



## **LOCAL PENSION BOARD**

**17 JUNE 2019**

### **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 2018/19 year-end process for the production of annual benefit statements required by the deadline of the 31 August 2019.

##### **Background**

2. The Pension Section has statutory requirements to produce member's annual benefit statements by the 31 August 2019 and pension saving statements for members who have breached the Annual Allowance by the 6 October 2019.
3. Both deadlines are extremely challenging as the Pension Section relies on accurate and timely data from the Fund's 187 active 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 in January 2019.
5. 30 April 2019 was the deadline for employers to provide their year-end returns with a signed off reconciliation form. **The position as at 20 May 2019 was;**
  - 182 employers had provided Pensions with their year-end return.
  - Five employers have not provided a year-end return. They are all paid by the same payroll provider. The delay is mainly due to the transition to monthly postings via iConnect and the payroll provider still working to provide the previous monthly reports. The Pension Section has been actively working with the payroll provider and expects to have received all five employer returns by the 31 May 2019.

6. For those 182 employer returns received, the Pension Section has already started uploading member data to their pension administration system.
7. Five of the 182 employer returns received have not been reconciled with the contributions received and these have been reported back to the employers for further investigation.
8. The Pension Section started to perform a data check on employer data throughout the period, 17 May 2019 to 1 July 2019. Data queries are being returned to employers throughout this period.
9. Employers must resolve data queries by the 19 July 2019 in order for the Pension Section to send the data to the Fund Actuary on the 1 August 2019. This is critical to meet the Fund valuation timescales. The valuation sets all employer contribution rates for the three years; 1 April 2020 to 31 March 2023.
10. Any employer that has failed to resolve any data queries by the 19 July 2019 will have the original data they provided loaded and used in the calculation of their members annual benefit statements.
11. The Pension Section will provide on-line statements to scheme members by the 31 August 2019 and paper versions to those members who have still opted for that service.

### **Recommendation**

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

### **Equal Opportunities Implications**

13. None specific

### **Officers to Contact**

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