

## North Yorkshire County Council

## Pension Fund Committee

24 May 2018

## Administration Report

## Report of the Treasurer

**1. Purpose of the Report**

- 1.1. To provide Members with information relating to the administration of the Fund over the year to date and to provide an update on key issues and initiatives which impact the administration team.

**2. Admission Agreements & New Academies**

- 2.1. The latest position relating to Admission Agreements and schools converting to academy status in the year are shown in **Appendix 1**. We have received a total of 3 new admissions and academies and completed 16 since the last update. The numbers in progress have reduced slightly.

**3. Administration****3.1. Membership Statistics**

Membership Category	At 31/03/2017	+/- Change (%)	At 31/03/2018
Active	33,763	-1.96	33,100
Deferred	33,184	+7.87	35,796
Pensioner (incl spouse & dependant members)	20,744	+3.49	21,468
<b>Total</b>	<b>87,691</b>		<b>90,364</b>

- 3.1.1. The number of deferred members is increasing as we clear the outstanding work and establish what benefits members are entitled to. As we progress through clearing the outstanding work a more accurate membership position is being established.

**3.2. Throughput Statistics**

3.2.1. Period from 1 January 2018 to 31 March 2018

Casetype	Cases Outstanding at Start	New Cases	Cases Closed	Cases Outstanding at End
Transfer In quotes	10	52	58	4
Transfer Out quotes	11	186	180	17
Employer estimates	3	102	93	12
Employee estimates	4	281	255	30
Retirement quotes	16	511	486	41
Preserved benefits	274	984	859	399
Death in payment or in service	27	85	90	22
Refunds	59	631	618	72
Actual retirement procedure	30	365	332	63
Interfund transfers	42	128	140	30
Aggregate member records	178	353	390	141
Process GMP	252	4	100	156
Others	74	157	158	73
<b>Total Cases</b>	<b>980</b>	<b>3839</b>	<b>3759</b>	<b>1060</b>

3.2.2. Alongside the above cases the Pensions team also handled 2,845 phone calls (average 45 per day) and 2,154 emails received via the Pensions Inbox (average 35 per day) in the quarter to 31 March 2018.

3.2.3. We continue to target the areas of highest demand by having focussed work days where the whole team works on a specific case type from an allocated list. The queries identified from this processing are batched and referred back to employers in bulk to make the process as efficient as possible.

### 3.3. Performance Statistics

3.3.1. The performance figures for the period 1 January 2018 to 31 March 2018 are as follows:

Performance Indicator	Target in period	Achieved
Measured work achieved within target	98%	95%
Customers surveyed ranking service good or excellent	94%	94%
Increase numbers of registered self-service users by 700 per quarter	700	893

3.3.2. The administration team continue to focus on reducing the outstanding work and focusing on ensuring the day to day business as usual work is being processed within agreed timescales. The items of work we are unable to process due to outstanding queries with employers has reduced from 3,000 to approximately 2,300 and we continue to chase for that information on a regular basis. The auditing of this work has resulted in a reduction in the volume of outstanding queries and newer work being received is of better quality.

3.3.3. We continue to work with employers in improving the quality of the information we receive and we will be looking at moving towards more automated and regular data exchanges.

### 3.4. Commendations and Complaints

3.4.1. This quarter the following commendations and complaints were received:

#### Commendations

Date	Number Received	Summary
Jan 2018	2	Thanks for quick responses to questions.
Feb 2018	1	Thanks for help with the case.
Mar 2018	2	Thanks for help and patience.

#### Complaints

Date	Summary
Jan 2018	None received
Feb 2018	None received
Mar 2018	<p>2 Administration</p> <ul style="list-style-type: none"> <li>Delays in processing flexi retirement due to staff sickness in the team.</li> <li>The next of kin claimed the nomination form was omitted from the letter and the member died before they requested a replacement. This meant death grant had to be paid to the estate and may now be subject to tax.</li> </ul> <p>1 Regulatory</p> <ul style="list-style-type: none"> <li>Spouse's pension not applicable due to date of wife leaving the scheme. Widower complained all documentation received referred to a spouse's pension.</li> </ul>

#### 3.4.2. The complaint categories are:

- Administration - these can relate to errors in calculations, delays in processing and making payment of benefits.
- Regulatory - these relate to a complaint where regulations prevent the member being able to do what they want to.
- Ill Health Early Retirement appeal - these are where members have been declined for early retirement on the grounds of ill health and are appealing the decision through the Internal Disputes Resolution Procedure.

