

## North Yorkshire County Council

## Pension Fund Committee

13 September 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 is shown in **Appendix 1**. We have received a total of 7 new admissions and academies and completed 26 since the last update. The numbers in progress have reduced.

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

Membership Category	At 31/03/2018	+/- Change (%)	At 30/06/2018
Active	33,100	-2.31	32,337
Deferred	35,796	+1.61	36,374
Pensioner (incl spouse & dependant members)	21,468	+1.77	21,848
<b>Total</b>	<b>90,364</b>		<b>90,559</b>

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**

- Period from 1 April 2018 to 30 June 2018

Casetype	Cases Outstanding at Start	New Cases	Cases Closed	Cases Outstanding at End
Transfer In quotes	4	61	56	9
Transfer Out quotes	17	128	129	16
Employer estimates	12	94	87	19
Employee estimates	30	190	199	21
Retirement quotes	41	494	476	59
Preserved benefits	399	613	812	200
Death in payment or in service	22	77	70	29
Refunds	72	667	663	76
Actual retirement procedure	63	437	416	84
Interfund transfers	30	110	102	38
Aggregate member records	141	241	281	101
Process GMP	156	0	10	146
Others	73	128	131	70
<b>Total Cases</b>	<b>1060</b>	<b>3240</b>	<b>3432</b>	<b>868</b>

- Alongside the above cases the Pensions team also handled 4,072 phone calls (average 65 per day) and 1,796 emails received via the Pensions Inbox (average 29 per day) in the quarter to 30 June 2018.
- 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.

### 3.3. Performance Statistics

- The performance figures for the period 1 April 2018 to 30 June 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%	95%
Increase numbers of registered self-service users by 700 per quarter	700	724

- 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. We continue to chase employers on a regular basis for all outstanding queries.

### 3.4. Commendations and Complaints

- This quarter the following commendations and complaints were received:

#### Commendations

Date	Number Received	Summary
Apr 2018	4	Thanks for patience, support and information provided.
May 2018	8	Brilliant service, impressed by efficiency of the section.
Jun 2018	2	Sincere thanks for all your support.

#### Complaints

Date	Summary
Apr 2018	1 Administration <ul style="list-style-type: none"> <li>• Delay in receiving refund payment.</li> </ul>
May 2018	1 Regulatory <ul style="list-style-type: none"> <li>• Unable to claim benefits before age 55 but wanted them at 50.</li> </ul> 1 Administration <ul style="list-style-type: none"> <li>• Recovery of overpaid pension being pursued and daughter unhappy as wants us to write it off. Went to stage 1 IDRP.</li> </ul>
Jun 2018	1 Administration <ul style="list-style-type: none"> <li>• Delays in receiving redundancy benefits. Left July 2016 but we weren't notified until Feb 2018 when member called us.</li> </ul>

- 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.

## Lessons Learned

Having reviewed the complaints received in the period there were no particular trends identified.

### 3.5. Annual Benefit Statements 2018

- Year-end data processing continues with 142 returns received from the 144 expected. Of these all have been posted and attached at **Appendix 2** is the analysis of the 2018 year end returns.
- The deferred (35,715) and active (24,942) annual benefit statements have been produced and uploaded to member self-service. Paper copies have been printed and issued to those members who have requested one. Initial analysis shows:

Deferred statements:

Total Deferred Members:	36,443
Total Statements produced:	35,715
Percentage produced:	98%

Remaining 728 being investigated with the majority being members who have been processed as a leaver after the statement run date but whose leaving date was before.

Active statements:

Total Active Members:	32,629
Total statements produced:	24,942
Percentage produced:	76.44%

Remaining 7,687 being investigated with the majority (5,923) being records we know have something wrong and require further querying with employers.

The Breaches Log will be updated when we have established the final position as at 31 August.

