

Pension Advisory Board

20 November 2019

Administration Procedures and Performance

Report by Director of Finance and Support Services

Summary

This report provides a high level view of the administration process and performance in support of the Pension Fund and its members, active, deferred and retired.

Recommendation

That the Pension Advisory Board receives the report and proposes any further information that they require.

1. Background and Context

- 1.1 As the Board are aware Hampshire County Council now provide the Pension Administration Service for the West Sussex Local Government Pension Scheme. The administration team are based in Winchester and the County Council will work closely with Hampshire County Council as the Pension Administration Partner.

2. Compliance with Scheme Regulations

- 2.1 The Terms of Reference for the Pension Advisory Board includes assisting the Scheme Manager to secure compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that is connected with it. The following projects are therefore considered relevant to note work being undertaken to comply with changes.

Actuarial Guidance Review

- 2.2 Further to the September Board report the Ministry of Housing, Communities and Local Government (MHCLG) have issued a revised actuarial factor spreadsheet following notification that the previous spreadsheet contained an error relating to Club transfer factors. The revised factors were effective immediately from their notification on 20 September 2019.
- 2.3 The pension administration software (UPM) has been updated for each factor change.

Tell Us Once

- 2.4 The Tell Us Once (TUO) system is a service, enabling customers to notify central, local government departments (including LGPS administering authorities) and public sector partners at the same time about a verified registered death and dispenses with the need to provide a death certificate.
- 2.5 From June 2019 the service moved to be run in-house by the Department for Work and Pensions (DWP).
- 2.6 The Organisation Administrators (in the case of West Sussex Pension Scheme this is officers to Hampshire Pension Services) log into the TUO system on a daily basis to download notifications and associated actions are set up.

Scheme Return

- 2.7 The Pension Regulators (tPR) return is to be submitted by 19th November 2019. This includes a scoring against Common and Conditional data. A copy of the Scheme return can be provided to the Board on request.

3. Performance

- 3.1 The principal functions of the Board's include "seeking assurance that administration performance is in compliance with the Administration Strategy". The following items are considered relevant in respect of compliance of the Fund and its employers in line with the Strategy and Regulations.
- 3.2 The Administration Report considered by the Pension Panel at their meeting on 25 October is appended at Appendix A. A copy of the contributions monitor is available at Appendix B.

Katharine Eberhart

Director of Finance and Support Services

Contact: Tara Atkins, Principal Pensions Consultant – 033 022 28787

Appendices

Appendix A Pensions Panel Administration Report

Appendix B Contributions Monitor

Background Papers

None