#### 3.4.3. **Lessons Learned**

3.4.3.1. Having reviewed the complaints received in the period it is clear we need to focus on the following areas:

- We have introduced an amended procedure for diverting phones and emails when a member of staff is ill.
- The pensioner newsletter was amended to ensure reference to the spouse's pension was not misleading. This will be carried forward into other documentation.

#### 3.5. **Annual Benefit Statements 2018**

3.5.1. We have commenced processing the 2018 year end data and have received 80 returns by the deadline of 30 April from 147 expected returns. We now have data for 6,805 active members out of 33,100. Of the 67 outstanding files, 17 have asked for an extension (9 of which are produced by NYCC) and both our two biggest employers, NYCC and CYC, are included in these.

3.5.2. Ongoing quality analysis will be undertaken and reported to both the Pension Board and Pension Fund Committee throughout the year. This will help to inform the decision regarding re-introducing penalties for those employers who provide poor quality data or late submissions.

3.5.3. The Annual Benefit Statement template and accompanying notes have been revamped for this year with a view to making the information easier to understand and the key information more obvious.

#### 3.6. **Pensioner Newsletter**

3.6.1. The 2018 Pensioner newsletter, copy attached at Appendix 2 was issued to all pensioners on 29 March.

### 4. **Issues and Initiatives**

#### 4.1. **GMP Reconciliation**

4.1.1. As members will be aware the GMP reconciliation project is currently ongoing. This project follows the closure of the HMRC service in December 2018 and requires every pension scheme to reconcile their GMP figures with those held by HMRC to ensure the correct benefits are being paid.

4.1.2. Processing has continued in this period with significant progress being made in resolving discrepancies. We have started to receive responses from HMRC however the time delay appears to be 3 to 4 months. This is being monitored closely by ITM and they will notify us if these delays impact the project completion date.

4.1.3. The project is progressing well and at this stage is on target to complete by the planned completion date, 30 September 2018

#### 4.1.4. Current position:

Status	Reconciled	Unreconciled
Active	20,741	7,044
Deferred	27,990	8,466
Pensioner	14,329	5,943
Other admin		3,676
HMRC		4,250
<b>Totals</b>	<b>63,060</b>	<b>29,379</b>

#### 4.2. **General Data Protection Regulations (GDPR) 2018**

4.2.1. We have worked with members of the Information Governance team to produce the NYPF Privacy Notice. This notice sits within the North Yorkshire County Council's overarching framework and should be read in conjunction with the County Council's Corporate Privacy Notice and Employment Privacy Notice. We are awaiting confirmation of the County Council's dedicated webpage before we are able to publish the notice. It will be brought to the July meeting alongside the other Scheme Governance documents for review and approval.

#### 4.3. **Breaches Policy & Log**

4.3.1. Included at **Appendix 3** is the North Yorkshire Pension Fund's Breaches Log for review. There are no new entries to discuss.

#### 4.4. **Efficiency Initiatives**

4.4.1. We continue to progress the letter review and have been working on identifying which letters are currently still in use. We have reduced the list to review down to 215 and work will now commence on the development of these.

4.4.2. We continue to work on a number of initiatives in order to assist the administration team to undertake their function as effectively and as efficiently as possible.

4.4.3. Progress is slow due to other work within the team taking priority.

### 5. **LGPS Amendment Regulations 2018**

5.1. The LGPS Amendment Regulations were laid on 19 April 2018 and the government has responded to the May 2016 consultation on the regulations. The amendments take effect on 14 May 2018.

5.2. The technical and compliance team are currently working through the amendment regulations and identifying the impact so that we can ensure we continue to administer the Scheme in accordance with the regulations.

5.3. An update will be brought to the July meeting.

### 6. **Exercise of discretion for payment of death benefits**

6.1. Under the LGPS Regulations 2013, Regulation 40, the appropriate administering authority may, at its absolute discretion, pay the death grant to or for the benefit of a member's nominee, personal representatives or any person appearing to the authority to have been a relative or dependent of the member. Details of this discretion are included in the 'Administering Authority Discretions for North Yorkshire County Council' document.

