

Bath & North East Somerset Council	
MEETING:	LOCAL PENSION BOARD
MEETING DATE:	7 November 2017
TITLE:	PENSION FUND ADMINISTRATION Annual Benefit Statement Publication
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: None	

1 THE ISSUE

- 1.1** The purpose of this report is to update the Board on the production of the Annual Benefit Statements (ABS) to active and deferred members of the Avon Pension Fund. These statements provide members with an estimated value of their pension entitlement at retirement age.

2 RECOMMENDATION

- 2.1** The Board is asked to note this report.

3 FINANCIAL IMPLICATIONS

- 3.1** There are no direct implications related to this report as it is an information report.

4 BACKGROUND

- 4.1** The Public Service Pensions Act 2013 introduced the requirement to produce Annual Benefit Statements by 31st August annually. This is a challenging target for all pensions funds, particularly those in the LGPS due to the large volume of employers required to submit accurate year end data.
- 4.2** For the 2017 exercise the Fund contacted all employers in January, providing each with a current extract of their active membership held on the pension database. This early communication provides an opportunity for payroll data matching in advance of submission of year end returns in April.
- 4.3** ABS's are produced in-house and sent externally for printing and postage. All statements for deferred members were issued in July with those for active members being dispatched in two tranches on 21st August and 28th August, ahead of the statutory deadline.

5 ANNUAL BENEFIT STATEMENTS 2017

5.1 The table below details the ABS numbers sent and errors identified

Description	Active Nos.		Deferred Nos.
ABS issued	33,824		35,475
Missing CARE/leaver data	985		
Gone away addresses	393		3,928
Total statements due	35,202		39,403
% Actioned	96.09%		90.03%
% Error	3.91%		9.97%
Returned > amended & replacement issued	118		57

5.2 Notwithstanding the time and effort undertaken by the administration to cleanse all the year-end data, there remain some statements which cannot be sent due to incomplete/inconsistent data. Errors identified are flagged under the Funds TPR improvement plan for action.

5.3 The Fund has a process in place to trace missing address details for deferred members, prioritising cases approaching potential retirement date.

5.4 The table below highlights the % of members for whom CARE/leaver data was not received at year end by key employers

Employer	B&NES	BCC	NSC	SGLOS	Others
% of missing member data 2016	7.14%	2.18%	0.87%	1.17%	6.9%
CARE data not submitted 2017	156	35	4	0	259
Leaver forms missing 2017	68	58	30	16	359
% of missing member data 2017	6.32%	1.01%	1.12%	0.27%	4.24%

6 As in previous years a post project review will be undertaken by officers to examine learning points and build in developments to ensure the 2018 ABS are also delivered within the statutory timeframes.

7 EQUALITIES

7.1 No items in this report give rise to the need to have an equalities impact assessment

8 CONSULTATION

8.1 None appropriate

9 ISSUES TO CONSIDER IN REACHING THE DECISION(S)

9.1 There are no issues to consider not mentioned in this report.

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal & Democratic Services) and Section 151 Officer (Strategic Director of Resources) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Geoff Cleak, Pensions Manager Tel: 01225 395277
Background papers	Various analytical reports
Please contact the report author if you need to access this report in an alternative format	