## 4. Administration Strategy and Charging Policy

- 4.1. Included in the Governance Paper is the Administration Strategy 2018 which has been amended to reflect the re-introduction of penalties for employers providing late or inaccurate data, both at year end and when processing individual member forms.
- 4.2. Alongside this document we have created a Charging Policy document, also included in the Governance Paper, which details the basis, structure and level of charging being introduced. Based on this policy we have undertaken analysis of the 2018 year end data received to date and included at **Appendix 2** is the table of results.
- 4.3. Our primary concerns relate to the final four columns of the table as these are the elements which require the most effort to resolve and have the biggest impact on our ability to process members' benefits efficiently and within the statutory requirements.
- 4.4. In summary the key findings are:

Out of 144 files:

- 82 files were received on time - 57% of employers, 19% of members
- 9 files had no errors - 6% of employers, 0.2% of members
- 54 files had no major issues - 38% of employers, 1.1% of members
- 90 files had major issues - 62% of employers, 98.9% of members

- 4.5. We have categorised the issues into major and minor with minor issues identified as those relating to missing the submission deadline, incorrect formatting of the data provided and missing or incorrect data. These issues are easier to identify and quicker to resolve. The major issues have been identified as missing starter or leaver forms, data completely missing for a member and no reason provided for increases or decreases in pay outside of tolerance. These issues require more investigation and take much longer to resolve. They impact on our ability to provide benefit statements and meet our statutory obligations to providing members with the relevant information about their benefits in the scheme.
- 4.6. The results of the analysis clearly show the level of the problem being experienced, not just on the quality and timeliness of the year end file but also the starter and leaver processing which is not being completed throughout the year. Querying and correcting this data and chasing missing forms results in a significant drain on resource, historically a team of 3 spending nearly 10 months of each year handling queries and chasing responses. Obviously poor source data impacts all aspects of the team's work and results in unnecessary delays in providing members details of their benefits.
- 4.7. In addition to this is the significant volume of daily business as usual work received which requires further investigation and clarification as demonstrated by the fact we currently have approximately 3,000 tasks out of 4,409 (approx. 75%) which have a query or queries outstanding on them. It is time consuming and frustrating for the team and members when we have to repeatedly chase responses to queries.
- 4.8. We also have a duty to provide members with details of their benefits within certain statutory deadlines and we are unable to do this when we don't have all the necessary information required to process the calculations. **Members are asked to approve the principle of employer charging for the provision of poor quality data, late data and late payment of contributions.** Members will be provided with further detail on the proposed charging structure in the Governance of the Fund (item 5) report where they will be asked to approve the new charging policy.
- 4.9. Alongside the re-introduction of charging employers from April 2019 we propose to re-engage with them and offer support and training to improve our relationship and engagement with all employers within the scheme. Although this will require dedicated resource the benefits will be felt across all aspects of the administration team as we drive up quality and improve timeliness.

## 5. Issues and Initiatives

### 5.1. GMP Reconciliation

- The GMP reconciliation project continues with files of queries being worked on when received from ITM.
- Processing has continued in this period with significant progress being made in raising second phase queries with HMRC. The delay in receiving responses from HMRC appears to currently be 4 months. This is being monitored closely by ITM and they will notify us if these delays impact the project completion date.
- The project is progressing well, however it will not be completed by the planned completion date, 30 September 2018. This is not unexpected in light of the delays in the HMRC responses. Work continues in moving towards the rectification phase.
- Current position:

Status	Reconciled	Unreconciled
Active	20,741	6,363
Deferred	27,995	8,256
Pensioner	14,345	5,516
Other admin		2,413
HMRC		4,031
<b>Totals</b>	<b>63,081</b>	<b>26,579</b>

## 5.2. Breaches Policy & Log

- Included at **Appendix 3** is the North Yorkshire Pension Fund's Breaches Log for review. There are no new entries to discuss as the final position regarding annual benefit statements is not yet known.

## 5.3. Efficiency Initiatives

- The letters project continues to progress but resource has had to be diverted elsewhere due to demand within the team.
- Work has been undertaken to improve the Aggregation and Ill Health Early Retirement processes in order to improve efficiency and member experience. The new processes have been rolled out and will be monitored and improvements made as staff highlight changes that can be made.

## 6. Member Training

- 7.1 The Member Training Record showing the training undertaken over the year to 30 June 2018 is attached as **Appendix 4**.
- 7.2 Upcoming courses, seminars and conferences available to Members are set out in the schedule attached as **Appendix 5**. Please contact Adam Tennant (01609 535916 or email [adam.tennant@northyorks.gov.uk](mailto:adam.tennant@northyorks.gov.uk)) for further information or to reserve a place on an event.

## 7. Meeting Timetable

- 8.1 The latest timetable for forthcoming meetings of the Committee and Investment Manager meetings is attached as **Appendix 6**.

## 8. Recommendations

- 8.1. Members to note the contents of the report.
- 8.2. Members to note the contents of the Breaches Log.
- 8.3. Members to approve the principle of re-introducing employer charging for provision of poor quality data, late data and late payment of contributions.

