

# Core brief

Monday, 25 March 2019

## Introduction

This issue brings you an important message about your pension and informs staff about a new General Awareness Fire Safety Training LearnPro module.

---

### **A message from Payroll Services on workplace pensions automatic re-enrolment March 2019**

You may recall an earlier [Core Brief](#) advising you of the Board's need to review the workplace pension status of our workforce every three years and to automatically enrol staff who are not already members into a workplace pension scheme provided they meet the following criteria:

- Earn over £10,000 a year (£833 a month or £192 per week)
- Are aged 22 or over
- Are under State Pension age

We carried out the first automatic enrolment exercise on 31 March 2013 and we are now required to carry out a second re-enrolment on **31 March 2019**.

If you are not already a member of a workplace pension scheme and you meet the above criteria then we will automatically enrol you into a workplace pension scheme (either the NHS Scheme or NEST) on 31 March 2019. This will apply even if you previously opted out of the scheme, unless this was in the last year, in which case you will not be automatically re-enrolled until 2022.

Any staff eligible to be automatically re-enrolled will receive a letter by the beginning of April advising them that they are being automatically re-enrolled, with guidance as to what they should do.

[Click here](#) to view the Factsheet on Automatic Re-enrolment

\*Staff holding an HMRC fixed or enhanced Life Time Allowance (LTA) Protection Certificate will be exempt from Automatic Re-Enrolment so long as they have provided Payroll with a copy of their certificate. Letters have recently been issued to staff potentially falling in to this category. If you have not received a letter but hold such a certificate you should contact the Pay Department at the earliest opportunity to avoid being automatically re-enrolled.

### **Fire is everyone's business**

A new General Awareness Fire Safety Training LearnPro module has been created and will be launched on LearnPro on Monday 1<sup>st</sup> April 2019.

This module can be found on LearnPro, Course Code: GGC001 Fire Safety Training.

As well as brand new content we have managed to reduce the overall training time from 45 minutes to complete to only 25 minutes!

All staff have a statutory requirement to complete their General Awareness Fire Safety training.

If you don't have a LearnPro account please contact LE Support on 0141 278 2700, option 3 and have your NHSGGC payroll number handy. This will be used as your personal identifier so that your completed learning can be accurately recorded. You can also speak to your line manager as face to face General Awareness Fire Training sessions are being run across all Board sites.

If you have any queries regarding this please contact [FireSafety@ggc.scot.nhs.uk](mailto:FireSafety@ggc.scot.nhs.uk)

**Are your contact details up-to-date? [Click here](#) to check**