

Report Title:	Administration Report
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Bond, Chairman Pension Fund Committee and Advisory Panel
Meeting and Date:	Pension Fund Committee and Advisory Panel – 18 March 2024
Responsible Officer(s):	Ian Coleman, Interim Head of Pension Fund
Wards affected:	None

REPORT SUMMARY

This report deals with the administration of the Pension Fund for the period 1 October 2023 to 31 December 2023. It recommends that Pension Fund Committee Members (and Pension Board members) 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 the Pension Fund Committee notes the report;

- i) Notes all areas of governance, administration and the key performance indicators as reported;**
- ii) Notes the increase to process Key Performance Indicator “Deceased Processing” from five to 10 working days with effect from the reporting period commencing 1 January 2024 and reflected in Pension Administration Strategy.**

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

- 2.1 The Royal County of 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 No direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

5.1 None

6. RISK MANAGEMENT

6.1 The Royal County of Berkshire Pension Fund Committee review and approve a risk register on a quarterly basis, prepared in line with CIPFA's guidance on "managing risks in the LGPS – 2018". The latest risk register (including relevant actions and mitigations) has been prepared alongside the amendments within these revised policies, with any relevant changes considered and documented as appropriate in the quarterly review of the risk management report.

7. POTENTIAL IMPACTS

7.1 Failure to comply with the pension legislation could result in the Administering Authority being reported to the Pensions Regulator where failure is deemed to be of material significance.

7.2 Equalities. The Equality Act 2010 places a statutory duty on the council to ensure that when considering any new or reviewed strategy, policy, plan, project, service or procedure the impacts on particular groups, including those within the workforce and customer/public groups, have been considered. An Equality Impact Assessment (EQIA) screening exercise has been completed and approved in respect of this report and shared with the RBWM Equalities team. It has been determined through the EQIA screening that a full EQIA is not required and is therefore not appended with this report.

7.3 Climate change/sustainability. n/a

7.4 Data Protection/GDPR. GDPR compliance is included as a specific risk on the register in regard to processing and handling personal data, this is dealt with in the appendix along with the relevant mitigations.

8. CONSULTATION

8.1 The Local Pension Board was consulted in detail through the approval of this report.

9. TIMETABLE FOR IMPLEMENTATION

9.1 The Local Pension Board was consulted on the contents of this report.

10. APPENDICES

10.1 This report is supported by one appendices:

- Appendix 1 – Administration Report 1 October 2023 to 31 December 2023

11. BACKGROUND DOCUMENTS

11.1 This report is supported by nil background documents:

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	01/03/24	
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	01/03/24	06/03/24
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	01/03/24	06/03/24
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	01/03/24	
Helena Stevenson	Principal Lawyer & Deputy Monitoring Officer	01/03/24	
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	29/02/24	29/02/24
<i>Mandatory: Assistant Director HR – to advise if report has potential staffing or workforce implications</i>			
Nikki Craig	Assistant Director of HR, Corporate Projects and IT	01/03/24	
<i>Other consultees:</i>			
Cllr Simon Bond	Chair – Royal County of Berkshire Pension Fund Committee	01/03/24	05/03/24
Alan Cross	Chair – Local Pension Board	01/03/24	

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Pension Fund Committee decision	No	No

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