- 6.2. Following referral of the recent death case to the NYPF legal adviser they have suggested changing the wording so that it is less restrictive and less emphasis is placed on the nomination form. At the moment, the wording is that *“The administering authority has determined that death benefits will normally be paid to the person(s) nominated by the deceased”*. There is then mention of what happens where there is no nomination, but no mention of the other factors that will be taken into account where there is a nomination in place.
- 6.3. As Regulation 40 states, the nomination is not determinative and should not be treated as such in deciding to whom death grants should be paid. There is clear case law that a local authority can be subject to legal challenge if they put in place self-made rules which act to preclude the proper exercise of a discretion.
- 6.4. Included at **Appendix 4** is an extract from the current Administering Authority Discretions for North Yorkshire County Council document showing the current wording in place. Also included is the proposed wording as suggested by the legal adviser which makes it clearer that personal circumstances at the time of death will also be taken into account in the decision making process.
- 6.5. At the last meeting there was a discussion regarding the delegation of the decision making process to the Treasurer with legal advice and this needs due consideration and a formal decision. It should be noted that one of the key reasons for potential delegation was that it may be a case of purely following a clear legal route. Following the legal advice we are now clear that this is not the case so it remains appropriate that such matters are brought to the Pension Fund Committee and no change is required to this aspect of the policy.

## **7. Member Training**

- 7.1 The Member Training Record showing the training undertaken over the year to 31 March 2018 is attached as **Appendix 5**.
- 7.2. Upcoming courses, seminars and conferences available to Members are set out in the schedule attached as **Appendix 6**. Please contact Gary Bowden (01609 532520 or email [gary.bowden@northyorks.gov.uk](mailto:gary.bowden@northyorks.gov.uk)) for further information or to reserve a place on an event.
- 7.3. As best practice, it is recommended by the TPR that Members of the PFC carry out regular skills and knowledge reviews. This will allow the Fund to determine the collective skills and knowledge of the PFC and identify any knowledge gaps and therefore future training requirements. It is intended that a skills audit will be brought to a future meeting of the PFC for Members to complete.

## **8. Meeting Timetable**

- 8.1 The latest timetable for forthcoming meetings of the Committee and Investment Manager meetings is attached as **Appendix 7**.

## **9. Recommendations**

- 9.1. Members to note the contents of the report.
- 9.2. Members to note the contents of the Breaches Log.
- 9.3. Members to approve the change of wording for the exercise of discretion for payment of death benefits (Section 6 and Appendix 4)

Gary Fielding  
Treasurer of North Yorkshire Pension Fund  
NYCC  
County Hall  
Northallerton

15 May 2018

## Academy Conversions - 28 'in progress'

Name of School	Local Education Authority	Multi Academy Trust (MAT) Name	Conversion Date	Current Position
Airy Hill CP School	NYCC	Yorkshire Endeavour Learning Academy Trust	1.2.2.18	Complete
Castleton CP School	NYCC	Yorkshire Endeavour Learning Academy Trust	1.2.2.18	Complete
Glaisdale CP School	NYCC	Yorkshire Endeavour Learning Academy Trust	1.2.2.18	Complete
Lealholm CP School	NYCC	Yorkshire Endeavour Learning Academy Trust	1.2.2.18	Complete
West Cliff CP School	NYCC	Yorkshire Endeavour Learning Academy Trust	1.2.2.18	Complete
Carlton Miniott CP School	NYCC	Elevate Multi Academy Trust	1.2.2018	Complete
Sowerby CP School	NYCC	Elevate Multi Academy Trust	1.2.2018	Complete
Acomb Primary School	COYC	Pathfinder Multi Academy Trust	1.1.2018	Complete
Knayton Cof E Primary School	NYCC	Elevate Multi Academy Trust	1.2.2018	Complete
Dunnington CoE Primary School	COYC	South York Multi Academy Trust	1.3.2018	Complete
Newby & Scalby Primary School	NYCC	Scalby Learning Trust	1.4.2018	Complete
Lakeside Primary School	COYC	Ebor Academy Trust	1.4.2018	Complete
Easingwold School	NYCC	Outwood Grange Academies Trust	1.4.2018	Original conversion date was 1.10.17 but school converted 1.4.18. Delays in receiving required information from the Trust. Actuarial calculations requested
York High School	COYC	South Bank MAT	1.5.2018	Actuarial calculations provided. Waiting for confirmation when the school converts
Hob Moor Oaks School	COYC	Ebor Academy Trust	1.5.2018	Staff list and checklist requested
Hob Moor CP School	COYC	Ebor Academy Trust	1.5.2018	Staff list and checklist requested
Baldersby St James CoE Voluntary Controlled Primary School	NYCC deemed to be employer	Hope Learning Trust	1.6.2018	Staff list received, waiting for checklist

