

# CAMBRIDGESHIRE PENSION FUND



## Pension Committee

**Date:** 22 October 2015

**Report by:** Deputy Head of Pensions

<b>Subject:</b>	<b>Pension Fund Annual Business Plan Update report 2015-16</b>
<b>Purpose of the Report</b>	<b>To present the second Pension Fund Business Plan Update for the 2015-16 financial year to the Pension Committee.</b>
<b>Recommendations</b>	<b>The Committee are asked to note the attached Pension Fund Business Plan second update for the 2015-16 financial year.</b>
<b>Enquiries to:</b>	Name – Joanne Walton – LGSS Pensions Governance and Regulations Manager Tel – 01604 367030 E-mail – <a href="mailto:jwalton@northamptonshire.gov.uk">jwalton@northamptonshire.gov.uk</a>

### 1. Background

- 1.1 Good governance ensures that updates to the pre-agreed Annual Business Plan are provided to the Committee on a regular basis. This update highlights the progress made on the Fund's activities, its achievement on the key performance indicators and also any other initiatives during each quarter of 2015-16 as laid out in the Annual Business Plan.
- 1.2 The Fund Business Plan update is attached in **Appendix 1**.

### 2. Business Plan Update

#### 2.1 Key Fund activities

This section provides an update on the achievements of LGSS Pensions Service in working towards the Fund activities for 2015-16 as laid out in the Annual Business Plan. During this reporting period, good progress has been made on all the key Fund activities.

#### 2.2 Contribution Reporting

- 2.2.1 This section details the percentage of Scheme employers that pay over their employee and employer monthly contributions by, or after, the statutory deadline of the 19<sup>th</sup> day of the month following deduction. For the period 1 April 2015 to 30 June 2015 an average of 4.7% of employers paid their contributions late. Over the April to June payroll periods, £152,227.38 of contributions was paid over late.

- 2.2.2 In addition, the late submissions of payment schedules are now being monitored as non-reconciled payments puts additional strain on the Service to resolve.
- 2.2.3 In line with the Pension Regulator's Code of Practice, LGSS Pensions Service will be working with the employers who are paying over contributions and submitting schedules later than the statutory deadline to ensure compliance each month going forward.

## 2.3 Administration and Investment Expenses

This section provides actual administration and investment costs against the proposed forecast in the Annual Business Plan and Medium Term Strategy 2015-16. The section shows the breakdown of expenses in each area against the original estimate for 2015-16. During this reporting period there is a variance of £11,000 and this is due to staff vacancies. This expenditure will be monitored on a monthly basis and reported at each quarterly meeting.

## 2.4 Key Performance Indicators

- 2.4.1 This section of the Business Plan Update reports on the key performance indicators (KPIs) as set out in the Business Plan. The last Business Plan Update reported up to April 2015.
- 2.4.2 For this quarter (May, June and July), all Pension Service targets either met or exceeded target with the exception of providing a maximum of one estimate of benefits to employees per year on request. This target was missed by 3% but has seen a 9% increase from last quarter, showing improvement in this area.
- 2.4.3 The target set for employers providing 2014-15 year end data was missed by a number of employers. Although 18.53% submitted on time the actual result was 9.91% as the data was not in the correct format and therefore did not meet the target criteria.
- 2.4.4 The Pension Service issued 97.83% of Annual Benefit Statements to active members by the statutory deadline of 31 August 2015. The 2.17% of Annual Benefit Statements that were not sent by 31 August was due to late, inaccurate or non submission of year end data from the employer. Resources within the Pensions Service were concentrated to ensure that the majority of outstanding year end data was received from employers as soon as possible after the deadline in order to meet the statutory deadline for issuing Annual Benefits Statements. The Pensions Service set a further deadline of 30 September for receipt of the remaining outstanding data from employers. Employers that met that deadline will see their employees receive an Annual Benefit Statement by 31 December 2015.
- 2.4.5 The target for receiving all new starters and variations was not achieved as interface files are not being received on time and in the correct format which impacts greatly on this KPI. Close liaison between the Pension Service and the large payroll providers has resulted in progress in this area and the performance should increase for the next quarter as more interface files are now being received in the correct format.

