

London Borough of Enfield

REPORT TO	Local Pension Board - 4th October 2018
SUBJECT	Briefing Report – Pension administration work plan
LEAD OFFICER	Tim O'Connor – Pension Manager
Date	26.09.2018

1. RECOMMENDATIONS

1.1 To note the contents of this report.

2. EXECUTIVE SUMMARY

2.1 The purpose of this report is to inform the Pension Board of the main projects the Pension Team are currently working on outside of the normal day to day pensions administration.

3. Main Projects – with required completion date

3.1 Annual Benefit Statements – statutory deadline 31st August

- Deferred Member statements – issued in June
- Active Member Statements – issued in August
- Follow up 1:1's have been organised in November. This will provide members with an opportunity to talk to pension officers. Members will be advised to pre-book an appointment.

3.2 Annual Allowance – statutory deadline: 5th October

Includes Lifetime allowance checks – work in progress.

3.3 Transfers In

Following a successful project to clear historical transfer out cases. A similar project is currently focusing on transfers in (Appendix 1)

3.4 Communications

- Continue the roll out of Member Self Service
- Enfield Pension Website – Following the successful launch of the new website, further work is required to ensure the data provided is updated and content expanded.

3.5 Data Cleansing

- The Pension Regulator (TPR) - The Pension Team have requested an independent review by AON. The focus is to test against the TPR requirements, conditional and unconditional data checks. Start date is 8th October. Review to be completed by the 31st October 2018.
- GMP project – the statutory deadline is 18th December 2018
- Undecided project – 31st March 19 – This is a fund decision deadline as part of the valuation project to clear any outstanding unprocessed leaver records.
- Amalgamation project – 31st July 19 – This is a fund decision deadline automatically merge multiple pension records for members where beneficial.
- Altair Word integration project – 31st March 2019 – This is a fund decision deadline to ensure all letters, forms and documents are available to generate on the members record in Altair pension system.
- NFI project complete – date to be notified – review of any new deaths notified via the National Fraud Initiative programme to ensure all deaths have been actioned.
- Tracing missing member addresses project to trace any missing members on the Altair Pension system.

3.6 Employers

- I-Connect (the payroll to pensions online interface of data) to expand to more employers – Fund decision deadline - 31st March 19
- Employers – newsletter communication

3.7 Valuation 2019

- Pre-valuation work - December to 31st March 19
- First planning meeting with Aon to discuss terms and scope completed 24th September 2018.

3.8 Team

- Appraisals – September (completed)
- Training programme – 31st March 19 (rolling programme)

3.9 Heywood

Heywood software contract has been extended to March 2020 as a result of the valuation starting in April 2019. Was due to finish March 2019.

Tim O'Connor, Pensions Manager

September 2018