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

05 September 2018

**Academy Conversions - 18 'in progress'**
**Appendix 1**

<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>
Easingwold School	NYCC	Outwood Grange Academies Trust	1.4.2018	Complete
Tadcaster Grammar School	NYCC	Star Multi Academy Trust	1.5.2018	Complete
Monk Fryston CofE VC School	NYCC	Star Multi Academy Trust	1.5.2018	Complete
Saxton CofE Primary School	NYCC	Star Multi Academy Trust	1.5.2018	Complete
Riverside CP School	NYCC	Star Multi Academy Trust	1.5.2018	Complete
York High School	COYC	South Bank MAT	1.5.2018	Complete
Hob Moor Oaks School	COYC	Ebor Academy Trust	1.5.2018	Complete
Hob Moor CP School	COYC	Ebor Academy Trust	1.5.2018	Complete
Sherburn Hungate CP School	NYCC	Star Multi Academy Trust	1.6.2018	Complete
South Milford CP School	NYCC	Star Multi Academy Trust	1.6.2018	Complete
Wheldrake with Thorgnaby CE School	COYC	South York Multi Academy Trust	1.7.2018	Complete
Appleton Roebuck Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Complete
Kellington Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Complete
Kirk Fenton Parochial CofE VC Primary School	NYCC	Star Multi Academy Trust	1.7.2018	Complete
All Saints CE Primary School	NYCC	Yorkshire Causeway Schools Trust	1.7.2018	Complete
Osbalwick Primary School	COYC	Ebor Academy Trust	1.7.2018	Complete
Baldersby St James CoE Voluntary Controlled Primary School	NYCC deemed to be employer	Hope Learning Trust	1.9.2018	Actuarial calculations provided to Trust. Original conversion date was 1.4.18, conversion delayed until 1.9.2018
Ainderby Steeple CoE Primary School	NYCC	Dales Academies Trust	1.9.2018	In progress
Tadcaster East Community Primary School	NYCC	Ebor Academy Trust	1.9.2018	In progress

<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>
Stakesby Community Primary School	NYCC	Enquire Learning Trust	1.9.2018	In progress
Braeburn Primary & Nursery School	NYCC	Ebor Academy Trust	1.10.2018	Delayed from 1.9.2018. Will be progressed nearer the time
Archbishop of York's CoE Junior School	COYC	South York Multi Academy Trust	1.11.2018	Delayed from 1.9.2018. Will be progressed nearer the time
Danesgate Community School	COYC	South York Multi Academy Trust	1.1.2019	Will be progressed nearer the time
George Pindar School	NYCC	Hope Learning Trust	1.1.2019	Will be progressed nearer the time
Graham School	NYCC	Hope Learning Trust	1.1.2019	Will be progressed nearer the time
Sherburn High School	NYCC	Star Multi Academy Trust	1.8.2019	Will be progressed nearer the time
Naburn CoE Primary School	COYC	South York Multi Academy Trust	Not known	Delayed from 1.10.2018. Will be progressed nearer the time
Lord Deramore's Primary School	COYC	South York Multi Academy Trust	Not known	Delayed from 1.11.2018. Will be progressed nearer the time
Fishergate Primary School	COYC	South York Multi Academy Trust	Not known	Delayed from 1.12.2018. 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
Elvington CoE Primary School	COYC	South York Multi Academy Trust	Not known	Actuarial calculations provided based on conversion date of 1.7.18. Conversion delayed, new date not yet known
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 – 4 ‘in progress’**

