

Report Title:	<b>Administration Report</b>
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Sharpe, Chairman Berkshire Pension Fund Committee and Pension Fund Advisory Panel
Meeting and Date:	Berkshire Pension Fund Committee and Pension Fund Advisory Panel – 22 March 2021
Responsible Officer(s):	Kevin Taylor, Pension Services Manager, Philip Boyton, Pension Administration Manager
Wards affected:	None

## **REPORT SUMMARY**

This report deals with the administration of the Pension Fund for the period 1 October 2020 to 31 December 2020. It recommends that Members (and Pension Board representatives) note the Key Administrative Indicators throughout the attached report.

Good governance requires all aspects of the Pension Fund to be reviewed by the Administering Authority on a regular basis. There are no financial implications for RBWM in this report

### **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION: That Committee notes the report and:**

- (i) All areas of governance and administration as reported**
- (ii) All key performance indicators**

Please note that Administration Reports are provided to each quarter end date (30 June, 30 September, 31 December and 31 March) and presented at each Committee meeting subsequent to those dates.

### **2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED**

- 2.1 The Berkshire Pension Fund Committee has a duty in securing compliance with all governance and administration issues.

### **3. KEY IMPLICATIONS**

- 3.1 Failure to fulfil the role and purpose of the Administering Authority could lead to the Pension Fund and the Administering Authority being open to challenge and intervention by the Pensions Regulator.

### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

- 4.1 Not applicable.

## 5. LEGAL IMPLICATIONS

5.1 None.

## 6. RISK MANAGEMENT

6.1 None.

## 7. POTENTIAL IMPACTS

7.1 Equalities: Equality Impact Assessments are published on the [council's website](#)  
N/A

7.2 Climate change/sustainability: N/A

7.3 Data Protection/GDPR. N/A

## 8. CONSULTATION

8.1 Not applicable.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 Not applicable.

## 10. APPENDICES

10.1 This report is supported by 0 appendices

## 11. BACKGROUND DOCUMENTS

11.1 This report is supported by 0 background documents.

## 12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr. Julian Sharpe	Chairman – Berkshire Pension Fund Committee		
Adele Taylor	Director of Resources and s151 Officer		
Andrew Vallance	Head of Finance and Deputy s151 Officer		
Ian Coleman	Interim Pension Fund Manager		

**REPORT HISTORY**

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To follow item?</b>
Pension Fund Committee decision	Yes/No	Yes/No

