

Shropshire County Pension Fund - Record Keeping Matrix

The Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014 requires Shropshire County Pension Fund to keep specific data about members of the Local Government Pension Scheme. The information which must be kept is outlined in regulations 4 to 6 of the above regulations is listed below.

Data held	Where held	Responsible Officer	Internal controls	Review period
Records of member and beneficiary information				
Name of member/beneficiary	Altair (Member Record)	CM	Report	6 months
Date of birth of member/ beneficiary	Altair (Member Record)	CM	Report	6 months
Gender of member/beneficiary	Altair (Member Record)	CM	Report	6 months
Last known postal address of member/beneficiary	Altair (Member Record)	CM	Report	6 months
Member identification	Not used. NI number is member identification			
National Insurance number/ number in the Scheme	Altair (Member Record)	CM	Report	6 months
Active/deferred/pensioner members: <ul style="list-style-type: none"> • Date on which member joins and leaves the Scheme • Details of members employment including: <ul style="list-style-type: none"> i) The period of pensionable service in that employment ii) The amount of pensionable earnings in each year of that employment 	Altair (Member Record)	CM	Report	Annually at year end
Any formula used for calculating member/beneficiary benefits	Altair (Background Tables)	CM	Office Procedure	Annually
The percentage to be applied to member benefits in revaluation each year	Altair (Member Record)	CM	Office Procedure	Annually or as required
Any increase to be applied to the pensioner/beneficiary benefit each year	Altair (Background Tables)	CM	Office Procedure	Annually
Any information relevant to calculating any reduction attributed to a pension debit	Altair (Member Record)	HT	Office Procedure	As required
Records of transactions				
Employer/member contributions in relation to each active member	Spreadsheet on vdrive/Altair for	CM	Office Procedure	Monthly

	employers using iconnect			
Payment of pensions and benefits including date of payment and in some cases: <ul style="list-style-type: none"> Name and address of the person to whom payment was made Reason for payment 	Resource link/Altair	DS	Office Procedure	Annually
Any movement or transfer of assets from the scheme to any person including: <ul style="list-style-type: none"> Name and address of the person to whom the assets were moved/transferred The reason for that transfer (bulk only) 	Vdrive	DS	Office Procedure	Annually
Receipt or payment of money or assets in respect of a transfer of members into or out of the scheme including: <ul style="list-style-type: none"> Name of the member Terms of the transfer Name of the scheme into or out of which the member has been transferred Date of the transfer, date of receipt or payment of money or assets 	Altair	HT	Office Procedure	Monthly
Payments made to any member who leaves the scheme, other than on a transfer including: <ul style="list-style-type: none"> Name of the member Date of leaving Members entitlement at that date Method used for calculating any entitlement under the scheme How that entitlement was discharged 	Altair	HT CM	Office Procedure Year-end return	Monthly Return
Payments made to any employer participating in the scheme	Samis	DS	Annual Report	Annually
Any amount due to the scheme which has been written off in the schemes accounts	Treasury Team	JB	Office Procedure	Annually
Any other payment to the scheme including name and address of the person from whom it is received and where a payment is made in respect of a member, the name of the member	Treasury Team	JB	Office Procedure	Monthly
Records of pension board meetings and decision including: <ul style="list-style-type: none"> Date, time and place of meeting Names of all members of the pension board invited Name of any person who attended the meeting and the capacity in which each attended 	All agendas and minutes are recorded at www.shropshire.gov.uk under committee services.	JB	Governance Compliance Statement & Terms of reference	Bi-annually

<ul style="list-style-type: none"> Any decisions made at the meeting 				
Code of practice no.14 – Governance and administration of public service pension schemes				
Point 129. of the Pensions Regulator Code of Practice states that employers should understand and passed the following data to the Fund when a member: <ul style="list-style-type: none"> Joins or leaves the scheme Changes their rate of contributions Changes their name, address or salary Changes their member status, and Transfers employment between scheme employers 	Altair	CM	Office Procedure	Monthly

Document last reviewed: January 2016