<b>Name of Employer</b>	<b>Name of Contractor</b>	<b>Staff Transfer Date</b>	<b>Current Position</b>
Pathfinder Multi Academy Trust (Clifton with Rawcliffe School)	ISS	27.7.2017	Complete
City of York Council (Poppleton Road CP School)	ISS	27.7.2017	Complete
Pathfinder Multi Academy Trust (Hempland Primary School)	ISS	27.7.2017	Complete
Pathfinder Multi Academy Trust (Tang Hall School)	ISS	27.7.2017	Complete
Forest of Galtres Anglican Methodist Primary School - academy in the Hope Learning Trust	Absolutely Catering Limited	1.4.2018	Complete
City of York Council <ul style="list-style-type: none"> <li>• (Copmanthorpe County Infant/Junior School</li> <li>• Dunnington C E Primary School</li> <li>• Elvington C E Primary School</li> <li>• Fishergate Primary School</li> <li>• Lord Deramore's Primary School</li> <li>• Our Lady Queen of Martyrs Primary School</li> <li>• St George's Primary School</li> <li>• St Wilfrid's R C Primary School)</li> </ul>	Caterlink	27.7.2017	Complete
Ebor Academy Trust Camblesforth Community Primary School	Hutchison Catering Ltd	1.4.2018	Complete
Ebor Academy Trust (Filey Infants school)	Hutchison Catering Ltd	1.4.2018	Complete
Manor CE Academy (Hope Learning Trust)	Hutchison Catering Limited	20.7.2018	Complete
City of York Council (Short breaks for adults with learning disabilities)	Lifeways	1.8.2018	Complete
City of York Council	York Mind	1.9.2018	Draft admission agreement provided
Yorkshire Coast Homes		TBC	Possible merger with Coast & Country Housing Ltd. Working with the Fund's lawyers to determine options available.



<b>Name of Employer</b>	<b>Name of Contractor</b>	<b>Staff Transfer Date</b>	<b>Current Position</b>
City of York Council (Haxby Hall Care Home)	Contract not awarded yet	18.12.2018	Future Service Rate provided, admission agreement will be progressed nearer the time
Barlby High School (Hope Learning Trust)	Hutchison Catering Ltd	1.4.2019	Will be progressed nearer the time

#### **Exiting Employers – 5**

<b>Name of Employer</b>	<b>Date exited the Fund</b>
Joseph Rowntree Charitable Trust	31.12.17.
Superclean Services Limited	16.7.17
Be Independent	TUPE transferring back to the City of York Council wef 1.8.18. Exit calculation will be requested at that time
York Arts Education (Community Interest Company)	Only two members, last one left 31.3.2018. Exit calculation required. Waiting for members to decide on course of action with benefits before an exit calculation can be requested.
OCS Group UK Limited	Only one member who left 31.3.17 (only told March 18), TUPEd to SecuriGroup. Contacted the City of York Council to find out if member has been offered a 'broadly comparable' scheme as the new contractor hasn't requested admission body status

