



<u>Committee and date</u> Pensions Committee	<u>Item / Paper</u>
9 September 2009	
10am	<b>8</b> Public

## PENSIONS ADMINISTRATION MONITORING

**Responsible Officer** Debbie Sharp

Email: [debbie.sharp@shropshire.gov.uk](mailto:debbie.sharp@shropshire.gov.uk)

Telephone: (01743) 252192

### Summary

The report provides Members with monitoring information on the performance of the Pensions Administration Team

### Recommendations

A. Members are asked to note the report.

## Report

### Performance

1. The performance chart showing performance to the end of July is attached as **Appendix A**. The last committee paper reported to May 2009.
2. The chart shows that the workload increased in June and encouragingly, the number processed on time increased to the highest level since October 2008.
3. All pension officers have recently undertaken refresher training on ill health retirements under the 2008 regulations.

### Communication

4. A scheme presentation was held at Shrewsbury College of Arts & Technology for members of staff.

5. Annual Benefit Statements for deferred pensioners are currently being issued. A newsletter will be accompanying them and this is attached at **Appendix B**.
6. An employer meeting has been arranged for Friday 25 September 2009. The Prudential will be presenting on "Planning for your Retirement". Members will recall that at the last meeting it was highlighted a pensions officer had attended to one of these Prudential presentations and was impressed with it's content.
7. Pension staff attended the induction courses held for Members of the New Shropshire Council. They were able to provide information on the Councillors Scheme and the LGPS as a whole.
8. Plans are in place for a Pensions Team Training day which will be held in the Autumn.

### Year End

9. At the last meeting I reported on the work the team were doing to update all individual records with the contributions paid for 2008/09. This has been successfully achieved and all records have now been updated with their pensionable pay. This information is used by the Actuary in assessing scheme liabilities.
10. The year end process is particularly important in ensuring that all records are accurate and up to date. This was reflected in the excellent feedback the Fund received from the Scheme Actuary at the last valuation.
11. All the employee records of the former Boroughs, Districts and the County Council have now been updated to show Shropshire Council as the employer. A total of 946 records have been updated.
12. A project plan is being compiled for the Actuarial Valuation in 2010.

### Annual Meeting

13. The Annual Meeting for 2009 is to be held on Tuesday 10 November. There will be 3 meetings as usual. The morning meeting will be at 10 am at the Civic Offices, Telford. The 2 meetings in the afternoon will be at 2pm and 5pm at the Lord Hill Hotel.
14. A representative from Baillie Gifford will be presenting at the meeting on Japanese Equities.
15. Committee members are invited to attend the meeting and an invitation is attached at **Appendix C**. Tea and coffee are available at all meetings. It would be helpful if you would let the team know which meeting you would like to attend by calling 01743 252130.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

Pensions Committee 30<sup>th</sup> June 2009, Item 11, Paper D

**Human Rights Act Appraisal**

The recommendations contained in this report are compatible with the Human Rights Act 1998

**Environmental Appraisal**

Impossible to quantify

**Risk Management Appraisal**

Performance is monitored to ensure regulatory timescales are adhered to.

**Community / Consultations Appraisal**

NA

**Cabinet Member**

NA

**Local Member**

NA

**Appendices**

Appendix A – Performance Monitoring

Appendix B – Deferred Pensioners Newsletter

Appendix C – Invitation to the Annual Meeting