## Appendix 1

All Saints CE Primary School	NYCC	Yorkshire Causeway Schools Trust	1.6.2018 or 1.7.2018	Original conversion date was 1.7.2016 but MAT advised it has been delayed. Checklist & staff list sent to MAT
<b>Name of School</b>	<b>Local Education Authority</b>	<b>Multi Academy Trust (MAT) Name</b>	<b>Conversion Date</b>	<b>Current Position</b>
Wheldrake with Thorgnaby CE School	COYC	South York Multi Academy Trust	1.6.2018	Staff list and checklist requested
Elvington CoE Primary School	COYC	South York Multi Academy Trust	1.6.2018	Staff list and checklist requested
Archbishop of York's CoE Junior School	COYC	South York Multi Academy Trust	1.9.2018	Will be progressed nearer the time
Danesgate Community School	COYC	South York Multi Academy Trust	1.9.2018	Will be progressed nearer the time
Naburn CoE Primary School	COYC	South York Multi Academy Trust	1.10.2018	Will be progressed nearer the time
Lord Deramore's Primary School	COYC	South York Multi Academy Trust	1.11.2018	Will be progressed nearer the time
Escrick CoE VC Primary School	NYCC	South York Multi Academy Trust	Not known	Will be progressed when conversion date known
St Oswald's CE Primary School	COYC	South York Multi Academy Trust	Not known	Will be progressed when conversion date known
Tadcaster Grammar School	NYCC	Star Multi Academy Trust	1.5.2018	Actuarial calculations requested
Monk Fryston CofE VC School	NYCC	Star Multi Academy Trust	1.5.2018	Actuarial calculations requested
Saxton CofE Primary School	NYCC	Star Multi Academy Trust	1.5.2018	Actuarial calculations requested
Riverside CP School	NYCC	Star Multi Academy Trust	1.5.2018	Actuarial calculations requested
Sherburn High School	NYCC	Star Multi Academy Trust	1.6.2018	Will be progressed nearer the time
Sherburn Hungate CP School	NYCC	Star Multi Academy Trust	1.6.2018	Will be progressed nearer the time
South Milford CP School	NYCC	Star Multi Academy Trust	1.6.2018	Will be progressed nearer the time
Appleton Roebuck Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Will be progressed nearer the time
Kellington Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Will be progressed nearer the time
Kirk Fenton Parochial CofE VC Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Will be progressed nearer the time



## Appendix 1

Braeburn Primary & Nursery School	NYCC	Ebor Academy Trust	1.9.2018	Will be progressed nearer the time
Ainderby Steeple CoE Primary School	NYCC	Dales Academies Trust	1.9.2018	Will be progressed nearer the time
<b>Name of School</b>	<b>Local Education Authority</b>	<b>Multi Academy Trust (MAT) Name</b>	<b>Conversion Date</b>	<b>Current Position</b>
Langton Primary School	NYCC	Evolution Schools Learning Trust	Not known	Original conversion date was 1.10.2016 but MAT advised it has been delayed. New date not yet known.
Thirsk School & Sixth Form College	NYCC	Arete Learning Trust	Not known	Original conversion date was 1.2.2018. MAT has advised no definite agreement in place at present

## Admission Bodies - 19 'in progress'

Name of Employer	Name of Contractor	Staff Transfer Date	Current Position
North Yorkshire Fire & Rescue	Intrinsic FM	17.7.2017	Complete One member of cleaning staff involved. Contractor wouldn't provided required information. Assume contractor does not wish to proceed so email sent to this effect.
City of York Council (Joseph Rowntree School)	abm catering solutions	1.9.2016	Complete
City of York Council (Lakeside Primary School)	Hutchison Catering Limited	27.7.2017	Complete
Poppleton Ousebank Primary School - academy in the Hope Learning Trust	CH&Co Group	28.7.2017	Complete
Joseph Rowntree Charitable Trust			JRCT exited the Fund 31.12.17.
Pathfinder Multi Academy Trust (Clifton with Rawcliffe School)	ISS	27.7.2017	Admission agreement signed by Trust and contractor – waiting for original copies so that NYCC can sign & seal
City of York Council (Poppleton Road CP School)	ISS	27.7.2017	Admission agreement signed by Trust and contractor – waiting for original copies so that NYCC can sign & seal
Pathfinder Multi Academy Trust (Hempland Primary School)	ISS	27.7.2017	Admission agreement signed by Trust and contractor – waiting for original copies so that NYCC can sign & seal
Pathfinder Multi Academy Trust (Tang Hall School)	ISS	27.7.2017	Admission agreement signed by Trust and contractor – waiting for original copies so that NYCC can sign & seal
City of York Council (Copmanthorpe County Infant/Junior School Dunnington C E Primary School Elvington C E Primary School Fishergate Primary School Lord Deramore's Primary School Our Lady Queen of Martyrs Primary School St George's Primary School St Wilfrid's R C Primary School)	Caterlink	27.7.2017	Admission agreements provided – awaiting signatures
Ebor Academy Trust (Camblesforth Community Primary School and Filey Infants school)	Hutchison Catering Ltd	1.4.2018	Not advised about transfer to contractor until after the transfer date! Now in progress