Report Author: Kevin Taylor, Pension Services Manager 07992 324393



THE ROYAL COUNTY OF  
**BERKSHIRE**  
PENSION FUND

**ADMINISTRATION REPORT**

**QUARTER 4 – 2020/21**

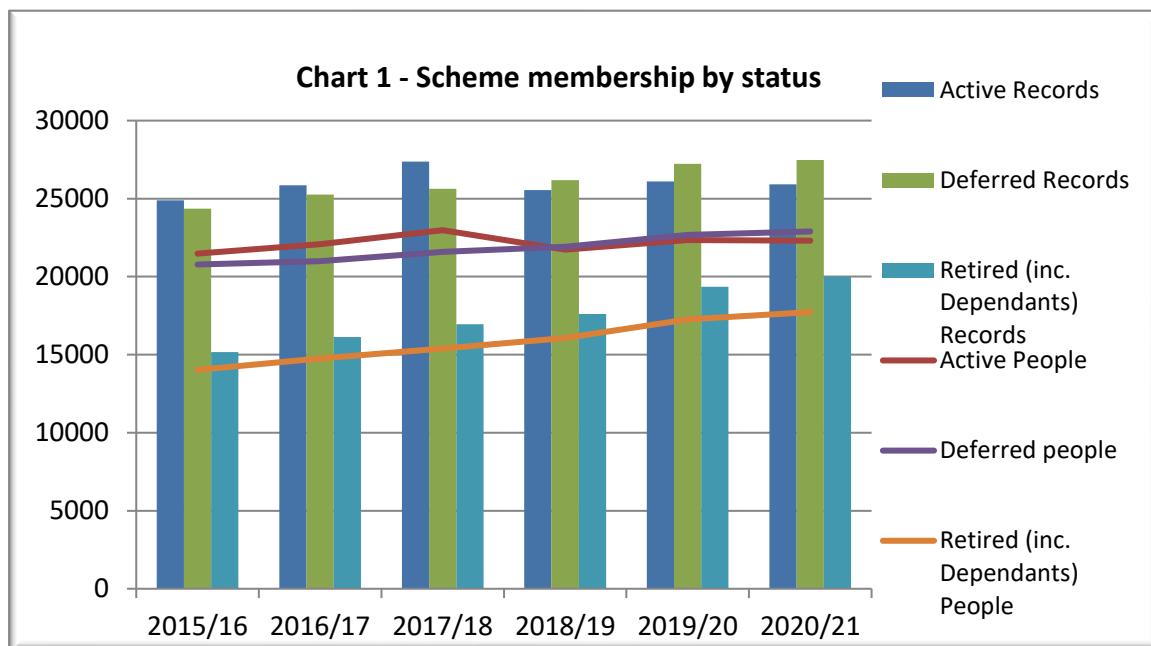
**1 October 2020 to 31 December 2020**

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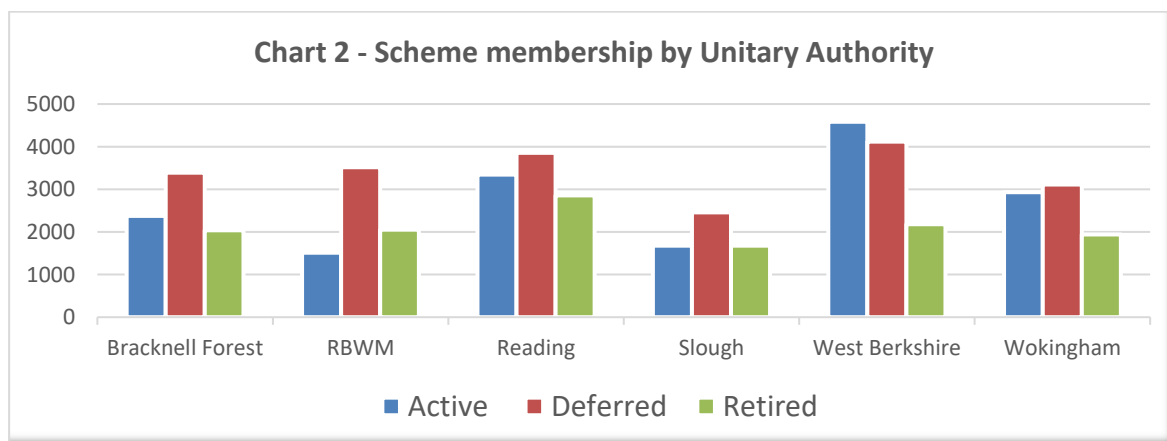
# 1. ADMINISTRATION

## 1.1 Scheme Membership



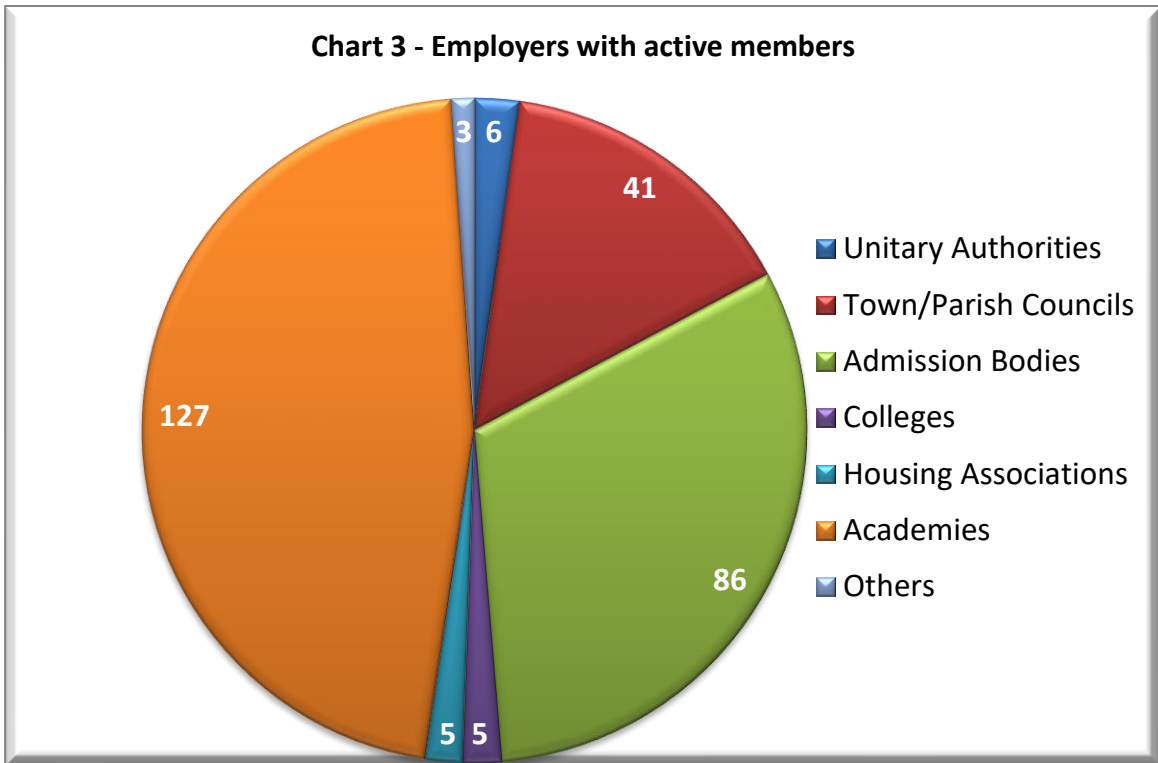
TOTAL MEMBERSHIP			
Active Records	25,918	Active People	22,314
Deferred Records	27,477	Deferred People	22,898
Retired Records	20,014	Retired People	17,728
<b>TOTAL</b>	<b>73,419</b>	<b>TOTAL</b>	<b>62,940</b>

