The Pensions Regulator

A quick guide to information that must be provided to us

There is certain information that public service pension schemes are legally required to provide to us. This quick guide outlines the kind of information that must be provided and why, as well as some best practice tips to help you meet the legal requirements.

The legal duties include:

- providing us with 'registrable information' and keeping this information up to date

- ensuring that the scheme return is provided accurately and on time.

August 2020

What information must be provided?

Registrable information

Managers of public service pension schemes are legally required to provide 'registrable information' to us, and to keep this information up to date. This information includes the scheme name, address and scheme type, membership data, and name and addresses of employers. We are required to capture this information in a register and we also use it to inform the Pensions Tracing Service, which helps people find lost pensions.

Other information

In addition to registrable information, we collect additional information each year via the scheme return to build an accurate picture of the landscape, so we can regulate effectively and provide relevant educational materials. We also use this information to make sure we can contact the relevant people running the schemes.

Information we collect in this way includes details for scheme contacts, pension board members and various service providers such as administrators. It is a legal requirement for scheme managers to provide the scheme return.

How do I go about actually completing a scheme return?

You'll need to do this via Exchange, our online service at: https://exchange. thepensionsregulator.gov.uk/

If you've used Exchange before, log on using your registered email address and password. Choose the scheme from the 'My schemes' page and select the 'Scheme maintenance' option. If you haven't used Exchange before, you'll need to register. This is very straightforward to do.

★ Best practice tip

In larger schemes, several people may need to have access to the information on Exchange. You can provide access to as many people as required by going to Exchange, logging in, and then selecting 'Manage who can access this scheme online' from the Scheme options menu. We recommend you do this in advance of receiving the scheme return notice.

If I manage multiple schemes, do I need to complete a return for each scheme?

If you manage more than one scheme, you'll need to complete a scheme return for each separate scheme. For example, a fire and rescue authority in England might need to complete a scheme return for the Firefighters' Pension Scheme 1992, another for the New Firefighters' Pension Scheme 2006 and a third one for the Firefighters' Pension Scheme 2015.

Does this mean that some people will be counted more than once?

Yes it will. If a person is a deferred member of one scheme and an active member of another scheme, they should appear in the appropriate data category for both schemes. This gives us an accurate picture of the active, deferred and pensioner members connected to each individual scheme.

What is the deadline for completing the scheme return?

The deadline is stated on the scheme return notice itself and is usually six weeks from the date of the notice.

> ### ★ Best practice tip
>
> The information we are asking for is straightforward, but give yourself time to complete the scheme return in case you need to go and find certain information about your scheme. Our website lists the information you'll need to provide, so it's worth reading this and preparing the information in advance to save time.

What if I can't complete the scheme return within the deadline?

We don't anticipate schemes having problems completing the scheme return on time as the information asked for is not technical or complicated. However, completing the scheme return by the deadline is a legal requirement and failure to do this could lead to a fine or other action being taken. If schemes are having problems, then they should contact us as soon as possible.

Your ongoing duties

It is the scheme manager's legal duty to keep registrable information up to date, notifying us as soon as reasonably practicable if there are any changes. Schemes can update their information at any time, via Exchange – they shouldn't wait for the annual scheme return. Keeping your scheme information up to date will help you to complete your annual scheme return more quickly and efficiently.

> ### ★ Best practice tip
>
> We've had a number of cases where the scheme return contact has retired or changed job but no new details have been provided to us. To help you meet your legal obligations, make sure the scheme return contact is kept up to date.

How to contact us

www.pensionseducationportal.com
Free online learning for those running public service schemes

The
Pensions
Regulator

A quick guide to
information that must be provided to us
Information for public service scheme managers
© The Pensions Regulator August 2020