Name of Employer	Name of Contractor	Staff Transfer Date	Current Position
Ebor Academy Trust (Filey Infants school)	Hutchison Catering Ltd	1.4.2018	Not advised about transfer to contractor until after the transfer date! Now in progress
City of York Council (Short breaks for adults with learning disabilities)	Contract not yet awarded	1.8.2018	Second generation outsourcing. Have provided actuarial calculation of employer rates for the City of York to include in their tender document. Transfer delayed from 1.4.18 to 1.8.18
Forest of Galtres Anglican Methodist Primary School - academy in the Hope Learning Trust	CH&Co Group	1.4.2018	Actuarial calculation requested from Aon
Yorkshire Coast Homes		TBC	Possible merger with Coast & Country Housing Ltd. Working with the Fund's lawyers to determine options available.
City of York Council	York MIND	1.6.2018	Two members of the Young Persons Counselling Services will transfer to York MIND on 1.6.2018. COYC has been provided with the actuarially calculated employer rates. Admission agreement in progress.

### Exiting Employers – 2

Joseph Rowntree Charitable Trust			JRCT exited the Fund 31.12.17.
Superclean Services Limited		1.4.20016	TUPE transfer to Intrinsic FM 17.7.2017 but contractor would not enter into admission agreement. Only 1 member in scope who has now been offered benefits. Waiting for reply before the exit calculation can be requested



## Pensions Increase this year is 3% from 9 April 2018

### How is the increase calculated?

The Pensions Increase (Review) Order, which is issued each year by central government, tells all public sector pension schemes (of which the Local Government Pension Scheme is one) of the increase that should be applied to pension benefits. The annual increase reflects the rise in the cost of living and is in line with the Consumer Price Index (CPI) measure of price inflation recorded in the previous September.

### Who is eligible for the increase?

- Anyone in receipt of a pension who is over 55 or left employment to retire on the grounds of ill health.
- Anyone who has received the payment of their preserved benefits on ill health grounds and who was incapable of carrying out any type of work.
- Anyone in receipt of a spouse's, partner's or child's pension.

### When will we notify you about the increase?

Your payslip for April will include the increase in your pension (where applicable) from 9 April 2018. For those eligible to an increase of more than £1 a month a further payslip will be sent in May to show the increased pension for a full month.

### Am I entitled to the full increase?

If your pension began on or before 25 April 2017 you are entitled to receive the full increase. If your pension began after this date a smaller, prorated increase applies as shown in the table below:

Pension Begins	Increase
10 April 2017 to 24 April 2017	3.00%
25 April 2017 to 24 May 2017	2.75%
25 May 2017 to 24 June 2017	2.50%
25 June 2017 to 24 July 2017	2.25%
25 July 2017 to 24 August 2017	2.00%
25 August 2017 to 24 September 2017	1.75%
25 September 2017 to 24 October 2017	1.50%
25 October 2017 to 24 November 2017	1.25%
25 November 2017 to 24 December 2017	1.00%
25 December 2017 to 24 January 2018	0.75%
25 January 2018 to 24 February 2018	0.50%
25 February 2018 to 24 March 2018	0.25%

### How to avoid overpayments

It's not easy talking about what will happen after you've gone, especially with your loved ones, but it's something we all should do. Please take the time to have that difficult conversation, and make sure that someone will take care of your affairs when that day comes.

It's important that whoever is looking after your affairs knows how to contact us to tell us you have died. The North Yorkshire Pension Fund (NYPF) telephone number to share is **01609 536335**.

