



**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Purpose: Noted

Date **19 October 2018**

Title **PENSION ADMINISTRATION UPDATE REPORT**

Report of Chief Finance Officer

EXECUTIVE SUMMARY

1. The purpose of this paper is to update the local Hampshire Fire Pension Board on administrative performance for the first six months of 2018/19.

BACKGROUND

2. Pensions Services administer the fire pension schemes on behalf of the Chief Fire Officer, under the Joint Working agreement between Hampshire County Council, Hampshire Fire & Rescue Authority (HFRA), the Police & Crime Commissioner for Hampshire and the Chief Constable of Hampshire Constabulary.
3. Responsibility for the fire schemes sits with HFRA as the scheme manager. Pensions Services therefore administer the schemes in accordance with the statutory regulations and any instructions from the HFRA on discretionary matters. HFRA are part of the shared services arrangements so all salary and service information required for pension calculations is provided to Pension by the IBC. Pensions also administer the LGPS for the Hampshire Pension Fund and the Hampshire police pension schemes.

SCHEME MEMBERSHIP

4. As at 31 March 2018, there were 3,039 members of the Hampshire Fire schemes. The breakdown by scheme and membership type is shown in the table below.

	Actives	Deferreds	Pensioners/ dependants
Hants Fire/Rescue (1992 Pension Scheme)	151	85	954
Hants Fire/Rescue (2006 Fire Pension Scheme)	52	416	38
Hants Fire/Rescue (Modified 2006 Fire Pension Scheme)	33	44	62
Hants Fire/Rescue (2015 Fire Pension Scheme)	931	270	3
Total	1167	815	1057

ADMINISTRATION PERFORMANCE

- Pensions Services' administration performance against service standards for key casework is measured each month. This information is used internally to improve processes and will be reported to the Board in regular administration update reports.
- The tables below show the performance for Q1 and Q2 2018/19:-

Quarter 1

Type of case	Time to Complete					Total	On target?
	0-5 days	6-10 days	11-15 day	16-20 day	20-40 days		
Retirement	6	2	0	0	0	8	100%
Deferred Retirement	2	0	0	0	0	2	100%
Estimate	3	14	5	5	0	27	100%
Deferred	1	22	18	1	0	42	100%
Refund	0	1	0	0	0	1	100%
Transfers	0	0	0	0	0	0	N/A
Divorce	2	0	0	1	0	3	100%
Grand Total						83	

Quarter 2

Type of case	Time to Complete					Total	On target?
	0-5 days	6-10 days	11-15 day	16-20 day	20-40 days		
Retirement	2	0	2	0	0	4	100%
Deferred Retirement	1	1	0	0	0	2	100%
Estimate	4	1	7	9	0	21	100%
Deferred	4	4	11	6	0	25	100%
Refund	0	0	0	0	0	0	N/A
Transfers	0	1	0	0	0	1	100%
Divorce	0	1	1	3	0	5	100%
Grand Total						58	

ANNUAL BENEFIT STATEMENTS

- Annual benefit statements were produced for all but 3 active members by 31 August 2018. Two of those which were produced after the deadline were missing pay information and have now been run through, the third related to a data issue following their transition to the 2015 scheme.

8. All deferred member benefit statements were produced by the statutory deadline, however two members are now being traced as Pensions do not hold their current address.

PENSION SAVINGS STATEMENTS

9. Ten firefighters were identified as exceeding the annual allowance in 2017/18 and have been issued with a pension savings statement by the deadline of 6 October.

GMP RECONCILIATION

10. Work is continuing on the completion of the GMP reconciliation for active Fire records (the work on the deferred and pensioner reconciliation was completed in 2015).
11. Approximately 50 records have been identified as requiring a query to be raised with HMRC. A response is expected from HMRC towards the end of the year.

DATA QUALITY

12. It was reported to the Board in June 2018 that the common data across the Fire schemes had been measured as 91.35%, with 300 data items needing correcting to achieve a score of 100%. These items have now been cleared and it is expected that a score of 100% will be reported to the Pensions Regulator in November.
13. Pensions are currently reviewing the data quality score for conditional (scheme specific) data. There are no reports developed in the administration system to measure the scheme specific data this year and so instead, the data is being measured across a variety of other available reports. However, given the quality and coverage of the annual benefit statements and the controls surrounding the pension increase process for pensioner and deferred records, it is expected that the score reported to the Pensions Regulator will be around 90%.

RECOMMENDATION

14. That the Board note the information contained in this report

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