

Area of Service	Key Development Activity	Timetable
LGPS Pensions Administration	Review / Undertake a Mortality / Living as Stated / Tracing Exercise to improve the accuracy of membership data	31 March 2021
	Undertake an external review of Additional Voluntary Contribution providers	31 March 2021
	Continue to develop new working practices with Third Party Payroll Providers following the introduction of i-Connect	31 March 2021
	Demonstrate a general improvement in KPI's	31 March 2021
	Implementation of any remedy arising from the McCloud judgement	To be determined
Pensions Administration System	Continue to implement i-Connect with a range of smaller / larger Employers to achieve an overall target as close to 100% of Active Fund Membership data being submitted monthly	31 March 2021
	Continue review of task design in Altair	31 March 2021
	Review use of interactive dashboard in Altair	31 March 2021
Contracting Out Reconciliation	Finalise under/overpaid pensioner members following responses to enquiries with HMRC	31 March 2021 (subject to response from HMRC)
Governance	Assess the output from the Scheme Advisory Board's Good Governance Review and consider implementation of any actions identified.	31 March 2021
	Continue to review need for and develop Covenant Monitoring Process	31 March 2021
	Tender for external Legal Services provider	31 March 2021
Communications – Scheme Members	Continue to promote the use of Member Self Service / My Pension Portal (with the aim of issuing the majority of Annual Benefit Statements electronically by 31 August 2020)	31 March 2021 and beyond
Communications	Further develop and run Employer Practitioner Workshop(s) e.g	31 March 2021

Area of Service	Key Development Activity	Timetable
- Employers	Breaches, Ill-health retirement, IDRPs. Consider more frequent and targeted workshops for different Employer Groups	
	Further develop Employer Administration policies / guides / practices and promote such to relevant Employers e.g. Ill-Health Retirement	31 March 2021
Pension Fund Investment	Continue to monitor processes, reconcile data and report performance impact following asset transitions into LGPS Central e.g. Corporate Bonds, Factor Based Investments and UK Equities planned for 2020/21	31 March 2021 (as required)
	Appoint Independent Investment Advisor to Pensions Panel	31 March 2021
	Produce Pension Fund Annual Report and Accounts in line with CIPFA's updated guidance	30 September 2020
Area of Service	Resource Intensive – Business as Usual Activity	Period
LGPS Pensions Administration	Review Pensions Services staffing levels and structure	1 April – 31 March
	Finalise Year end data	1 April - 30 July
	Publish Deferred Annual Benefit Statements	1 May – 31 August
	Publish Active Annual Benefit Statements	1 July – 31 August
	Record Keeping Data Integrity Checks and continual improvement in quality of data across the Scheme generally	1 April – 31 March
	Assess the impact of any Regulatory Changes and communicate such to all interested parties and stakeholders *	1 April – 31 March
	Review compliance with Administration Strategy	1 April – 31 March
Governance	Continue to review published policies e.g. Administration Policy	1 April – 31 March
Communications with Members and Employers	Continue to review and refine website content	1 April – 31 March
	Further develop the role of the Employer Focus Peer Group and	1 April – 31 March

Treasury & Pensions Business Plan 2020-2021

Appendix A

Area of Service	Key Development Activity	Timetable
	the Employer Focus Newsletters	
The Pensions Regulator	Continually review compliance with The Public Service Scheme Code of Practice and Public Service Regulatory Strategy in relation to Disclosure of Data	1 April – 31 March
	Improve common and conditional data scores	1 April – 31 March
	Maintain and review Breaches Log and improve reporting to tPR	1 April - 31 March

Including but not limited to: McCloud, Exit Credits, Deemed Employers, Exit Payment Cap and LGPS Asset Pooling