

NORTH YORKSHIRE COUNTY COUNCIL

PENSION FUND COMMITTEE

25 FEBRUARY 2016

MEMBER AND EMPLOYER ISSUES

Report of the Treasurer

1.0 PURPOSE OF THE REPORT

1.1 To provide Members with information relating to membership movements, performance and costs of benefits administration as well as related events and activity over the year to date as follows;

- | | |
|--------------------------------|-----------------|
| (a) Admission Agreements | (see section 2) |
| (b) Membership Analysis | (see section 3) |
| (c) Annual Benefits Statements | (see section 4) |
| (d) Administration Performance | (see section 5) |
| (e) Member Training | (see section 6) |
| (f) Meetings Timetable | (see section 7) |

2.0 ADMISSION AGREEMENTS

- 2.1 The latest position re Proposed Admission Agreements is described in the table at **Appendix 1**. There are no specific issues requiring the attention of the Committee.
- 2.2 The list of schools known to be converting to academy status is also included in **Appendix 1**.

3.0 MEMBERSHIP ANALYSIS

3.1 The membership movement figures for the nine months to 31 December 2015 are as follows:

Membership Category	At 31/03/14	+/- Change (%)	At 31/03/15	+/- Change (%)	At 31/12/15
Actives	31,501	+11.1	34,990	+1.4	35,495
Deferred	29,490	+3.7	30,591	+1.8	31,146
Pensioners*	17,668	+4.4	18,451	+4.1	19,214
Total	78,659	+6.8	84,032	+2.2	85,855

*Figures include spouses' and dependants' pensions

- 3.2 The movement in active membership for the year to 31 December 2015 (+1.4%) is lower than reported for the 6 months to 30 September 2015 (+4.8%). This reduction is partly attributable to an ongoing data-cleansing exercise due to be completed in March 2016. It is anticipated that active membership numbers will be further reduced in this period.
- 3.3 A breakdown of retirements across the Fund to 31 December 2015 is at **Appendix 2**.

4.0 ANNUAL BENEFITS STATEMENTS

- 4.1 In line with revised project timescales, the data required for producing 2014/15 Annual Benefits Statements will be provided by 29 February 2016 in time for issuing the small number of outstanding Statements by 31 March 2016.
- 4.2 An initial training session was held during the North Yorkshire Pension Fund Officers Group (NYPFOG) meeting on 27 January 2016 to prepare for the upcoming 31 March 2016 year-end exercise. This session included providing a suggested project plan for employers to adopt and a practical session on data validation checks. There are also additional training sessions planned to assist individual employers with the Year End exercise.
- 4.3 Employers have also been asked for their feedback on the support given by the NYPF for the 2015/16 year end exercise via an Employer Satisfaction Survey, the results of which will be collated in March 2016. The wording of the Pensions Administration Strategy is being strengthened to highlight the employer responsibilities under the Pensions Regulator's requirements and any associated best practice guidance which may be issued will be circulated to employers when this is available.

5.0 PERFORMANCE OF THE PENSIONS ADMINISTRATION TEAM

- 5.1 The performance figures for Quarter 3 of 2015/16 are as follows;

Performance Indicator	Target in Q3	Achieved
Measured work achieved within target	98%	99.7%
Customers surveyed ranking service good or excellent	94%	90.1%
Reduce reliance on customer helpline. Phone queries reduced as a proportion of customer contacts to <29%	29%	29%
Increase numbers of registered self-service users	11,000	10,987
Total Sickness absence to end of Q3	4.5 days per employee	6.8 days per employee

