



Pensions Board

Employer Support & Compliance Team Presentation

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Employer Support & Compliance Team

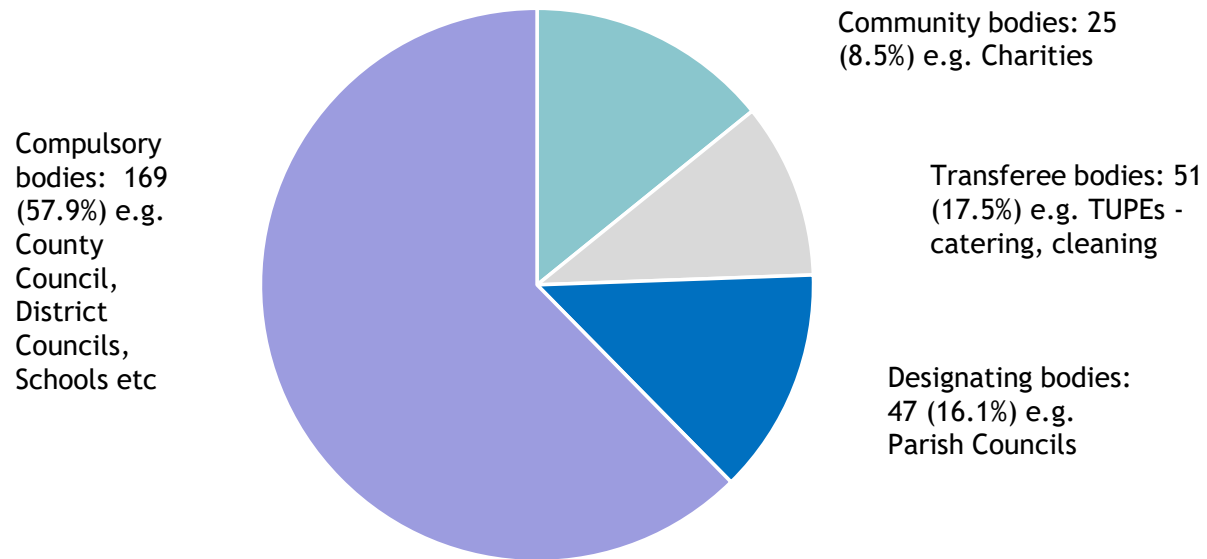
- ▶ Structure of the Team - manager + 2.8 fte staff
- ▶ Role and purpose;
 - ▶ work with employers to ensure they fulfil their responsibilities as scheme employers to the Fund
 - ▶ support employer access, exits & bulk transfers
 - ▶ contribution income / returns - monitoring & compliance including year-end actions
 - ▶ employer audits - review of membership records
 - ▶ employer communications / website - targeted communications and general 'round-up' emails on issues relevant to employers including;
 - ▶ guidance and planning
 - ▶ required actions
 - ▶ training opportunities

Employer responsibilities

- ▶ Summarised within Appendix C of the Administration Strategy - falling into 5 broad categories;
 - ▶ general responsibilities - includes the provision of employer contacts, a requirement to publicise the scheme and the retention of pay data
 - ▶ member administration - includes the notification of starters, leavers and changes
 - ▶ contributions and returns - includes member contribution bandings, employer contributions, year-end submission etc
 - ▶ benefit estimates - includes provision of pay data, form requests
 - ▶ service changes - includes reviews, re-organisations and outsourcing

Employer access - 1

► Various routes of access



Employer access - 2

- ▶ Compulsory / designating bodies - access in accordance with the scheme regulations i.e. no written access agreement
- ▶ Admission bodies - admission agreement to formalise access
- ▶ Securities - bonds / parent company guarantee
- ▶ Passthrough arrangements
- ▶ Employer induction events

Employer exits

- ▶ Collection of membership data
- ▶ Cessation valuations
- ▶ Exit charges / credits
- ▶ Insolvency claims

Bulk transfers

- ▶ Work with the Fund Actuary to progress bulk transfers between;
 - ▶ other pension schemes
 - ▶ different LGPS funds
 - ▶ employers within the Fund
- ▶ Communication with members including the options exercise and / or the automatic aggregation of records

Contribution income

- ▶ Notification of rates following each fund valuation and at the start of each scheme year
- ▶ Payments due by 17th of the month following deduction
- ▶ Compliance checks;
 - ▶ ensure employers are submitting payments
 - ▶ Ensure the employer has applied the correct employer rate as certified by the Fund Actuary

Employer audits

- ▶ holistic review of membership records;
 - ▶ often triggered by recent experience of that employers' actions
 - ▶ identify records requiring maintenance or action at employer level
 - ▶ work with employers, third party providers and colleagues within the Pensions Office to resolve member records issues

Improvements/Developments - the year ahead....

- ▶ Fund valuation
- ▶ Employer Administration solution
 - ▶ Phase 1 - Replacement of existing Portal for current users
 - ▶ Phase 2 - Roll out to remaining Scheme Employers
- ▶ Monthly Data Collection development
- ▶ Employer amalgamations
- ▶ Employer disaggregations
- ▶ Programme of on-going data improvement and new ways of working
- ▶ Whole office projects

Questions

