exercises to Employees**

**1. NILGOSC Website**

Our website has now been updated to reflect details of the new Scheme and amended forms and guides will be added as they become available. The LGS2 Opting Out form and the LGS 21 Nominated Cohabiting Partner Form are now available from our website at [www.nilgosc.org.uk/nilgosc-ersguide/forms.htm](http://www.nilgosc.org.uk/nilgosc-ersguide/forms.htm). As stated in Circular 06/2009, please continue to use the existing forms where revised forms are not available.

**2. Contribution Banding Queries**

We have received a high volume of calls from staff of various employing authorities who have queries in relation to letters informing them of their contribution rate. It seems that some employers have given contact details for NILGOSC on these letters. May I remind you that **contribution bandings are an employer decision based on an employer policy** and NILGOSC has neither the information nor the resources to deal with these queries. If the high volume of calls continues, employing authorities may incur a charge per telephone call.

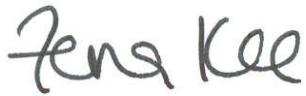
**3. Bulk Mailing Exercises to Employees**

During the last few weeks we have become aware, through a huge increase in telephone calls from members requesting quotations, that several large employing authorities have written to all their employees asking for expressions of interest for voluntary redundancy and flexible retirement. As these decisions impact on an employee's pension we have been inundated with requests for quotations. NILGOSC is a small organisation and we cannot, without due notice, issue individual quotations to thousands of members. In fact in the last year we have issued just under 3,500 quotations and are staffed to deal with normal levels of quotation requests.

In future, I would appreciate if we are forewarned of any large mailings which may affect a significant number of members and copied into the correspondence in advance. This will enable us to advise of any errors in the communication relating to the Scheme, advise of potential difficulties and, where possible, ensure that we have appropriate resources in place.

If you have any questions regarding the content of this circular, please contact either myself, Mark Wright, Trevor Davidson or any member of the Pensions Development Team.

Yours sincerely

A handwritten signature in black ink that reads "Zena Kee". The signature is written in a cursive, slightly slanted style.

Zena Kee  
Pensions Manager