2.4.6 The key performance indicators will continue to be monitored through out the reporting period with appropriate actions to be taken where targets are not being met.

### 3. Relevant Pension Fund Objectives

Perspective	Outcome
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Promote the Scheme as a valuable benefit.</li> <li>• Deliver a clear and consistent message; that is simple, relevant and impactful, uses plain English throughout and engages all levels of stakeholders' understanding.</li> <li>• Provide clear information about the Scheme, including changes to the Scheme, and educate and engage with members so that they can make informed decisions about their benefits.</li> <li>• Seek and review regular feedback from all stakeholders about communication and shape future communications appropriately.</li> <li>• Look for efficiencies in delivering communications including through greater use of technology and partnership working.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Provide a high quality, friendly and informative administration service to the Funds' stakeholders.</li> <li>• Administer the Funds in a cost effective and efficient manner utilising technology.</li> <li>• Ensure the Funds and its stakeholders are aware of and understand their roles and responsibilities under the LGPS regulations and in the delivery of the administration functions of the Funds.</li> <li>• Put in place standards for the Fund and its employers and ensure these standards are monitored and developed as necessary.</li> <li>• Ensure benefits are paid to, and income collected from, the right people at the right time in the right amount.</li> <li>• Maintain accurate records and ensure data is protected and has authorised use only.</li> <li>• Understand the issues affecting scheme employers and the LGPS in the local and national context and adapt strategy and practice in response to this.</li> </ul>
<b>Funding and Investment</b>	<ul style="list-style-type: none"> <li>• To ensure that the Fund is able to meet its liabilities for pensions and other benefits with the minimum, stable level of employer contributions.</li> <li>• To ensure that sufficient resources are available to meet all liabilities as they fall due.</li> <li>• To maximise the returns from its investments within reasonable risk parameters.</li> </ul>

<b>Governance</b>	<ul style="list-style-type: none"> <li>To have robust governance arrangements in place, to facilitate informed decision making, supported by appropriate advice, policies and strategies.</li> <li>Ensure the Fund and its stakeholders have the appropriate skills and receive training to ensure those skills are maintained in a changing environment.</li> </ul>
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#### 4. Finance & Resources Implications

4.1 The financial and resource implications are set out in the Business Plan.

#### 5. Risk Implications

a) Risk(s) associated with the proposal

<b>Risk</b>	<b>Mitigation</b>	<b>Residual Risk</b>
There is no risk associated with this as the content has been agreed in the Business Plan	Approved Business Plan	Green

b) Risk(s) associated with not undertaking the proposal

<b>Risk</b>	<b>Risk Rating</b>
If the Fund does not have a Business Plan Update the Fund will have significant lack of direction, control and structure in the management of its business.	Amber

#### 6. Communication Implications

<b>Direct Communications</b>	The Pension Fund Business Plan Update will be presented to the Pension Fund Committee at its quarterly business meetings.
<b>Website</b>	The Pension Fund Business Plan Update will be published on the Fund's website

#### 7. Legal Implications

7.1 Not applicable

#### 8 Consultation with Key Advisers

8.1 Consultation with the Funds advisers was not required for this report.

#### 9. Alternative Options Considered

9.1 Not applicable

#### 10. Background Papers

10.1 Not applicable

## 11. Appendices

### 11.1 Appendix 1 – Annual Business Plan Update 2015-16 – Update 2 (October 2015).

<b>Checklist of Key Approvals</b>	
Is this decision included in the Business Plan?	Not applicable
Will further decisions be required? If so, please outline the timetable here	Not applicable
Is this report proposing an amendment to the budget and/or policy framework?	Not applicable
Has this report been cleared by Chief Finance Officer/Section 151 Officer?	Sarah Heywood – 29/09/2015
Has this report been cleared by Deputy Head of Pensions?	Mark Whitby – 21/09/2015
Has the Chairman of the Pension Fund Committee been consulted?	Councillor Roger Hickford – 29/09/2015
Has this report been cleared by Legal Services?	Copy sent to Quentin Baker – 09/10/2015