- 5.2 Changes in the way key administration areas are dealt with has continued to result in improved performance.
- 5.3 The comments received from recently retired members via the online Retired Member Survey highlight frustrations due to delays in receiving information for a number of reasons including waiting for final pay information or other details from other sources, required for the calculation of pension benefits. Developments are being looked at relating to the communications process carried out by both the Pensions Section and the employer for informing retiring members of the potential timeframe for paying pension benefits. Improvement ideas for greater employer engagement with the retirement process are being considered using a combination of revised service level agreements and by supplying regular 'outstanding information required' spread sheets to employers so they are reminded of their commitments via a helpful and structured method.
- 5.4 The self-service registration performance indicator was comfortably ahead of target prior to the implementation of the Altair pension administration system. Although the move to Altair brought improved self-service facilities, all existing users were deactivated and required to re-register their details. The total number of registered self-service users is therefore building up quickly. There has been an increase of 820 users in Quarter 3.
- 5.5 The high sickness absence figure is a result of the long-term sick leave of a member of the Section who retired in November 2015. If the sickness absence of this staff member is excluded from the annual calculation, the Section's sickness absence is comfortably within the target of 4.5 days per employee.

6.0 MEMBER TRAINING

- 6.1 The Member Training Record showing the training undertaken over the year to January 2016 is attached as **Appendix 3**.
- 6.2 Upcoming courses, seminars and conferences available to Members are set out in the schedule attached as **Appendix 4**. Please contact Andrew Brudenell (01609 532386 or andrew.brudenell@northyorks.gov.uk) for further information or to reserve a place on an event.

7.0 MEETINGS TIMETABLE

- 7.1 The latest timetable for forthcoming meetings of the Committee and Investment Manager meetings is attached as **Appendix 5**.

8.0 RECOMMENDATIONS

- 8.1 Members are asked to note the contents of this report.

GARY FIELDING
Treasurer
Central Services
County Hall
Northallerton

16 February 2016

Background documents: None

LATEST POSITION RE ADMISSION AGREEMENTS

Admission Agreement	Current Position / Action To Be Taken (If Applicable)
Schools Plus Ltd providing facilities management services for All Saints RC School (City of York)	The facilities management services for All Saints School, York have been awarded to a contractor, Schools Plus Ltd from 1 April 2016. There is one member of staff who is in the LGPS and an admission agreement is to be put in place to allow the continued membership on the LGPS for this member of staff.
NYCC Property and Engineering Consultancy Services	The contract for NYCC Property and Engineering Consultancy Services is to be taken over by the Kier Group (AKA Mouchel) from 1 April 2016. The final list of staff to transfer from Jacobs under TUPE arrangements is to be finalised but around five members of staff are to remain in the LGPS and an admission agreement is to be put in place to achieve this.

LATEST ACADEMY ADMISSIONS

Original School Name	Date of Conversion/ Current Position	Academy Name After Conversion
Knivesmire Primary School (York) Scarcroft School (York)	Schools converted to an academy on 1 January 2016	Schools become part of the South Bank Multi Academy Trust
New Park Primary School (NYCC)	School due to convert to an academy on 1 January 2016	School became part of the Northern Star Academies Trust (joining Harrogate High School and Skipton Girls' High School)