As soon as we are informed we can stop your pension payments to avoid any overpayment, and also put into place any new pensions, such as pensions for a husband, wife or partner who is entitled to one.

### Sharing Information

As we don't always get told when one of our pensioners has died we use a third party company to provide a monthly report to check for potential deaths against the General Register Office's records.

We also take part in the Tell us Once initiative. This means when someone registers a death, they can ask to have the details passed on to the Department for Work and Pensions (DWP) and other council departments including the NYPF.

In addition to the above the Cabinet Office require the NYPF to take part in the National Fraud Initiative (NFI). The NFI is an exercise that cross checks records from other pension schemes and the DWP. This exercise increases the chances of all the parties finding out when someone has died.

**It is extremely important if you claim any sort of benefit that you tell the benefit provider you are in receipt of a pension from the NYPF in case its value has to be taken into account. If you don't do this, the NFI exercise may pick it up as a fraudulent claim.**

### Dependants Benefits

An ongoing pension is provided for your spouse, registered civil partner and children as long as certain criteria are met. Also if you left after 31 March 2008, in addition to the above, a pension is also payable to a cohabiting partner subject to certain qualifying conditions.

Although not mandatory it is advisable to complete a cohabiting partner's form which you can download from the NYPF website at [www.nypf.org.uk](http://www.nypf.org.uk) under 'Forms/Guides' > 'Useful Forms'.

Further information can be found on the NYPF website at [www.nypf.org.uk](http://www.nypf.org.uk) under 'Forms and Guides' > 'Scheme Guides' > 'Long Guide to the LGPS'.

### Scheme Funding

NYPF held total investment assets of £3.38 billion as at 31 December 2017. This represents an investment return of 17% over the previous 12 month period. These assets, in combination with total current and future liabilities, resulted in the Scheme being 109% funded as at 31 December 2017.

You can keep up to date by viewing the quarterly investment reports on the NYPF website at [www.nypf.org.uk](http://www.nypf.org.uk), 'Pension Fund/Investments' > 'Quarterly Investment Reports'.

### Pensioners' Representative

Your views and issues continue to be represented by Gordon Gresty, a fellow NYPF pensioner, who worked for North Yorkshire County Council (NYCC) for 24 years. As the Pensioners' Representative, Gordon has a place on the Pension Board which gives him the opportunity to contribute to the way that the NYPF is run and to ensure that your views are considered.

If you have any comments, queries or complaints about pension matters that you would like Gordon to respond to, please email him at [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk) and put his name in the subject box. You can also visit Gordon's website page at [www.nypf.org.uk](http://www.nypf.org.uk) under Member Info > Retired Members > Pensioners' Representative which is updated with issues which may be of interest and relevance to you.

Further information about the Pension Board can be found on the NYPF website at [www.nypf.org.uk](http://www.nypf.org.uk) under Pension Fund / Investments > Pension Board.

### P60s

Your P60 for the year up to 5 April 2018 is only issued once a year. The law requires us to issue your P60 certificate by 31 May each year but we aim to send it well before then. You may need your P60 at a future date, for example if you want to claim benefits, so please make sure you keep it safe.

Did you know that you can access your pensioner payroll record online via the MyView facility? Once registered you can access your personal details and view your payslips and P60s. You can also change your bank account details.

If you haven't already registered for MyView then simply email [EmploymentSupportService@northyorks.gov.uk](mailto:EmploymentSupportService@northyorks.gov.uk) quoting your name, date of birth and/or payroll reference number and contact telephone number. Your email should say that you wish to set up access for MyView for pensioners.

A personal email address is required to ensure your account is kept secure. You will receive an email response from the Employment Support Service (ESS) confirming your access to MyView along with a 'How to guide', usually within one to two working days. If you do not have access to email please telephone ESS on 01609 532190.

### Changing Bank Details?

If you change your bank accounts, your own bank will not tell us so please make sure that you do.

The easiest way to change your bank details is via MyView; this allows you to change your details up to the 10th of the month in order to be processed for that month's payroll. Please see the section called 'View your pensioner payroll record online' for further details on this. Where this falls on a non-working day the deadline will be the last working day before the 10th.

Alternatively, you can write to ESS at the address shown in 'Contact us'. Please include your name, date of birth, National Insurance number, new sort code and account number, pensioner payroll number and the date your account will be changing.