## 1.2 Membership by Employer



Membership movements in this Quarter (and previous Quarter)						
	Bracknell	RBWM	Reading	Slough	W Berks	Wokingham
Active	<b>-39</b> -51	<b>+3</b> -77	<b>-1</b> -120	<b>-22</b> -42	<b>+221</b> -37	<b>-31</b> -14
Deferred	<b>-27</b> -8	<b>-32</b> +3	<b>-35</b> +6	<b>-49</b> -5	<b>-1</b> +2	<b>-3</b> +8
Retired	<b>+80</b> +24	<b>+53</b> +12	<b>+101</b> +31	<b>+46</b> +14	<b>+96</b> +19	<b>+72</b> +16

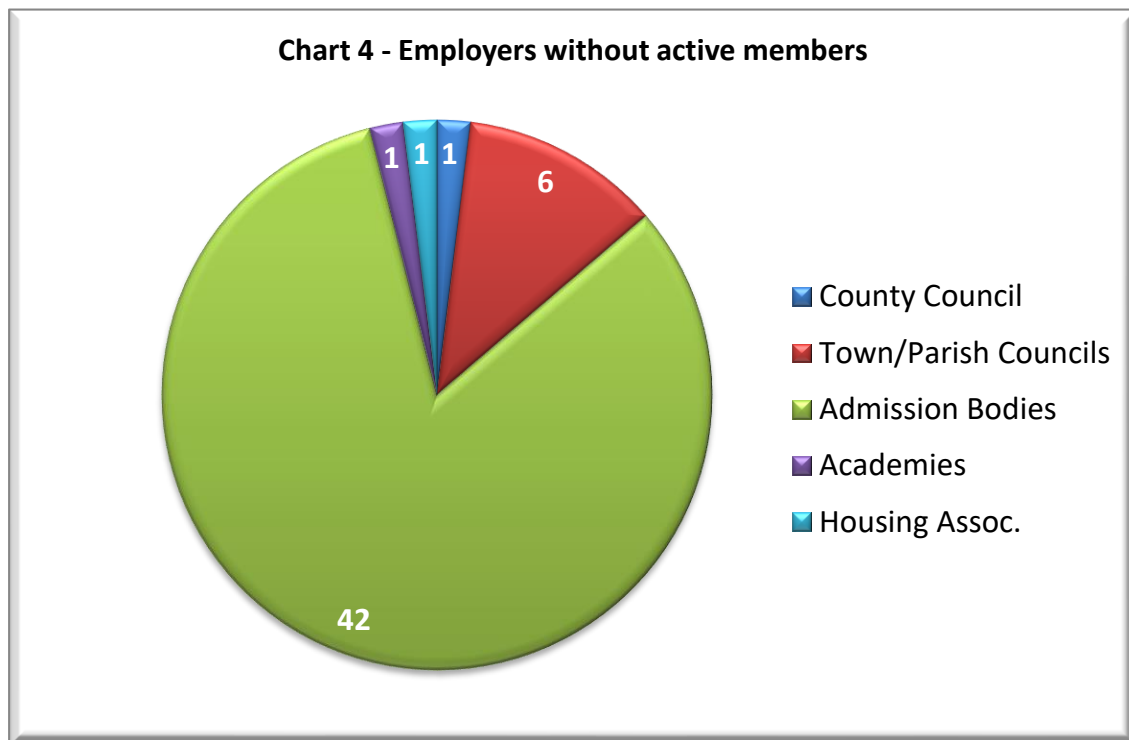
1.3 Scheme Employers



New employers since last report:

**Admission Bodies:** Hayward Services Limited (SASH Education Trust)

**Academies:** Reach2 Academy Trust (Green Park Village School)



**Exiting employers:** None

## 1.4 Scheme Employer Key Performance Indicators

Table 1A – i-Connect users Quarter 4 (1 October 2020 to 31 December 2020)					
Employer	Starters	Leavers	Changes	Total	Submission Received Within Specification
<b>Bracknell Forest Cncl</b>	157	126	254	537	100%
<b>RBWM</b>	142	105	154	401	66.6%
<b>Reading BC</b>	208	137	347	692	66.6%