Employer	Date received	Number of EE's on File	Charging Total	Minor Issues			Major Issues				
				Missed Deadline	Incorrect Formatting	Missing or Incorrect Data	Missing Return for Active Members	Missing Reason for Pay Increase or Decrease	Missing Starter Forms	Missing Leaver Forms	
North Yorkshire County Council	01/06/2018	24359	£500.00	£500.00	work not finalised						
City of York Council	22/06/2018	5041	£10,625.00	£400.00	£0.00	£0.00	£1,565.00	£7,585.00	£280.00	£795.00	
NY Chief Constable	19/06/2018	1300	£1,145.00	£200.00	£35.00	£25.00	£90.00	£335.00	£335.00	£125.00	
Harrogate Borough Council	30/04/2018	1281	£190.00	£0.00	£0.00	£0.00	£55.00	£25.00	£40.00	£70.00	
Scarborough Borough Council	27/04/2018	641	£25.00	£0.00	£5.00	£0.00	£5.00	£10.00	£5.00	£0.00	
York St John University	30/04/2018	578	£240.00	£0.00	£0.00	£0.00	£55.00	£50.00	£115.00	£20.00	
York College	30/04/2018	549	£380.00	£0.00	£5.00	£0.00	£150.00	£10.00	£155.00	£60.00	
Yorkshire Causeway ST	25/04/2018	524	£135.00	£0.00	£0.00	£0.00	£90.00	£10.00	£15.00	£20.00	
Hambleton District Council	10/05/2018	512	£385.00	£100.00	£0.00	£0.00	£205.00	£0.00	£80.00	£0.00	
Pathfinder MAT	24/04/2018	478	£540.00	£0.00	£5.00	£0.00	£85.00	£205.00	£145.00	£100.00	
Askham Bryan College	27/04/2018	474	£875.00	£0.00	£30.00	£75.00	£150.00	£130.00	£325.00	£165.00	
Red Kite Learning Trust	27/04/2018	465	£225.00	£0.00	£0.00	£0.00	£35.00	£0.00	£130.00	£60.00	
Selby District Council	14/05/2018	320	£185.00	£100.00	£0.00	£0.00	£40.00	£5.00	£20.00	£20.00	
York Museums & Gallery Trust	02/07/2018	310	£405.00	£100.00	£5.00	£0.00	£110.00	£5.00	£35.00	£150.00	
Craven College	30/04/2018	273	£120.00	£0.00	£0.00	£0.00	£10.00	£25.00	£80.00	£5.00	
Craven District Council	27/04/2018	269	£200.00	£0.00	£0.00	£5.00	£60.00	£15.00	£80.00	£40.00	
New NY PCC	29/05/2018	255	£285.00	£100.00	£0.00	£0.00	£50.00	£40.00	£45.00	£50.00	
Richmondshire District Council	07/04/2018	253	£260.00	£0.00	£10.00	£15.00	£70.00	£10.00	£95.00	£60.00	
Ryedale District Council	30/05/2018	237	£270.00	£100.00	£0.00	£0.00	£25.00	£30.00	£90.00	£25.00	
South Bank Multi Academy Trust	23/04/2018	218	£160.00	£0.00	£5.00	£5.00	£40.00	£40.00	£45.00	£25.00	
Elevate MAT	20/04/2018	211	£80.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80.00	£0.00	
All Saints	17/05/2018	202	£505.00	£100.00	£0.00	£0.00	£0.00	£0.00	£370.00	£35.00	
Dales Acadamies Trust	11/04/2018	165	£170.00	£0.00	£0.00	£0.00	£70.00	£55.00	£10.00	£35.00	
North Yorkshire Fire & Rescue Service	10/05/2018	149	£155.00	£100.00	£0.00	£0.00	£15.00	£0.00	£0.00	£40.00	
North York Moors National Park	25/04/2018	142	£35.00	£0.00	£0.00	£0.00	£0.00	£5.00	£30.00	£0.00	
Yorkshire Dales National Park	24/04/2018	142	£50.00	£0.00	£10.00	£15.00	£0.00	£10.00	£15.00	£0.00	
Robert Wilkinson Academy Trust	06/08/2018	138	£100.00	£100.00	work not finalised						
Selby College	20/04/2018	135	£80.00	£0.00	£5.00	£0.00	£25.00	£10.00	£25.00	£15.00	
YCAT	15/05/2018	133	£240.00	£100.00	£0.00	£0.00	£20.00	£0.00	£85.00	£35.00	
Yorkshire Coast Homes	15/05/2018	120	£110.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	
York Libraries & Arc's	30/05/2018	114	£240.00	£100.00	£35.00	£20.00	£20.00	£0.00	£35.00	£30.00	
South York MAT	30/05/2018	110	£100.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
The Woodlands Academy	25/04/2018	98	£40.00	£0.00	£0.00	£0.00	£10.00	£15.00	£5.00	£10.00	
Rossett School	24/04/2018	94	£190.00	£0.00	£5.00	£10.00	£25.00	£15.00	£95.00	£40.00	
Manor CE School	30/05/2018	93	£275.00	£50.00	£25.00	£0.00	£0.00	£0.00	£155.00	£45.00	
Bishop Wheeler Academy Trust	30/04/2018	93	£260.00	£0.00	£5.00	£10.00	£5.00	£5.00	£125.00	£110.00	
Huntington School	12/04/2018	93	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	
Ringway	26/04/2018	88	£15.00	£0.00	£0.00	£0.00	£0.00	£15.00	£0.00	£0.00	
Scalby Learning Trust	30/05/2018	85	£155.00	£50.00	£5.00	£0.00	£50.00	£0.00	£40.00	£10.00	
Yorkshire Endeavour LAT	11/05/2018	83	£55.00	£50.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	
South Craven School	27/04/2018	78	£95.00	£0.00	£5.00	£5.00	£5.00	£50.00	£20.00	£10.00	

