



**REPORT OF THE SERVICE DIRECTOR – HUMAN RESOURCES &
CUSTOMER SERVICE**

LOCAL GOVERNMENT PENSION SCHEME – YEAR END PROCESS UPDATE

1. Purpose of the Report

- 1.1 The purpose of this report is to inform the Pensions Sub-Committee of the actions taken in relation to the 2015/16 employer year end submission process.

2. Information and Advice

- 2.1 Each scheme employer within the Nottinghamshire Local Government Pension Fund is required to provide a year end contribution return. The information submitted in the return is updated to individual scheme member records. As member benefits are directly related to the data received, a complete and accurate return from each employer is of paramount importance.
- 2.2 To support scheme employers with this task briefing sessions were held in March and a guide, explaining employers' responsibilities and data submission requirements, has been circulated to all year end and strategic employer contacts along with template submission documents. Telephone and email contacts have also been provided to employers in the event that further support is required.
- 2.3 In accordance with the Business Support Centre's continuous improvement philosophy, this year the data submission template has been pre-populated with a number of member specific data fields to lessen the input requirements of employers. This will reduce the time commitment to complete the submission and will also help to identify and solve potential data issues at the point of completion rather than some time after submission. Initial feedback from employers has been entirely positive. It is also anticipated that by providing pre-populated data it will help employers to meet the submission deadline.
- 2.4 Members will be aware that 2016 is the first fund triennial valuation since the introduction of the LGPS career average arrangements. In a triennial valuation year, data submission from scheme employers is required by 30th April. All employers have been made aware of the deadline and the importance of the Fund receiving a timely and accurate data submission to calculate member's pension entitlement and to reconcile all payments received. Employers have also been made aware that their data submission will be included within the data extracts for the Fund Actuary and will therefore influence the outcome of the valuation calculations, which includes the setting of contribution rates and monetary deficit amounts for the three year period from 1st April 2017.

- 2.5 The data is expected to be submitted to the Fund Actuary by 31st July 2016 to allow initial results to be provided to the Government Actuary's Department by the 30th September 2016 and to provide employers with early sight of the outcome for budgetary purposes. Further, the data will be used to populate the next distribution of Annual Benefit Statements which are required to be issued by the statutory deadline of 31st August 2016.

3. Statutory and Policy Implications

- 3.1 This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

4. Recommendation

- 4.1 It is recommended that the Pensions Sub-Committee note the contents of the report.

MARJORIE TOWARD
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For any enquiries about this report please contact:
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Constitutional Comments (KK)

Because this report is for noting only, no Constitutional Comments are required.

Financial Comments (SRC)

There are no direct financial implications arising from this report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All