<b>Slough BC</b>	124	155	144	423	100%
<b>West Berks Council</b>	490	142	575	1,207	100%
<b>Wokingham BC</b>	103	42	201	346	100%
<b>Academy/ School</b>	322	182	1599	2,103	72.3%
<b>Others</b>	277	181	1150	1,608	85.71%
<b>Totals</b>	<b>1,823</b>	<b>1,070</b>	<b>4,424</b>	<b>7,317</b>	

**NOTES:** Table 1A above shows all transactions through i-Connect for the third quarter of 2020/2021. Changes include hours/weeks updates, address amendments and basic details updates.

The benefits of i-Connect are:

- Pension records are maintained in ‘real-time’;
- Scheme members are presented with the most up to date and accurate information through *mypension* ONLINE (Member self-service);
- Pension administration data matches employer payroll data;
- Discrepancies are dealt with as they arise each month;
- Employers are not required to complete year end returns;
- Manual completion of forms and input of data onto systems is eradicated removing the risk of human error.

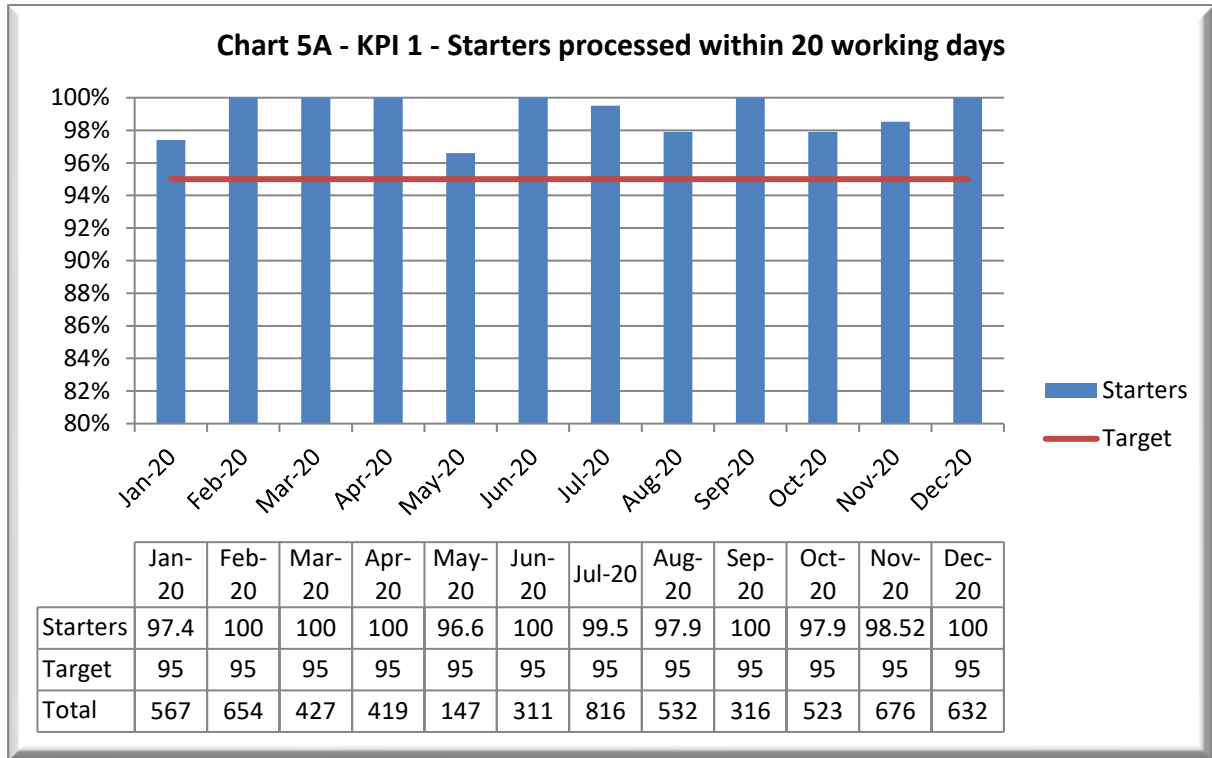
178 scheme employers are yet to on board i-Connect.

