

Essex Pension Fund Strategy Board	PSB/04/18
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Review of Administration Strategy

Report by the Head of Essex Pension Fund

Enquiries to Jody Evans on 03330 138489

1. Purpose of the Report

- 1.1 To update the Board on progress with a review of the Fund's administration strategy.

2. Recommendation

It is recommended that:

- 2.1 The Board note the intended timetable for reviewing the administration strategy.

3. Background

- 3.1 LGPS Regulation 59 (1) says that an administering authority may prepare a written statement (known as an “administration strategy”) of the authority's policies in relation to such matters as
- procedures for liaison and communication with Scheme employers;
 - the establishment of levels of performance which the administering authority and its Scheme employers are expected to achieve in carrying out their Scheme functions
 - the circumstances in which the administering authority may consider giving written notice to any of its Scheme employers concerning additional costs arising from Scheme employer's level of performance
- 3.2 The Fund has had an administration strategy in place since March 2013 which has been monitored and reviewed each year.
- 3.3 An action was included in the 2017/18 business plan to commence a review of the administration strategy.

4. Timetable

- 4.1 Initial review work has established the need to revise the administration strategy so that it better meets the needs of both the Fund and its employers going forward.
- 4.2 Officers are therefore undertaking a full review of the administration strategy and intend to progress this review in accordance with the following timetable:

	January-June 2018	Review of strategy and drafting of revised strategy by officers
PAB	June 2018	Draft strategy presented to PAB for comment
PSB	July 2018	Draft strategy presented to PSB for comment
	August 2018	Any necessary changes made to draft strategy
	September-October 2018	Consultation on draft strategy with employers
	November 2018	Feedback from consultation considered and any necessary changes made to draft strategy
PSB	December 2018	Final draft administration strategy presented to PSB for approval
	January 2019	Revised administration strategy published

5. Link to Essex Pension Fund Objectives

- 5.1 Putting in place an Administration Strategy will assist in achieving the following Fund objectives:
- Act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and well based
 - Evolve and look for new opportunities that may be beneficial for our stakeholders, particularly the Fund's beneficiaries, ensuring efficiency at all times
 - Deliver a high quality, friendly and informative service to all beneficiaries, potential beneficiaries and employers at the point of need
 - Ensure benefits are paid to, and income collected from, the right people at the right time in the right amount

6. Risk Implications

- 6.1 There are no key risks as a result of agreeing this draft strategy as it is predominantly based on current practices and previous Board decisions.

7. Communication Implications

- 7.1 Officers will embark on a consultation exercise with employing authorities in the Fund prior to bringing a final draft strategy to the Board for approval. Thereafter the Strategy must be published (which will be via the Fund's website).

8. Finance and Resources Implications

- 8.1 The consultation exercise, including responding to comments from employing Authorities, will require officer resource but it is expected that this can be managed within the existing resources.

9. Background Papers

- 9.1 EPFB previous report on the draft Administration Strategy:
- EPB/08/13 – 6 March 2013