

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CLWYD PENSION FUND COMMITTEE**
DATE: **21st MAY 2015**
REPORT BY: **CHIEF OFFICER (PEOPLE AND RESOURCES)**
SUBJECT: **PENSION ADMINISTRATION AND COMMUNICATIONS
UPDATE**

1.00 PURPOSE OF REPORT

1.01 To provide Committee Members with an update on administration and communication related issues.

2.00 BACKGROUND

2.01 An administration and communications update is on each quarter Committee agenda and includes a number of administration and communication items for information or discussion. The items for this quarter are:

- Business Plan 2015/16 update (Appendix 1)
- Policy and Strategy Update
- Delegated Responsibilities Updated

3.00 BUSINESS PLAN UPDATE – QUARTER 1

3.01 Appendix 1 shows the Administration and Communication section of the Business Plan 2015/16. Of the key actions for quarter 1 (1st April to 30th June) the following have been completed:

- Pension Increase, Care revaluation and review
- Disaster Recovery Testing

3.02 All other key actions for quarter 1 are on target:

4.00 POLICY AND STRATEGY UPDATE

Update on staffing matters

4.01 Due to the resignation of a Principal Pensions Officer on the operational team, a replacement or minor restructuring of the section is under review.

4.02 All temporary posts have been extended until March 2016 and are being considered for permanent addition to the establishment as part of the review.

Performance measures on day to day tasks

- 4.03 As previously reported, due to the systems not being fully updated by the provider for LGPS 2014, manual intervention is still required. Despite the manual intervention required, the workflow is being managed by the operational team. The table below shows the number of cases completed during 2014/15 by quarter.

	Q1 2014	Q2	Q3	Q4
Retirements	201	224	217	184
Deaths	82	75	105	114
Transfers In	22	44	30	2
Transfers Out	20	17	9	7
Estimates	76	175	152	142
Deferred	394	266	347	155

Due to the impact of manual calculations, stockpiling of transfers whilst awaiting regulations and additional training requirements for new staff members, an additional backlog of work that requires authorisation, is accumulating. The review referred to in 4.01 will also consider roles and responsibilities to determine whether any changes will assist with workflows and bottlenecks

The table below illustrates an increase in the membership during 2014/15. The Opt Outs from the Fund and the take up of the 50/50 option remain low.

Status	Q1	Q2	Q3	Q4
Active (full LGPS)	15,726	15,550	15,798	15,887
Active (50:50 LGPS)	12	10	6	6
Undecided Leaver	3,065	3,465	3,266	3,400
Deferred	8,600	8,768	9,413	9,026
Pensioner	8,930	9,048	9,186	9,250
Spouse/Dependants	1,557	1,575	1,593	1,587
Frozen	821	813	856	871
Total	38,711	39,229	40,118	40,027

Opt Outs*	529	585	628	662
-----------	-----	-----	-----	-----

There are no matters to report on the Councillors scheme. The membership numbers are shown below:

Status	As at 31 March 2015
Active	54
Undecided Leaver	2
Deferred	5
Pensioner & Spouse/Dependants	26
Total	87

Communications Policy

4.04 The Communication Officer has provided the following services during quarter 4:

- Two pre-retirement seminars (55 participants)
- One Pensions Update presentation (32 participants)
- 18 days of pension surgeries (1-2-1s)

4.05 The following communications have been or are due to be distributed in quarter 1, all of which include information about Freedom & Choice and Clwyd Pension Board opportunities:

- Clwyd Catch Up - Pensioner Newsletter
- Deferred Benefit Statements
- PenPal – Active Members Newsletter
- Pensions Extra – Newsletter for other Members

Internal Dispute Resolution Procedures

4.06 There are currently two disputes at Stage 1, both ongoing from last quarter.

- Two Stage 1 cases against employers for ill health disputes have both been referred back to the employers for further investigation.

5.00 DELEGATED RESPONSIBILITIES UPDATE

5.01 A number of Community Councils have expressed interest in joining the Clwyd Pension Fund and information has been forwarded to them.

5.02 There are discussions regarding a potential transfer of staff to a new body from 1st September 2015. Further details will be provided at the next Committee.

6.00 RECOMMENDATIONS

6.01 That Committee Members note the report.

7.00 FINANCIAL IMPLICATIONS

7.01 None directly as a result of this report

8.00 ANTIPOVERTY IMPACT

8.01 None directly as a result of this report

9.00 ENVIRONMENTAL IMPACT

9.01 None directly as a result of this report

10.00 EQUALITIES IMPACT

10.01 None directly as a result of this report

11.00 PERSONNEL IMPLICATIONS

11.01 None directly as a result of this report

12.00 CONSULTATION REQUIRED

12.01 None directly as a result of this report

13.00 CONSULTATION UNDERTAKEN

13.01 None directly as a result of this report

14.00 APPENDICES

14.01 Business Plan (extract regarding Pensions Administration)

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: 5th November 2014 Pension Fund Committee –
Delegation of Functions
24th March 2015 Pension Fund Committee – Clwyd
Pension Fund Business Plan 2015/16 – 2017/18

Contact Officer: Philip Latham, Clwyd Pension Fund Manager
Tel: 01352 702264
Fax: 01352 702279
e-mail: philip.latham@flintshire.gov.uk