The Pension Fund is committed to having the vast majority of scheme employers with 10 or more scheme members uploaded to i-Connect by 31 March 2021. Scheme employers with fewer than 10 scheme members will also be given the option of using an on-line portal version of i-Connect by that date.

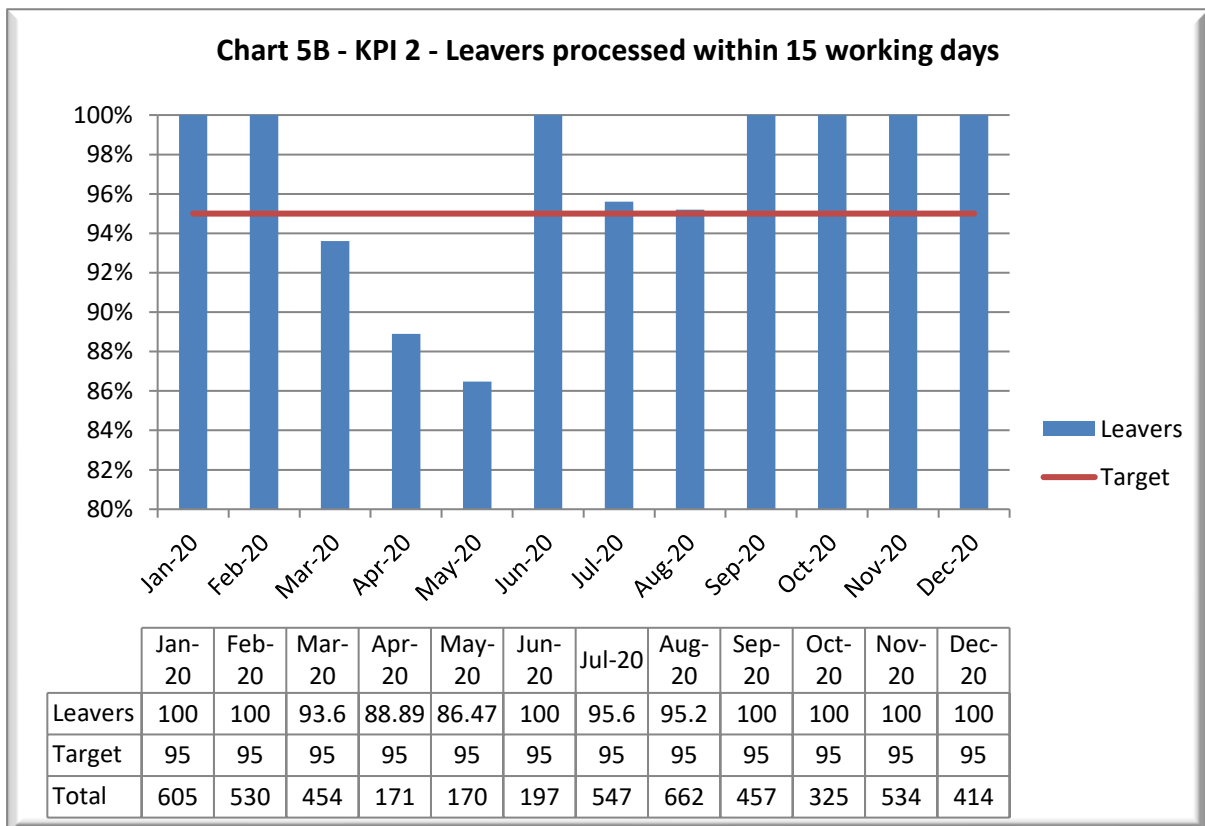
Officers are pleased to confirm since the last meeting of the Pension Fund Committee Windsor College Forest Group have on boarded i-connect with Kennet School Academies Trust, Maiden Erlegh Schools Trust and St Bartholomew’s School due to on board before 1 April 2021. These on boards will cover circa 800 scheme member records.