Requests in writing must be received by the 5th of the month in order to be processed for that month's payroll. Where this falls on a non-working day the deadline will be the last working day before the 5th.



### Viewing Pensions Focus online

If you received a paper copy of this newsletter but would like to receive future copies electronically please confirm this in an email to [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk). Please quote your name, National Insurance number and the email address that you would like us to use. All of your newsletters can also be accessed on the NYPF website at [www.nypf.org.uk](http://www.nypf.org.uk) > Newsletters

If you would like this information in another language or format such as Braille, large print or audio, please contact the NYPF on 01609 536335.

## Contact us...

Here are the ways you can find out more or get in touch with the NYPF:

Website: [www.nypf.org.uk](http://www.nypf.org.uk)

Telephone: 01609 536335

Email: [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk) remembering to quote your National Insurance number

Post: North Yorkshire Pension Fund, County Hall, Northallerton, North Yorkshire DL7 8AL

Pension payments are made by Employment Support Services (ESS). Here are the ways you can find out more or get in touch with ESS:

Telephone: 01609 532190

Email: [EmploymentSupportService@northyorks.gov.uk](mailto:EmploymentSupportService@northyorks.gov.uk) remembering to quote your National Insurance number

Post: Employment Support Service, North Yorkshire County Council, County Hall, Northallerton, North Yorkshire DL7 8AD



## Extract from Administering Authority Discretions for North Yorkshire County Council

**Current wording**

Decide to whom death grant is paid	TP17(5) to (8) & R40(2), R43(2) & R46(2)	Admin. Authority	The administering authority has determined that death benefits will normally be paid to the person(s) nominated by the deceased. Where there is no nomination, payment will be made to the legal spouse without the need for Letters of Administration/ Grant of Probate. Otherwise, payment will be made to the estate where the death grant does not exceed £5000 payment will be made without the need for Letters of Administration/ Grant of Probate. If necessary, cases will be brought to the Pension Fund Committee for a decision.
Whether to pay death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration where payment is less than amount specified in s6 of the Administration of Estates (Small Payments) Act 1965	R82(2)	Admin. Authority	The administering authority has determined that death benefits will normally be paid to the person(s) nominated by the deceased. Where there is no nomination, payment will be made to the legal spouse without the need for Letters of Administration/ Grant of Probate. Otherwise, payment will be made to the estate. If necessary, cases will be brought to the Pension Fund Committee for a decision.
Can pay death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration	A52(2)	Admin. Authority	The administering authority has determined that death benefits will normally be paid to the person(s) nominated by the deceased. Where there is no nomination, payment will be made to the legal spouse without the need for Letters of Administration/ Grant of Probate. Otherwise, payment will be made to the estate where the death grant does not exceed £5000 payment will be made without the need for Letters of Administration/ Grant of Probate. If necessary, cases will be brought to the Pension Fund Committee for a decision.



**Proposed wording**

<p>Decide to whom death grant is paid</p>	<p><b>TP17(5) to (8) &amp; R40(2), R43(2) &amp; R46(2)</b></p>	<p>Admin. Authority</p>	<p>The administering authority has determined where a nomination has been made it will be taken into account along with any other relevant factors. In practice, the decision will normally be to pay the death grant to the nominee(s), but this may not be the case where there have been significant changes in circumstances since the nomination was made or where there are other material factors which indicate that this would not be appropriate.</p> <p>Where there is no nomination and payment is to be made to the member's spouse or civil partner then Letters of Administration or a Grant of Probate will not be required. Similarly, payment to the estate can be made without Letters of Administration or a Grant of Probate where the death grant is less than £5,000.</p> <p>Where necessary, cases will be referred to the Pension Fund Committee for a decision.</p>
<p>Whether to pay the death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration where payment is less than amount specified in s6 of the Administration of Estates (Small Payments) Act 1965</p>	<p><b>R82(2)</b></p>	<p>Admin. Authority</p>	<p>The administering authority has determined where a nomination has been made it will be taken into account along with any other relevant factors. In practice, the decision will normally be to pay the death grant to the nominee(s), but this may not be the case where there have been significant changes in circumstances since the nomination was made or where there are other material factors which indicate that this would not be appropriate.</p> <p>Where there is no nomination and payment is to be made to the member's spouse or civil partner then Letters of Administration or a Grant of Probate will not be required. Similarly, payment to the estate can be made without Letters of Administration or a Grant of Probate where the death grant is less than £5,000.</p> <p>Where necessary, cases will be referred to the Pension Fund Committee for a decision.</p>
<p>Can pay death grant due to personal representatives or anyone appearing to be beneficially entitled to the estate without need for grant of probate / letters of administration</p>	<p><b>A52(2)</b></p>	<p>Admin. Authority</p>	<p>The administering authority has determined where a nomination has been made it will be taken into account along with any other relevant factors. In practice, the decision will normally be to pay the death grant to the nominee(s), but this may not be the case where there have been significant changes in circumstances since the nomination was made or where there are other material factors which indicate that this would not be appropriate.</p> <p>Where there is no nomination and payment is to be made to the member's spouse or civil partner then Letters of Administration or a Grant</p>