Employer	Date received	Number of EE's on File	Charging Total	Minor Issues			Major Issues			
				Missed Deadline	Incorrect Formatting	Missing or Incorrect Data	Missing Return for Active Members	Missing Reason for Pay Increase or Decrease	Missing Starter Forms	Missing Leaver Forms
Stokesley School from ESS	28/04/2018	73	£90.00	£0.00	£0.00	£0.00	£20.00	£25.00	£25.00	£20.00
Richmond School	28/04/2018	71	£110.00	£0.00	£0.00	£0.00	£90.00	£0.00	£0.00	£20.00
Scarborough 6th Form College	13/06/2018	68	£165.00	£50.00	£25.00	£15.00	£10.00	£45.00	£20.00	£0.00
Haxby Road Primary ( Ebor Trust )	19/07/2018	66	£170.00	£50.00	£0.00	£0.00	£50.00	£0.00	£45.00	£25.00
Norton College	30/05/2018	64	£155.00	£50.00	£25.00	£5.00	£20.00	£10.00	£40.00	£5.00
Skipton Girls High School	24/04/2018	63	£120.00	£0.00	£0.00	£10.00	£5.00	£15.00	£80.00	£10.00
Veritau Ltd	11/05/2018	61	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ripon College	14/05/2018	61	£155.00	£50.00	£5.00	£15.00	£5.00	£5.00	£25.00	£50.00
Poppleton Ousebank School	30/05/2018	59	£165.00	£50.00	£5.00	£0.00	£5.00	£0.00	£60.00	£45.00
Barlby High School	30/05/2018	55	£110.00	£50.00	£15.00	£0.00	£5.00	£0.00	£30.00	£10.00
Greenwich Leisure Ltd	14/06/2018	54	£55.00	£50.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00
Harrogate High School Academy	24/04/2018	53	£120.00	£0.00	£15.00	£10.00	£30.00	£30.00	£25.00	£10.00
SLM Ltd Scarborough Leisure	01/05/2018	50	£205.00	£50.00	£15.00	£10.00	£35.00	£5.00	£85.00	£5.00
East Whitby Academy	25/04/2018	50	£40.00	£0.00	£5.00	£0.00	£0.00	£0.00	£35.00	£0.00
Selby Educational Trust	11/05/2018	49	£75.00	£50.00	£0.00	£0.00	£0.00	£0.00	£20.00	£5.00
Be Independent	01/05/2018	46	£65.00	£50.00	£0.00	£0.00	£0.00	£5.00	£0.00	£10.00
Vale of York Academy	30/05/2018	46	£210.00	£50.00	£25.00	£0.00	£35.00	£15.00	£55.00	£30.00
Stokesley Primary Academy	25/04/2018	43	£125.00	£0.00	£25.00	£0.00	£5.00	£25.00	£25.00	£45.00
Brayton Academy	24/04/2018	41	£30.00	£0.00	£0.00	£0.00	£0.00	£5.00	£20.00	£5.00
Staynor Hall Academy	04/07/2018	40	£90.00	£50.00	£15.00	£0.00	£10.00	£0.00	£15.00	£0.00
Roseberry Academy	25/04/2018	39	£90.00	£0.00	£5.00	£0.00	£0.00	£5.00	£70.00	£10.00
Ebor Academy Filey	31/05/2018	39	£125.00	£50.00	£25.00	£0.00	£30.00	£0.00	£20.00	£0.00
Huntington Primary School	15/05/2018	38	£110.00	£50.00	£0.00	£0.00	£0.00	£0.00	£60.00	£0.00
University of Hull	17/04/2018	35	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ralph Butterfied School	15/05/2018	35	£75.00	£50.00	£0.00	£0.00	£0.00	£0.00	£25.00	£0.00
ISS Mediclean Ltd	30/04/2018	30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
The Skipton Academy	20/04/2018	30	£15.00	£0.00	£0.00	£0.00	£5.00	£10.00	£0.00	£0.00
Hookstone Chase Primary	24/04/2018	30	£55.00	£0.00	£0.00	£5.00	£15.00	£30.00	£0.00	£5.00
Burton Green Academy	30/05/2018	30	£155.00	£50.00	£20.00	£10.00	£10.00	£0.00	£35.00	£30.00
Thomas Hinderwell Primary Academy	24/04/2018	29	£25.00	£0.00	£5.00	£0.00	£0.00	£15.00	£5.00	£0.00
Forest of Galtres School	30/05/2018	29	£130.00	£50.00	£5.00	£0.00	£40.00	£0.00	£10.00	£25.00
Park Grove Primary School	31/05/2018	29	£90.00	£50.00	£5.00	£0.00	£10.00	£0.00	£5.00	£20.00
Filey CE Nurs & Inf Academy	31/05/2018	25	£150.00	£50.00	£5.00	£0.00	£75.00	£0.00	£20.00	£0.00
Tockwith C of E Primary School	31/05/2018	23	£70.00	£50.00	£20.00	£0.00	£0.00	£0.00	£0.00	£0.00
Greystone CP School	14/05/2018	23	£75.00	£50.00	£15.00	£5.00	£5.00	£0.00	£0.00	£0.00
Camblesforth CP School	02/07/2018	22	£140.00	£50.00	£25.00	£0.00	£0.00	£10.00	£0.00	£55.00
Human Support Group Limited	30/04/2018	18	£65.00	£0.00	£40.00	£10.00	£0.00	£5.00	£0.00	£10.00
Brotherton & Byram	02/07/2018	18	£90.00	£50.00	£10.00	£5.00	£5.00	£5.00	£10.00	£5.00
Scarborough UTC	01/05/2018	15	£60.00	£50.00	£5.00	£5.00	£0.00	£0.00	£0.00	£0.00
Enterprise	15/05/2018	13	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Selby Town Council	27/04/2018	12	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00