1.5 Key Performance Indicators

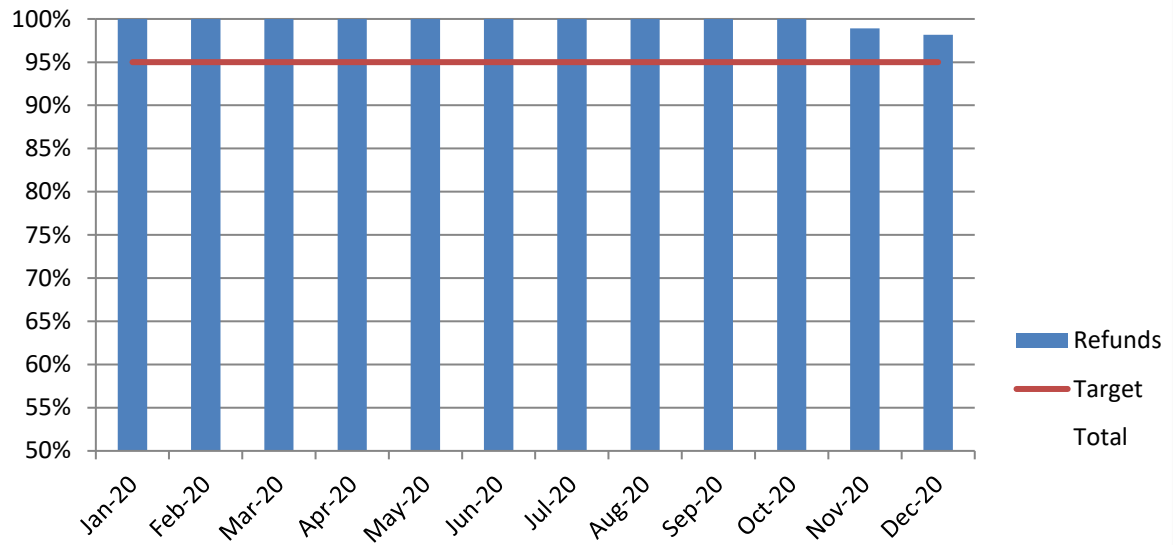


**CIPFA Benchmark:** Two months from date of joining the scheme or if earlier within one month of receiving jobholder information.



**CIPFA Benchmark:** As soon as practicable and no more than two months from date of notification from scheme employer.

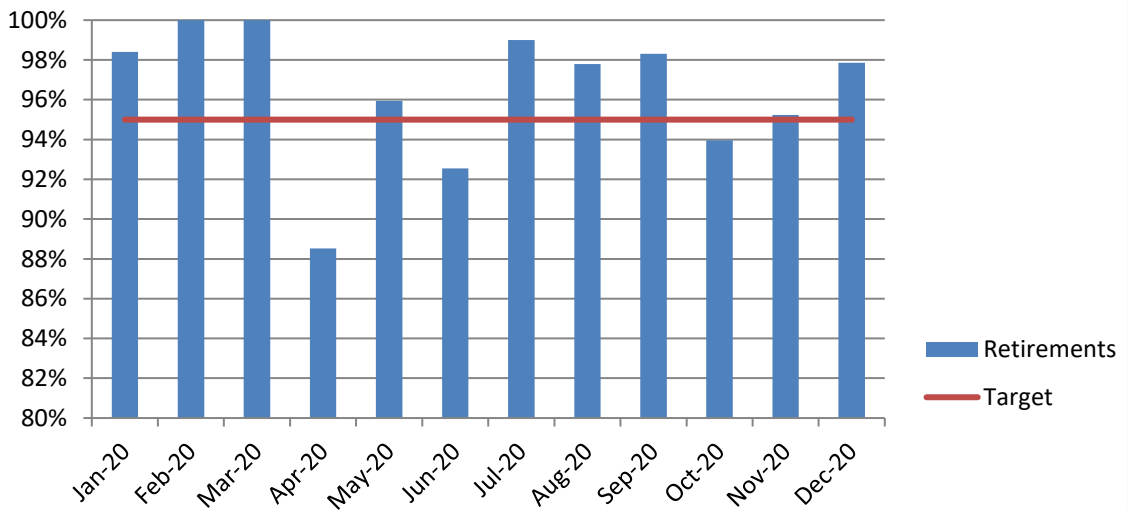
**Chart 5C - KPI 3 - Refunds processed within 10 working days**



