

Report for: Pensions Committee and Board 20 March 2018

Item number: 8

Title: Pensions Administration Report

Report authorised by : Jon Warlow, Chief Finance Officer (CFO and S151 Officer)

Lead Officer: Janet Richards – Pensions Manager,

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Ward(s) affected: Not applicable

**Report for Key/
Non Key Decision:** Not applicable

1. Describe the issue under consideration

- 1.1. Review of the Pensions Administration Strategy Statement
- 1.2. The report also gives a breakdown of the amount of visits made to the Haringey pension fund website.

2. Cabinet Member Introduction

- 2.1. Not applicable

3. Recommendations that members:

- 3.1. Approve the updated Administration Strategy Statement.
- 3.2. Note and approve the application of the Local Government Association's (LGA) guidance on retaining pensions data for the Data Protection Act 2018 purposes.
- 3.3. Note the cessation of Urban Futures (London) as an Admitted Employer to the Pension Fund.
- 3.4. Note the contents of this report in respect of the administration of the Pension Fund.

4. Reason for decision

- 4.1. Not applicable

5. Alternative options considered

Not applicable

6. Background information:

Data Retention

6.1. The Local Government Pension Scheme Regulations requires administration authorities to formulate, review and update their Pensions Administration Strategy

- 6.1.1. The Pensions Administration Strategy has been reviewed and updated to include the Data Protection Act 2018's, General Data Protection Regulation (GDPR) that takes effect from 25th May 2018.
- 6.1.2. The LGA's guidance for retention of pension data is detailed in the following table below:
- 6.1.3. The Pensions Administration Team is coordinating and logging the paper pension records held in the pension archives in order to comply with Data Protection Act 2018

Service Name	Records Description	Start Event	Retention Period Years
Staff - pension scheme	Bank details, pay details of the individual pensioners	Date of the last payment	6
Staff - pension scheme	Bulk transfer files	Date of the last contact with the scheme of the last pensioner/dependent	100
Staff - pension scheme	Files relating to individual members of the pension scheme (including dependents)	Date of last contact with scheme	100
Staff - pension scheme	Finance and procurement: Financial services: Treasury and investments: Information relating to the administration of the pension fund on behalf of admitted bodies		Permanent
Staff - pension scheme	Records of former employers and Associations	Date of the last contact with the scheme of the last pensioner/dependent	100

Urban Futures

- 6.2. Urban Futures (London) became an Admitted Employer in the Pension Fund in June 2001. The last two employees left the employment of Urban Futures in January 2018. The Council as Administrating Authority is required to obtain from the Fund Actuary a report to identify the liability, if any, on the cessation of an Admission Agreement. A cessation calculation report has been made by the pension fund actuary, Hymans Robertson. They have calculated that there is no fund deficit on the cessation of the admission agreement.

Administration Update

- 6.3. The visits to the Haringey website www.haringeypensionfund.co.uk for the last two months are as follows

	users	Page views
December 2017	209	1005
January 2018	347	1515

The average amount of users per month during this period to the pension website is 278 and they viewed on average 1260 pages, 4.5 pages for each user.

- 6.4 Epayslips.

There are 6,365 employees paid by Haringey Council who have access to epayslips. 4,166 employees have registered to access epayslips

There 6,365 employees with access to epayslips	4166 have registered	65.45% of eligible employees registered to epayslip
4166 registered	2435 of those registered in LGPS	58.44% of those registered are in the pension scheme
4166 registered	1082 not registered in the LGPS	25.9% of those not registered are in the LGPS
4166 registered	388 not in LGPS but registered	9.3% eligible non contributors registered



4166 registered	179 not in LGPS not registered	4.25% eligible non contributors not registered
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7. Contribution to strategic outcomes

Not applicable

8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

Chief Financial Officer

There are no direct financial implications arising from this report and the accompanying Pensions Administration Strategy Statement.

Maintaining an appropriate and effective Pensions Administration Strategy and is an important aspect of ensuring that the Pension Fund meets the various governance standards it is subject to. Maintaining these standards over the long term will provide value for money for the Pension Fund, helping to ensure that the scheme remains affordable for fund members and scheme employers.

Assistant Director of Corporate Governance

The assistant director of Corporate Governance has been consulted on the content of this report. The recommendations would enhance the administering authority's duty to administer and manage the Pension Scheme.

The Council as administering authority must keep the Pensions Administration Strategy under review and comply with Regulations 59 of The Local Government Pension Scheme Regulations 2013 with regards to consultation and publication. The review has been conducted to ensure compliance with the GDPR (the legislation seeks to strengthen and unify data protection for individuals within the European Union ("EU"), whilst addressing the export of personal data outside the EU) which as this report states comes into effect on 25 May 2018.

9. Use of Appendices

Appendix 1 – Pensions Administration Strategy Statement

10. Local Government (Access to Information) Act 1985

Not Applicable