Employer	Date received	Number of EE's on File	Charging Total	Minor Issues			Major Issues			
				Missed Deadline	Incorrect Formatting	Missing or Incorrect Data	Missing Return for Active Members	Missing Reason for Pay Increase or Decrease	Missing Starter Forms	Missing Leaver Forms
Sheffield International Venues.	13/06/2018	12	£80.00	£50.00	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00
New Park Primary	24/04/2018	12	£15.00	£0.00	£0.00	£0.00	£0.00	£5.00	£5.00	£5.00
Fulford Parish Council	16/03/2018	10	£15.00	£0.00	£5.00	£10.00	£0.00	£0.00	£0.00	£0.00
Richmondshire Leisure Trust	05/04/2018	10	£10.00	£0.00	£5.00	£0.00	£0.00	£5.00	£0.00	£0.00
Housing and Care 21	03/04/2018	9	£10.00	£0.00	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00
Cater link Limited		9	£0.00	£0.00	Return not yet received					
Skipton Town Council	18/07/2018	8	£55.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00
Mellors	12/04/2018	8	£25.00	£0.00	£5.00	£0.00	£10.00	£5.00	£0.00	£5.00
City of York Trading Ltd	30/04/2018	8	£5.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	£0.00
abm catering limited	03/05/2018	8	£65.00	£50.00	£10.00	£0.00	£5.00	£0.00	£0.00	£0.00
The Grove Academy	18/04/2018	8	£20.00	£0.00	£0.00	£10.00	£0.00	£5.00	£0.00	£5.00
Ripon City Council	01/05/2018	7	£75.00	£50.00	£15.00	£5.00	£5.00	£0.00	£0.00	£0.00
Foss (2008) Internal Drainage Board	21/03/2018	7	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Northallerton Town Council	11/04/2018	7	£15.00	£0.00	£5.00	£10.00	£0.00	£0.00	£0.00	£0.00
Chartwells Compass	15/05/2018	7	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Dolce Ltd	10/04/2018	7	£30.00	£0.00	£5.00	£0.00	£20.00	£0.00	£0.00	£5.00
Bulloughs Cleaning Ltd	27/04/2018	7	£20.00	£0.00	£0.00	£0.00	£15.00	£0.00	£5.00	£0.00
Hutchison Catering Ltd	25/04/2018	6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Whitby Town Council	11/04/2018	5	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wigan Leisure & Culture Trust	11/04/2018	5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Great Smeaton Primary School	23/04/2018	5	£10.00	£0.00	£5.00	£0.00	£0.00	£0.00	£5.00	£0.00
Consultant Cleaners Ltd	12/04/2018	5	£10.00	£0.00	£5.00	£5.00	£0.00	£0.00	£0.00	£0.00
Make It York	19/04/2018	5	£20.00	£0.00	£5.00	£15.00	£0.00	£0.00	£0.00	£0.00
Welcome to Yorkshire	03/05/2018	4	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grosvenor Fac Man	12/04/2018	4	£15.00	£0.00	£5.00	£0.00	£5.00	£5.00	£0.00	£0.00
Lifeways Community Care Ltd	10/04/2018	4	£20.00	£0.00	£10.00	£5.00	£0.00	£0.00	£0.00	£5.00
Independent Cleaning Services Ltd	08/05/2018	4	£70.00	£50.00	£5.00	£5.00	£0.00	£0.00	£0.00	£10.00
Gough & Kelly Ltd	14/05/2018	4	£75.00	£50.00	£0.00	£5.00	£0.00	£20.00	£0.00	£0.00
Nun Monkton School	26/04/2018	4	£15.00	£0.00	£10.00	£5.00	£0.00	£0.00	£0.00	£0.00
Filey Town Council	01/05/2018	3	£65.00	£50.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sutton in Craven Parish Council	12/04/2018	3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Norton on Derwent Town Council	12/04/2018	3	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Knaresborough Town Council	19/04/2018	3	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Tadcaster Town Council	27/03/2018	3	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Malton Town Council	27/03/2018	3	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Haxby Town Council	12/03/2018	3	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Elite	07/08/2018	3	£50.00	£50.00	work not finalised					
Veritau North Yorkshire	30/04/2018	3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Align Property Partners Ltd	18/05/2018	3	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Great Ayton Parish Council	11/04/2018	2	£15.00	£0.00	£5.00	£10.00	£0.00	£0.00	£0.00	£0.00
Northallerton & Romanby Bur. bd	11/04/2018	2	£25.00	£0.00	£10.00	£10.00	£0.00	£0.00	£0.00	£5.00