	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Refunds	100	100	100	100	100	100	100	100	100	100	98.92	98.18
Target	95	95	95	95	95	95	95	95	95	95	95	95
Total	78	66	172	21	12	17	74	64	48	48	93	55

**CIPFA Benchmark:** To be confirmed.

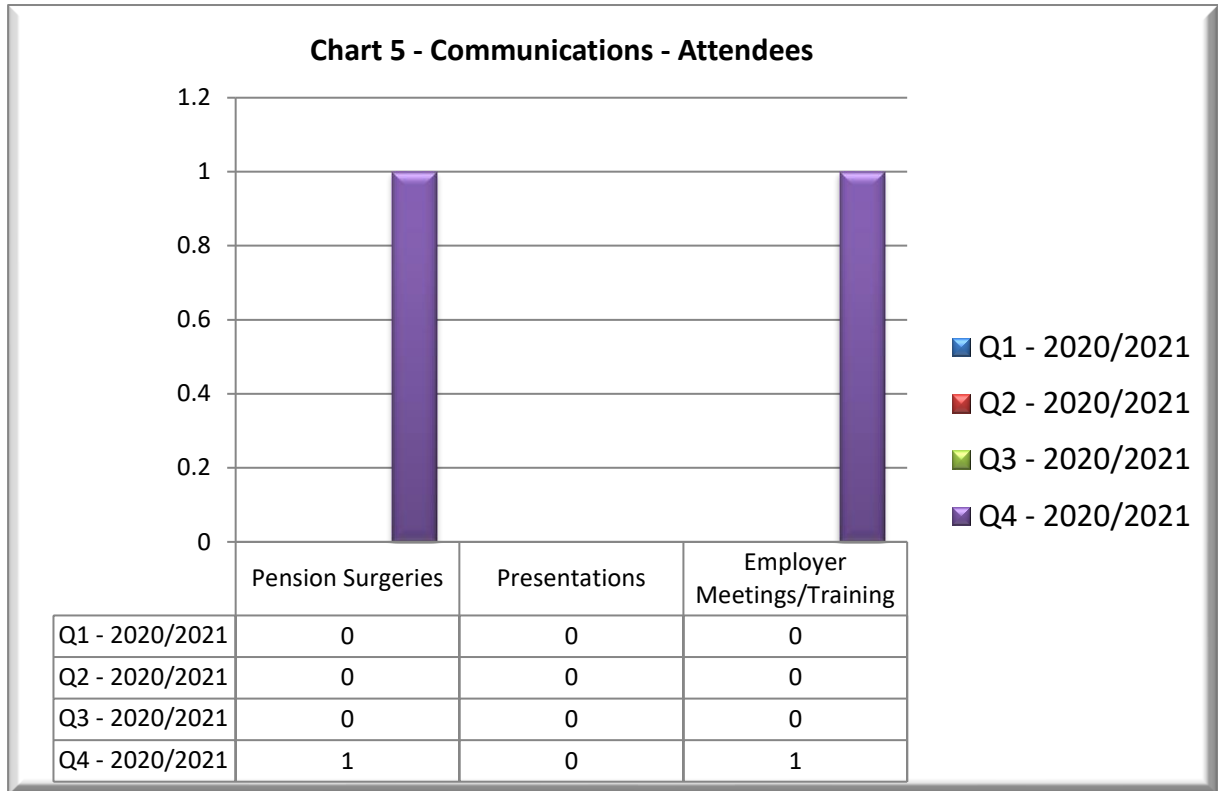
**Chart 5D - KPI 4 - Retirements processed within 5 working days**



