

WORK PLAN AS 18 MARCH 2011 - APPENDIX 2

WORKPLAN - PENSION ADMINISTRATION TO 31 MARCH 2012

Project	Proposed Action	Report
Employer Access – change of provider to Heywood	Employer access is currently in test and is expected to be rolled out to employers by April 2011 and will allow Employers to do their own member estimates and Strain on the Fund costs calculations for redundancies and to advise the Fund on member data changes including leavers' details.	N/A
Administration Strategy/ Partnership (SLA) Agreements	<p>Full consultation with employers on the Administration Strategy document took place in October 2010. The strategy was approved by the Avon Pensions Fund in December 2010. APF will be working with all employers to put SLAs in place during 2011. All employers have a deadline to submit employee changes electronically by 2012. Officers will work closely with employers to help them achieve this using the most appropriate method (which will depend on the level of activity) EDI will continue, to be in place for all Employers in 2012 (see below)</p> <p>The Strategy incorporates communication, employer staff training and technological enhancement /development (e.g. Electronic Data Interface (“EDI”) Monitoring) Regular review meetings will be integral to a successful process. The document is a positive way forward to improve ongoing working between the Fund and its 111 diverse employers.</p>	N/A
EDI - auto designer interface	EDI is included in the Administration Strategy. (see above) The Fund will work closely with Fund employers to meet the agreed target dates in 2012 for all employers to provide all member data changes electronically.	
Post Hutton Review changes	Following the Hutton Review draft legislation on revision to the benefit structure of the LGPS is expected in March 2011. Any major changes however are not expected to be put into effect for a couple of years. A full report will brought to Committee at the appropriate time on the detail and the changes required administering the Avon Pension Scheme.	June 2011
Data cleanse (following Actuarial Valuation)	Data Cleansing is continuing following data reconciliation for the Actuarial Valuation for which errors and outstanding queries were dramatically reduced.	N/A
Increased workload	With the expected downsizing by local authorities and other major employers a higher than normal level of work on estimates and benefit processing is expected in 2011 and two years beyond.	N/A