

Report for: Pensions Committee and Board – 4 March 2021

Title: Pensions Administration Report

Report authorised by: Thomas Skeen, Assistant Director of Finance (Deputy s151 Officer)

Lead Officer: Janet Richards, Pensions Manager, 020 8489 3824,
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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. The report provides updates regarding:
- The amount of visits made to the Haringey pension fund website.
 - An update in light of the current Coronavirus pandemic.
 - Details of an employer joining the pension fund.
 - A vacancy for a pensions administration apprentice.

2. Cabinet Member Introduction

- 2.1. Not applicable.

3. Recommendations

The Pensions Committee and Board is asked:

- 3.1. To note this report which gave a breakdown of the number of visits made to the Haringey pension fund website and an update regarding pension administration matters.
- 3.2. To note and approve the admission of CrystalCare Services Limited as a new employer to the Pension Fund, subject to their securing a bond or a guarantee from a third party in line with the LGPS regulations to indemnify the pension fund against any future potential liabilities that could arise or paying an increase contribution rate in lieu of a bond.
- 3.3. To note that the pensions administration team has a vacancy for an apprentice. The vacancy would be advertised after the pandemic when supervision staff returned to work in the office.

4. Reason for decision

4.1. Not applicable.

5. Alternative options considered

5.1. Not applicable.

6. Background information:

Website Views

6.1. The visits to the Haringey website www.haringeypensionfund.co.uk for the last two months are as follows (presented with prior year comparator figures):

Month	users	Page views
December 2020	257	495
December 2019	223	382
January 2021	368	636
January 2020	316	587

6.2. For December 2020 and January 2021, the average amount of users per month to the pension website was 312 and they viewed 565 pages, nearly 2 pages per user. The number of users and pages viewed has increased from the previous year.

6.3. There have been more pensioner deaths notified in December 2020 and January 2021 during the coronavirus pandemic compared to the average pensioner death for the five previous years of 2015 to 2019. The table below illustrates the number of pensioner deaths in December 2020 and January this year and the average in December and January in the last 5 years. The deaths in the December and January are as follows:

Month	Average Pensioner Deaths 2015 to 2019	Pensioner Deaths in 2020/21	Increase /Decrease
December	27	28	Increase of 1
January	30	47	Increase of 17

6.4. New Admission Body to the Fund. Bruce Grove Primary School has tendered its cleaning service and the successful bidder was CrystalCare Services Plc. It is proposed that CrystalCare Services Plc be admitted to the Haringey Pension Scheme as an Admission Body in relation to the provision of the Cleaning Service for Bruce Grove Primary School, subject to CrystalCare Services Plc entering into an admission agreement with the Council so that those eligible employees can remain within the Haringey Pension Fund.

- 6.5. The Pensions Administration team's current structure includes a post for an apprentice – this role is currently vacant. Unlike other roles in the team's structure, where a member of staff comes into the team with a certain level of experience and knowledge that allows them to work independently, an apprentice is not expected to have any relevant skill or experience. Therefore, an apprentice would require a significant level of direct supervision by other members of the pensions team at the start and for some time afterward. Direct supervision during the pandemic and under current lockdown conditions would be difficult hence recruitment to the apprentice role has been delayed.

7. Contribution to strategic outcomes

Not applicable.

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

Chief Finance Officer

- 8.1. There are no financial implications to this report.

Head of Legal and Governance (Monitoring Officer)

- 8.2. The Head of Legal and Governance (Monitoring Officer) has been consulted on the content of this report.
- 8.3. The report seeks authority to admit an employer as admitted body to the Haringey Pension Fund. A person is eligible to be an active member of the Scheme in an employment if employed by an admission body and is designated, or belongs to a class of employees that is designated by the body under the terms of an admission agreement, as being eligible for membership of the Scheme.
- 8.4. CrystalCare Services Plc is a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of the transfer of the service or assets by means of a contract or other arrangement. CrystalCare Services Plc has or will enter into a service contract to provide cleaning services to Bruce Grove Primary School and the administering authority may enter into the Admission Agreements pursuant to Schedule 2 of The Local Government Pension Scheme Regulations 2013.

9. Use of Appendices

None.

10. Local Government (Access to Information) Act 1985

Not Applicable.