



## LOCAL PENSION BOARD

12 JUNE 2017

### REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

#### YEAR-END AND STATUTORY DEADLINES

##### Purpose of the Report

1. The purpose of this report is to provide the Board with a progress update on the 2016/17 year-end process for the production of annual benefit statements required by the deadline of the 31 August 2017.

##### Background

2. The Pension Section has statutory requirements to produce member's annual benefit statements by the 31 August 2017 and pension saving statements for members who have breached the Annual Allowance by the 6 October 2017.
3. Both deadlines are extremely challenging as the Pension Section relies on accurate and timely data from the Fund's 188 employers to achieve this.
4. As part of the preparation for year-end, the Leicestershire Pension Section issued an employer bulletin detailing employers' duties; the year-end layout and the timeline to all employers on 25 January 2017.
5. 30 April 2017 was the deadline for employers to provide their year-end returns with a signed off reconciliation form. **The position as at 26 May 2017 was;**
  - 186 employers had provided Pensions with their year-end return.
  - Of the 186 received, 12 employers provided data that was either incomplete, incorrect or could not be reconciled. As a result the data has been returned back to employers for resolution.
  - 2 employers; North West Leicestershire District Council and Kirby Muxloe Parish Council have not provided a year-end return.
  - North West Leicestershire District Council is having significant difficulties extracting data from their payroll system and has been regularly liaising with the Pension Section about this.
  - Kirby Muxloe Parish Council did not contact Pensions and sent no data. The Pension Section chased them and has been promised the return in due course.

6. For those 174 employer returns received, the Pension Section has already started uploading member data to their pension administration system. This highlights various member data issues and these are already being returned to employers for investigation and resolution. This will continue until the 12 August 2017.
7. Employers will have to resolve the data queries by 16 August 2017. It is expected however, the vast majority of member queries will be resolved by the 31 July 2017.
8. Any employer that has failed to resolve any data queries by the 16 August 2017 will have the original data they provided loaded and used in the calculation of their members statements.
9. The Pension Section will provide on-line statements to scheme members by the 31 August 2017 and paper versions to those members who have still opted for that service.
10. If any of the remaining 14 employers, fail to provide a complete, accurate and reconciled year-end return by 10 July 2017, the Pension Section will write to the employer informing them their scheme member statements will not be completed by the 31 August 2017. This is a breach of legislation so the Local Pension Board and The Pension Regulator will be informed.

### **Recommendation**

11. It is recommended that the Board notes the report.

### **Equal Opportunities Implications**

12. None specific

### **Officers to Contact**

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