Employer	Date received	Number of EE's on File	Charging Total	Minor Issues			Major Issues			
				Missed Deadline	Incorrect Formatting	Missing or Incorrect Data	Missing Return for Active Members	Missing Reason for Pay Increase or Decrease	Missing Starter Forms	Missing Leaver Forms
Pickering Town Council	18/04/2018	2	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Easingwold Town Council	04/04/2018	2	£5.00	£0.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00
Superclean	22/02/2018	2	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Churchill Security Solutions	30/04/2018	2	£20.00	£0.00	£0.00	£5.00	£15.00	£0.00	£0.00	£0.00
Catering Academy Ltd		2	£0.00	£0.00	Return not yet received					
Sanctuary Housing	30/04/2018	2	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Caterservice Limited	20/04/2018	2	£25.00	£0.00	£5.00	£20.00	£0.00	£0.00	£0.00	£0.00
York Arts Education	15/05/2018	2	£55.00	£50.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Absolutely Catering Limited	05/06/2018	2	£55.00	£50.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
York Archaeological Trust Ltd	05/04/2018	1	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Glusburn Parish Council	22/05/2018	1	£70.00	£50.00	£10.00	£10.00	£0.00	£0.00	£0.00	£0.00
Ainsty (2008) Internal Drainage Board	21/03/2018	1	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Vale of Pickering IDB	25/04/2018	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Richmond Town Council	18/04/2018	1	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Humanby Parish Council	05/04/2018	1	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00
Springfield Home Care Services Ltd.	18/04/2018	1	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
Northern Care	29/05/2018	1	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sewell Facilities Management	20/04/2018	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Streamline Taxis	20/03/2018	1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Schools Plus Limited	09/04/2018	1	£10.00	£0.00	£5.00	£5.00	£0.00	£0.00	£0.00	£0.00
The Wilberforce Trust	26/04/2018	1	£5.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
		<b>TOTALS</b>	<b>£25,350.00</b>	<b>£4,500.00</b>	<b>£830.00</b>	<b>£445.00</b>	<b>£3,730.00</b>	<b>£9,025.00</b>	<b>£4,105.00</b>	<b>£2,715.00</b>



## Appendix 4

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	I Gillies	Unison (Vacancy)	Unison (Vacancy)
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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
28 February - 2 March 2018	LGC Investment Seminar, Carden Park, Cheshire	✓												
7-9 March 2018	PLSA Investment Conference, Edinburgh	✓	✓	✓	✓	✓								
21-23 May 2018	PLSA Conference					✓								
25 May 2018	Property Debt Workshop	✓	✓	✓	✓	✓	✓	✓			✓			
18 June 2018	CIPFA Pension Board						✓							
27 June 2018	CIPFA Pension Board Annual Event						✓							

## UPCOMING TRAINING AVAILABLE TO MEMBERS

<i>Provider</i>	<i>Course / Conference Title</i>	<i>Date(s)</i>	<i>Location</i>	<i>Themes / Subjects Covered</i>
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 2018	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
LAPFF	LAPFF Annual Conference	5-7 December 2018	The Hilton, Bournemouth	tbc



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

Meeting Date	Time & Venue	Event	Fund Managers
13 September 2018	10am, Brierley Room	Pension Fund Committee	
14 September 2018	10am, Oak meeting Room	Pension Fund Committee	Investment Strategy Workshop
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