

WORKPLAN POSITION AS AT 31 OCTOBER 2011 APPENDIX 2

WORKPLAN - PENSION ADMINISTRATION TO 31 MARCH 2012

Project	Proposed Action	Report
Employer Self Service	<i>Employer Self Service</i> a keywood software application). Next release will allow employers to go on line and do starters and leavers electronically. Expected roll out to employers early in 2012.	N/A
Administration Strategy(SLA) Agreements	The Pensions Administration Strategy effective from April 2011. important areas to be progressed: 1. Employer staff training - plan being drawn up to give training in early 2012 2. Electronic reporting of member data changes either by bulk Electronic Data Interface or via Employer Self Service (see above) by April or October 2012, depending on employer's size.	N/A
Electronic Delivery of information to members	Devise a Strategy to move to electronic delivery to all members (other than those who choose to remain with paper) Provide members with the 2 further notices of the Fund's intention to cease to send them paper copy communication in favour of electronic delivery (unless they opt out from this).	N/A
Strategy to communicate proposed government changes to LGPS benefits (Post Hutton and H M Treasury proposed increase in members' contributions)	To put in place a workable strategy/timetable to effectively communicate the proposed changes (Post Hutton and H M Treasury proposed increase in members' contributions) to the Scheme and what it will mean for members/employers utilising electronic (website) paper and face to face meetings with employers' and their staff.	N/A
Respond to recently issued HM Treasury papers	Put in a response to the Consultation Document on increasing pension contributions from April 2012 and changing the benefit structure for possibly 2 years from 2013 to 2015 issued by HM Treasury. Closing date 6 th January 2012 (<i>copy of draft response being considered at this meeting</i>). Respond to HM Treasury on their paper (not yet a consultation document) presented to Parliament in November 2011 " <i>Public Service Pensions: good pensions that last</i> " which set out significant proposed reform to design of all Public Sector pension schemes	Dec 2011
Member opt out rates	Monitor and report on these to Committee each meeting	N/A
AVC Strategy	Finalise new AVC Investment Strategy for approval by Committee	March 2012