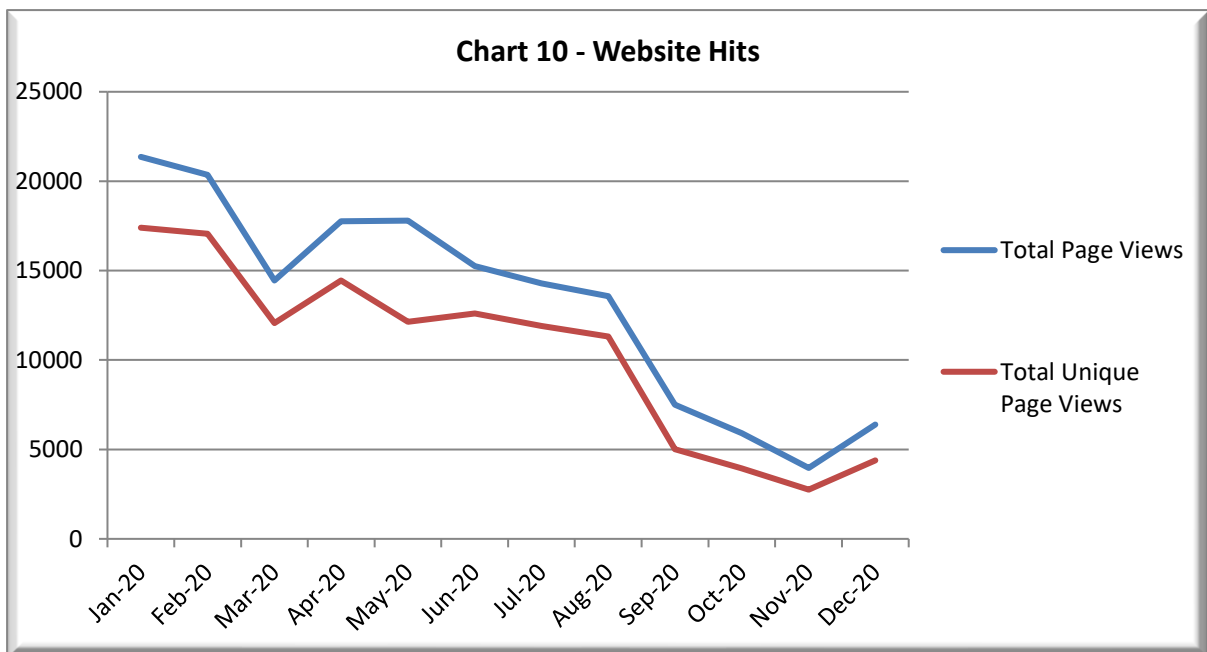
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Retirements	98.4	100	100	88.52	95.95	92.54	99	97.8	98.3	93.96	95.24	97.85
Target	95	95	95	95	95	95	95	95	95	95	95	95
Total	121	85	67	61	74	67	107	91	120	149	126	93

**CIPFA Benchmark:** One month from date of retirement if on or after normal pension age or two months from date of retirement if before normal pension age.

1.6 Communications



1.7 Website Page Views



1.8 Stakeholder Feedback

As part of the Pension Fund’s aim to achieve Pension Administration Standards Association (PASA) accreditation it is a requirement to report to Members the comments and complaints received from scheme employers and their scheme members on a periodic basis.

There is no feedback to report.

## 2 SPECIAL PROJECTS

### 2.1. *McCloud Judgement*

In 2014 the Government introduced reforms to public service pensions, meaning most public sector workers were moved into new pension schemes in 2014 and 2015.

In December 2018, the Court of Appeal ruled that the 'transitional protection' offered to some members of the judges' and firefighters' pension schemes, as part of the reforms, gave rise to unlawful discrimination.

On 15 July 2019 the Chief Secretary to the Treasury made a written ministerial statement confirming that, as 'transitional protection' was offered to members of all the main public service pension schemes, the difference in treatment will need to be removed across all those schemes for members with relevant service.

The changes to the LGPS include transitional protection for members who were within 10 years of their Final salary Scheme normal pension age on 1 April 2012, ensuring that they would receive a pension that was at least as high as they would have received had the scheme not been reformed to a Career Average Revalued Earnings scheme from 1 April 2014.

Like all LGPS Pension Funds we are currently analysing the membership whilst working closely with both our actuary, Barnett Waddingham, and pension software provider, heywood Limited, to identify those members impacted by this judgement leading to a recalculation of deferred and in payment scheme member benefits.