

Area of Service	Key Development Activity	Progress
<b>LGPS Pensions Administration</b>	Undertake an external review of Additional Voluntary Contribution providers	<b>Partially Achieved</b> Recommendations from external provider received. Review and implementation of recommendations 2022/23
	Commence a Living as Stated / Address Tracing Exercise to improve the accuracy of deferred & pensioner membership data	<b>Deferred to 2022/23</b> Activity put on hold pending outcome of tender for Administration System
	Undertake soft market testing for 3 <sup>rd</sup> party postal arrangements & providers	<b>Deleted as an Activity</b> Post has continued to reduce post pandemic and lower volumes unlikely to result in cost or efficiency savings.
	Planning for the implementation of remedial action arising from the McCloud / Sergeant judgement (& possibly Goodwin) to include collection of retrospective data from Employers	<b>Partially Achieved</b> DLUHC McCloud consultation response for LGPS pending. Internal Project team set up and data collection from Employers ongoing
<b>2022 Actuarial Valuation</b>	Agree timing of key decision-making milestones & detailed delivery plan with Actuary (plus appropriate Training)	<b>Achieved in 2021/22</b> New key-decision making / input milestones to be determined for 2022/23 as part of Actuarial Valuation process
<b>Pensions Administration System</b>	Tender for Administration System provider, to incorporate external hosting platform service *	<b>Achieved in 2021/22</b> System go-live 16 March 2022
	*Subject to tender, review task design (in Altair) for Deaths & Concurrency	<b>Deferred to 2022/23</b> following successful implementation of externally hosted Administration System
	*Subject to tender, review use of interactive dashboard (in Altair)	<b>Deferred to 2022/23</b> following successful

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		implementation of externally hosted Administration System
<b>Contracting Out Reconciliation</b>	Finalise under/overpaid pensioner members following responses to enquiries with HMRC	<b>Achieved</b> in 2021/22 Over / underpayments finalised and adjustments made for all affected scheme members
<b>Governance</b>	Undertake Training Needs Analysis and produce Training Plan for Pensions Committee and Local Pensions Board Members	<b>Achieved</b> in 2021/22 Planned and just-in-time Training delivered plus subscribed to Aspire the Hymans' On-line learning platform, Aspire. 2022/23 TNA carried out versus new CIPFA Knowledge & Skills Framework
	Assess the output from the Scheme Advisory Board's Good Governance Review and consider implementation of any actions identified.	<b>Partially Achieved</b> Gap Analysis presented to Pensions Committee in September 2021. Awaiting further implementation Guidance from CIPFA / SAB
	Tender for external Legal Services provider	<b>Partially Achieved</b> Legal Services Unit unable to provide additional resource to support tender process in 2021/22. SPF to be founder member of new LGPS Legal Services Framework in 2022/23 and tender thereafter.
	Finalise development of Employer Covenant Monitoring Process and implement regular funding reviews, through use of Hymans online funding tool, HEAT, financial metrics etc	<b>Achieved</b> in 2021/22 Moved to BAU Activity 2022/23 onwards
<b>Communications</b>	Promote and encourage the use of Member Self Service / My	<b>Deferred</b> to 2022/23 following successful

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<b>- Scheme Members</b>	Pension Portal (MPP) to Retired Scheme Members (with the aim of issuing the majority of P60s and payslips electronically)	implementation of externally hosted Administration System. Internal MPP working group to be established
<b>Communications - Employers</b>	Develop a series of regular / shorter <b>virtual</b> Employer Practitioner Workshop(s) e.g Breaches, Ill-health retirement, IDRPs & consider targeted workshops for different Employer Groups	<b>Achieved</b> in 2021/22 Moved to BAU Activity 2022/23 onwards
<b>Pension Fund Investment</b>	Appoint Independent Investment Advisor to Pensions Panel	<b>Deferred</b> to 2022/23 Wider review of Advisory structure pending
	Continue to monitor processes, reconcile data and report performance impact following asset transitions into LGPS Central e.g. Global Sustainable Equities, Multi-Asset Credit planned for 2021/22	<b>Achieved</b> in 2021/22 Moved to BAU Activity 2022/23 onwards
	Develop a Pension Fund Climate Strategy and Climate Stewardship Plan	<b>Achieved</b> in 2021/22 Annual updates 2022/23 onwards
	Develop investment reporting in line with the Task Force for Financial Disclosure (TCFD) requirements	<b>Achieved</b> in 2021/22 Annual updates 2022/23 onwards
	Retain Tier 1 UK Stewardship Code signatory status	<b>Partially Achieved</b> Application being prepared for submission to FRC prior to 30 April / 30 October 2022 deadlines.
	Understand the implications for the LGPS as a result of the Department of Work & Pensions - Taking action on climate risk: improving governance and reporting by occupational pension schemes (likely to apply from 2023)	<b>Deferred</b> to 2022/23 To be confirmed, subject AUM > £5bn and application to LGPS
	Review the ongoing appropriateness of the Fund's Investment Strategy and Strategic Asset Allocation, ahead of 2022 Actuarial Valuation & in line with the Pension Fund's new Climate Strategy	<b>Achieved</b> in 2021/22 Review carried out with implementation of recommendations from 2022/23 onwards

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<b>Area of Service</b>	<b>Resource Intensive – Business as Usual Activity</b>	<b>Period</b>
<b>LGPS Pensions Administration</b>	Review Pensions Services staffing levels and structure	1 April – 30 September
	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
	Maintain high level of KPIs / Service Standards	Ongoing – monthly reporting
	Record Keeping Data Integrity Checks and continual improvement in quality of data across the Scheme generally	Ongoing
<b>Pensions Administration System</b>	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	Ongoing
	Continue to develop new working practices with Third Party Payroll Providers following the introduction of i-Connect	Ongoing
<b>Governance</b>	Continue to review published policies e.g. Administration Policy	Ongoing
	Further develop Employer Administration policies / guides / practices and promote such to relevant Employers e.g. Ill-Health Retirement	Ongoing
	Assess the impact of any Regulatory Changes and communicate such to all interested parties and stakeholders **	Ongoing
<b>Communications with Members and Employers</b>	Continue to review and refine website content	Ongoing
	Continue to develop the role of the Employer Focus Peer Group and the Employer Focus Newsletters	Ongoing
	Review Employer compliance with Administration Strategy	Ongoing
<b>The Pensions Regulator</b>	Continually review compliance with The Public Service Scheme Code of Practice and Public Service Regulatory Strategy in relation to Disclosure of Data	Ongoing

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	Maintain Improve common and conditional data scores	Ongoing
	Maintain and review Breaches Log and improve reporting to tPR	Ongoing
<b>Pension Fund Investment</b>	Produce Pension Fund Annual Report and Accounts in line with CIPFA's updated guidance	1 April – 30 September

\*\*Including but not limited to: McCloud, Exit Payment Cap, Further Reform and LGPS Asset Pooling