Cumulative Total of Retirements from 1 April 2015 to 31 December 2015

<i>Employer</i>	<i>Normal</i>	<i>Ill-Health</i>		<i>Efficiency Redundancy Emp' Consent</i>	<i>Total</i>
		<i>Actuarial Assumption</i>	<i>Actual</i>		
001 - Fulford PC	1	-	-	-	1
007 - Scarborough BC	9	1	1	3	13
009 - Hambleton DC	3	1	1	2	6
010 - Ryedale DC	7	1	-	2	9
011 - Harrogate BC	17	2	2	15	34
012 - Richmondshire DC	4	1	-	-	4
013 - Selby DC	4	1	-	1	5
014 - Craven DC	5	1	-	-	5
015 - Welcome to Yorkshire	1	-	-	-	1
016 - York St John University	9	-	-	-	9
020 - York	60	7	1	19	80
025 - NYCC	229	22	2	34	265
051 - NY Fire and Rescue	4	2	2	-	6
053 - Yorkshire Dales NP	1	-	-	-	1
055 - Uni of Hull	3	-	-	1	4
057 - Yorkshire Housing	6	-	-	-	6
062 - Craven College	2	1	-	-	2
065 - Selby College	2	-	-	-	2
068 - Scar 6 th Form College	1	-	-	-	1
074 - York College	5	-	-	5	10
076 - York Museums Trust	7	1	-	-	7
077 - Craven Housing	2	-	-	-	2
084 - Jacobs	1	-	-	-	1
080 - Yorkshire Coast Homes	10	-	-	1	11
086 - Superclean	1	-	-	-	1
092 - Enterprise	1	-	-	-	1
097 - ISS Mediclean	1	-	-	-	1
098 - Harrogate Grammar	4	-	-	-	4
101 - Skipton Girls' High Sc	2	-	-	-	2
102 - South Craven School	2	-	-	-	2
105 - Rossett School	1	-	-	-	1
107 - St Aidan's High School	1	-	-	-	1
110 - Ringway	8	-	-	-	8
118 - Sheffield Int Venues	1	-	-	-	1
119 - Woodlands Academy	-	-	-	1	1
125 - Thomas Hinderwell Sch	1	-	-	-	1
126 - Robert Wilkinson Acad	2	-	-	-	2
128 - NY Police and Crime C	3	-	-	-	3
129 - NY Chief Constable	6	1	1	-	7
134 - Sewell Facilities Man	3	-	-	-	3
143 - Lifeways	1	-	-	-	1
149 - SLM Scar Leisure	-	-	-	1	1
Others	-	9	-	-	-
TOTALS	431	51	10	85	526

(82%)

(2%)

(16%)

Quarter by quarter analysis					
Quarter 1	153		3	23	179
Quarter 2	172		3	44	219
Quarter 3	106		4	18	128
Quarter 4	-		-	-	-
	431	N/A	10	85	526

≠ **Estimated** actuarial assumptions re Ill-health numbers for the whole year - 2015/2016

UPCOMING TRAINING AVAILABLE TO MEMBERS

<i>Provider</i>	<i>Course / Conference Title</i>	<i>Date(s)</i>	<i>Location</i>	<i>Theme / Subjects Covered</i>
LGC	Investment Seminar	03-04 March 2016	Chester	The Government's Saving Challenge. Developments in Pensions Governance and Fund Management
PLSA	Investment Conference	09-11 March 2016	Edinburgh	Key Investment Choices, Challenges and Changes Faced by Institutional Investors.
PLSA	Local Authority Conference	16-18 May 2016	Gloucestershire	Efficiency, Transparency and Collaboration: the Major Themes Shaping the Modern LGPS
LGC	Investment Summit	08-09 September 2016	Newport	TBA
PLSA	Annual Conference and Exhibition	19-21 October 2016	Liverpool	TBA

PENSION FUND COMMITTEE TIMETABLE FOR MEETINGS IN 2016 AND 2017

<i>Meeting Date</i>	<i>Time & Venue</i>	<i>Event</i>	<i>Managers</i>
25 February 2016	10am, The Brierley Room	Pension Fund Committee	Aon Hewitt (Actuarial Presentation)
26 February 2016	10am, Conservative Group Room	Investment Manager Meeting	Newton and Baillie Gifford
19 May 2016	10am, The Grand	Pension Fund Committee	1 Managers TBC
20 May 2016	10am, TBC	Investment Manager Meeting	2 Managers TBC
07 July 2016	10am, The Grand	Pension Fund Committee	
21 September 2016	10am, The Grand	Pension Fund Committee	1 Managers TBC
22 September 2016	10am, TBC	Investment Manager Meeting	2 Managers TBC
24 November 2016	10am, The Grand	Pension Fund Committee	1 Managers TBC
25 November 2016	10am, TBC	Investment Manager Meeting	2 Managers TBC
23 February 2017	10am The Grand	Pension Fund Committee	1 Managers TBC
24 February 2017	10am TBC	Investment Manager Meeting	2 Managers TBC