			<p>of Probate will not be required. Similarly, payment to the estate can be made without Letters of Administration or a Grant of Probate where the death grant is less than £5,000.</p> <p>Where necessary, cases will be referred to the Pension Fund Committee for a decision.</p>
--	--	--	--

## Appendix 5

Date	Title or Nature of Course	Bateman B	Blackie J	De Courcey-Bailey M	Harrison-Topham R	Mulligan P	Swiers H	Weighell J	Clark J	Steward C	Portlock D	Hazeldine B	Unison (Vacancy)	Unison (Vacancy)
24 February 2017	NYCC Investment Manager Meeting	✓		✓	✓	✓	✓	✓	✓		✓			

Date	Title or Nature of Course	Blackie J	Mulligan P	Swiers H	Weighell J	Clark J	Portlock D	M Chambers	A Solloway	A Thompson	C Lunn	D Carr	Unison (Vacancy)	Unison (Vacancy)
25 May 2017	Induction Training	✓		✓	✓	✓	✓	✓	✓		✓			
26 May 2017	Induction Training			✓	✓	✓	✓	✓			✓			
6/7 July 2017	Member Training	✓		✓	✓	✓	✓	✓	✓		✓			
11/12 September 2017	BCPP New member seminar	✓		✓	✓	✓	✓			✓	✓			
15 September 2017	Investment Strategy Workshop	✓	✓		✓	✓	✓	✓			✓			
17 November 2017	Investment Strategy Workshop		✓	✓	✓	✓	✓	✓						
6-8 December 2017	LAPFF Annual Conference, Bournemouth	✓												
20 December 2017	Pension Workshop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

## UPCOMING TRAINING AVAILABLE TO MEMBERS

<b><i>Provider</i></b>	<b><i>Course / Conference Title</i></b>	<b><i>Date(s)</i></b>	<b><i>Location</i></b>	<b><i>Themes / Subjects Covered</i></b>
PLSA	Local Authority Conference 2018	21-23 May 2018	Cotswold Water Park Four Pillars Hotel	A specialist pension event for Local Authorities, designed to look at the ever-changing Local Authority Pension Scheme.
CIPFA	LGPS Local PB's – 3 Years on	27 June 2018	London	An opportunity for members of Local Boards or supporting officers to share experiences, to receive updates, to enhance their knowledge, and to discuss the key issues facing them and the LGPS
LGC	Investment Summit	6-7 September 2018	Celtic Manor Newport	Primarily addressing investment issues. Providing essential update on the progress that pension funds are making in transitioning to combined investment pools.
PLSA	Annual Conference and Exhibition	17-19 October 2017	Monarchs Quay Liverpool	Understanding member perspectives'. We are encouraging the industry to focus on the end customer - our scheme members. Trust and engagement are key themes being considered by a high-level roster of speakers

## PENSION FUND COMMITTEE TIMETABLE FOR MEETINGS IN 2018 AND Early 2019

Meeting Date	Time & Venue	Event	Fund Managers
24 May 2018	10am, Brierley Room	Pension Fund Committee	
25 May 2018	10am, Oak Room	Pension Fund Committee	Property Debt Workshop
5 July 2018	10am, TBC	Pension Fund Committee	
13 September 2018	10am, TBC	Pension Fund Committee	
14 September 2018	10am, TBC	Pension Fund Committee	2 Managers TBC
22 November 2018	10am, TBC	Pension Fund Committee	
23 November 2018	10am, TBC	Pension Fund Committee	2 Managers TBC
21 February 2019	10am, TBC	Pension Fund Committee	
22 February 2019	10am, TBC	Pension Fund Committee	2 Managers TBC