

Local Pension Board of the Warwickshire Pension Fund

11 July 2017

Administration update

Recommendation

That the Local Pension Board of the Warwickshire Pension Fund notes and comments on the report.

1.0 Introduction

1.1 This report seeks to update the Board on a number of different areas relating to the administration of the Warwickshire Pension Fund. Board members are requested to note the report and comment on any areas of interest or concern.

2.0 Benchmarking

2.1 The Fund continues to be a member of the CIPFA pension administration benchmarking club.

2.2 Latest Position

2.2.1 At the Board meeting in January it was reported that a review of the Benchmarking club was being undertaken. A revised questionnaire has been received with some minor changes about how actuarial fees are shown and local key performance indicators.

2.2.2 No further information regarding local authority pension funds being required to participate has been received.

2.2.3 The timetable for this years' submission has been issued and the questionnaire is to be submitted by 1 September and the final report expected to be released in November.

3.0 Admissions and Termination policy

3.1 The Staff and Pensions Committee approved the new Admissions and Terminations policy at its meeting on 11 June.

- 3.2 The Fund is now organising a launch of the new policy document together with template application forms.
- 3.3 The Working Together (administration guide) will also be part of this launch.
- 3.4 Draft guidance on administration of the LGPS for academies has been issued by Department for Education, Department for Communities & Local Government and the Local Government Association. The Fund has commented on this document and once the final version is available this will be circulated to all academies and made published on the website for schools thinking of academisation.
- 3.5 Links will be sent to Board Members for these documents once they are available on the Fund website.

4.0 Annual Benefit Statements

4.1 The Fund continues to work with a number of local authority pension funds in the formatting and despatch of annual benefit statements to our active and preserved members. The “club” currently consists of:

- Warwickshire Pension Fund
- Shropshire Pension Fund
- Staffordshire Pension Fund
- Cheshire Pension Fund
- Cambridgeshire Pension Fund
- Northamptonshire Pension Fund
- Bedfordshire Pension Fund
- Worcestershire Pension Fund
- Oxfordshire Pension Fund
- Surrey Pension Fund
- Derbyshire Pension Fund

4.2 Members of the “club” share ideas in formatting and composition of the statements but not all will fully participate in the printing and despatch of the statements. The Warwickshire Fund is a full member and benefits from shared printing and postage costs.

4.3 Some of the funds will also work together on the drafting of newsletters for members.

4.4 Latest Position

4.4.1 The annual statement to preserved members will have been despatched at the end of June

4.4.2 The annual statement to active members is due for despatch on 11 August

5.0 New Employers

5.1 The Fund has the following new employers:

- Holy Family Catholic Multiple Academy Trust (four academies)
- Stowe Valley Multiple Academy Trust (two academies)
- SLM (Warwick District Leisure)
- Wolston Parish Council

6.0 E-Payslips

6.1 Partly in response to requests from the Pension Fund, the County Council Payroll Services team is making available an on-line pay advice slip. Retired members will be able to register and to receive a monthly email advising them that that month's payment advice slip is available to view on-line.

6.2 It was important to the Fund that the introduction of an on-line payslip provision was not compulsory as many of our retired members may not have access to the internet. It is anticipated however, that this will change and it is hoped that more people will register for E-payslips as time goes by.

6.3 Latest Position

6.3.1 E-payslips is being launched at the end of June via the Ragged Staff newsletter.

7.0 Pensions for Elected Members

7.1 Local Authority councillors have had access to the Local Government Pension Scheme since May 2003.

7.2 Amending regulations were issued by Government which withdrew access to the LGPS to councillors. Those councillors who were contributing to the pension scheme on 1 April 2014 however, could continue to contribute and accrue entitlement until the end of that current term of office.

7.3 The County Council elections in May 2017 was the last round of local authority elections in Warwickshire following April 2014 and there are now no elected members contributing to the LGPS.

8.0 Breaches

8.1 There are no material breaches to report. The Fund has reminded all employers of the need to pay employee and employer contributions on time.

8.2 Latest Position

8.2.1 Officers have from time to time had to remind an employer to make a payment or submit a return.

9.0 Complaints

9.1 A member complained that an email containing personal information had been sent to an incorrect email address. On investigation, it was confirmed that no personal information had been attached. The member was contacted and satisfied with the response

9.2 The Fund submitted a Security Incident / Breach to the County Councils Incident Group. No further action was taken.

9.3 A review of processes has taken place and advice sought from the County Councils ICT Security Team. As a result, the Fund will be implementing Egress, a secure emailing and file transfer system.

10.0 Background Papers

None

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