

EPN 117

Pensions Reform - consultation

ISSUE To remind employers and staff about their chance to comment on Cabinet Office proposals to change the existing Civil Service pensions arrangements.

This Notice will be of particular interest to:

- ◆ HR staff with overall responsibility for departmental HR policy
- ◆ HR/communications staff who have responsibility in issuing announcements to staff

ACTION

- HR/communications staff responsible for issuing announcements to staff to make the enclosed Office Notice and Newsletter available to all staff **preferably** by intranet or email.
- Insert previous Office Notice number in Office Notice text before issue
- Check web access instructions in the Office Notice and amend in accordance with availability to your staff – for example, if your staff only have intranet access, point them to the appropriate intranet page rather than the web addresses

TIMING Immediate

Reference: EPN 114

Background

1. On 9 December 2004, we published proposals to change the existing Civil Service pension arrangements. We told you in EPN 114 about the consultation process that we were undertaking.

2. In EPN 114, we asked all employers to issue an Office Notice which set out the main reasons for these proposed changes. The Office Notice invited staff to read the consultation document **Building a sustainable future** that we had drawn up. The Office Notice explained that staff could either read **Building a sustainable future** on the Civil Service Pensions website or request a hard

copy. We also told you that we would write to you again asking you to send a reminder to staff about these important proposals.

Action

3. The consultation period ends on **4 March 2005**. We have attached a further Office Notice that will act as a reminder, together with a Newsletter containing some frequently asked questions and answers. These are real questions that staff have asked us. We ask you to send this out as soon as practicable. We would strongly suggest that you send it out electronically if possible.

4. We would also like to remind those of you who have responsibility for HR policy matters in your departments that we are keen for you to respond to the consultation so that we are aware of your views.

Contacts: Enquiries about content:
Employer Helpdesk
employerhelpdesk@cabinet-office.x.gsi.gov.uk
01256 846414

Enquiries about distribution of EPNs, or if you would like to receive this EPN in a different format:
Judith Hornby
judith.hornby@cabinet-office.x.gsi.gov.uk
01256 846201

***Reference** All EPNs and forms may be found on the website:
www.civilservice-pensions.gov.uk
in the Employer and APACs section

Username: employers
Password: mc2fxqfy

4 February 2005

Model Office Notice

Civil Service pension arrangements

'Building a sustainable future'

We told you in Office Notice [**Insert office notice no. here**] about proposals for changes to the Civil Service pension arrangements that the Cabinet Office have put forward.

The Cabinet Office has asked for views of staff, employers and Trade Unions on the proposals, which they have outlined in a consultation document called **Building a sustainable future**. You can see this document on www.civilservice-pensions.gov.uk/consultation. [**Note – please add in your Intranet site address here if your staff do not have web access. See below for how to obtain a hard copy if they have neither**].

The Cabinet Office has already received many responses to the consultation exercise. Attached to this Office Notice is a Newsletter called 'Pensions Consultation – Your questions answered'. This contains Q & A material based on some of the typical comments that they have received and answers that they have given. These are real questions that staff have actually put to the Cabinet Office.

While the Cabinet Office are very pleased with the high number of responses that they have so far received, they have asked us remind you that there is still a month to go before the consultation period ends on **4 March 2005**. So, if you want to give them your views on what they propose, please do not hesitate to do so.

Before commenting, please take time to read **Building a sustainable future** if you have not already done so. You can then send in your comments on the Cabinet Office's Feedback form, which you can see on www.civilservice-pensions.gov.uk/consultation. You can either reply online or download the Word version from the website and email to consultationresponse@cabinet-office.x.gsi.gov.uk. Alternatively, you can print the form off and send it to:

FREEPOST RLSH-TLEHLEAAX
Consultation Response
PO Box 8384
MANSFIELD
Notts
NG18 4WP

If you do not have web or intranet access you can obtain a hard copy of 'Building a sustainable future' and the Feedback form by contacting

Consultation
PO Box 8385

MANSFIELD
Notts
NG18 4WL
Fax 0870 240 3035
Email consultation2@cabinet-office.x.gsi.gov.uk.

Cabinet Office will use any personal data that you supply in your feedback form for the purposes of statistical analysis only. All information provided will be handled in accordance with the Data Protection and Freedom of Information Acts.