

WORKPLAN - PENSION ADMINISTRATION TO 31 MARCH 2014

Project	Proposed Action	Report
<i>Pen Admin Strategy & SLAs review</i>	The <i>Pensions Administration Strategy</i> effective from April 2011 is due to be reviewed 2 years after its inception. The generic Service Level Agreement (SLA) will also be reviewed.	N/A
<i>i-Connect software – to update member data on ALTAIR pension database automatically monthly</i>	<p><i>i-Connect</i> middleware to provide monthly update to APF pension database purchased by the Fund and four unitaries. Their staging dates are now past and APF is working on testing the software. Bristol has gone live and B&NES and North Somerset are expected to go live next month. S Glos has deferred its take up until June 2013 at the earliest.</p> <p>Continuing to monitor the position and aim for all 4 unitaries to on-board/live by September 2013. All payroll extracts from unitaries received (except S Glos) and <i>i-Connect</i> in test – need to go live for these by April 2013</p> <p>Market to other employers during 2013/14 once testing complete and proved workable.</p>	N/A
Employer Self Service	Employer Self Service rolling out of top ten employers (size) and then to others so full electronic delivery is achieved by the end of Q3 2013 including employer training	N/A
Move to Electronic Delivery of generic information to members	<p>Implement the 3 year Strategy to move to electronic delivery to all members (other than those who choose to remain with paper).</p> <p>Provide members with 1 further notice of the Fund's intention to cease to send them paper copy communication in favour of electronic delivery (unless they opt out from this).</p> <p>From Q3 2013 Campaign to increase the sign up of members to Member Self Service (<i>My Pension on line</i>) to allow electronic access to documents.</p>	N/A
Year end and 2013 Actuarial Valuation and Annual Benefit Statements	<p>By the deadline of 30th April 2013, 76% of employers submitted year end information covering 94% of the active membership. Those 40 or so employers who were non-compliant will be charged £250 and a further £100 for each month or part thereof that they fail to submit accurate year end information. This is in accordance with the Scale of Charges agreed by the Payment Schedule approved by the Pensions Committee in accordance with the Pensions Administration Strategy.</p> <p>Detailed member data is due to be sent to the Actuary by 31 July 2013 and Annual Benefit Statements must be sent no later than 31 October 2013. Data Queries from the Actuary the will need to be resolved.</p>	
Strategy to communicate proposed govt changes to LGPS benefits	To follow through the project plan to effectively communicate the proposed changes to LGPS in 2014 and what it will mean for members/employers utilising electronic (website), paper and face to face meetings with employers' and their staff.	Sep 2013
Member opt out rates	Monitor and report on these to Committee at each meeting	Every meeting
AVC Strategy	Finalise new AVC Investment Strategy and review the investment report currently being prepared by Mercers on funds investment performance	Sep 2013