

# North Yorkshire County Council

## Pension Board

11 January 2024

### Administration Report

#### 1. Purpose of the Report

To provide Pension Board members with an update on key initiatives undertaken by the administration team of the North Yorkshire Pension Fund.

#### 2. Pension Fund Committee paper

Included for information at **Appendix 1** is the administration paper and appendices provided to the Pension Fund Committee for their November 2023 meeting.

#### 3. Breaches Log

Included at **Appendix 2** is the North Yorkshire Pension Fund's Breaches Log for review. Unfortunately there is one new entry, details below:

Date	Description	Cause	Regulation breached	Effect
07/10/2023	One Pension Savings Statements (PSS) issued after statutory deadline of 6 October 2022	Human error. Error in manual calculation of Annual Allowance at retirement.	The Registered Pension Scheme Regulations 2006 Finance Act 2004	When a member receives a PSS they have to declare the tax liability to HMRC via an annual tax return. This member has sufficient carry forward from previous years so we believe there is no tax charge due. The deadline for an online tax return was 31 January 2023 so the affected member will need to contact HMRC.

The breach has been reported to HM Revenue & Customs who have subsequently issued a £100 penalty.

#### 4. Annual Benefit Statements

All members eligible for a 2023 Annual Benefit Statement have now received one. The 2023 exercise has now been closed and work has commenced on updating the templates ready for 2024.

The closure has happened one month earlier than in previous years which is as a direct result of the onboarding of employers to i-Connect and the reduction in the processing backlog.

#### 5. Major Projects

##### i-Connect - Employer portal

168 employers now onboarded with 64 remaining. Additional resource is now working on the roll out which will increase the capacity for onboarding of employers onto i-Connect.

##### Website

The new website was successfully launched on 4 December. Whilst the main delivery phase is complete, further development is still required to fully complete the transfer and updating of information from the old website to the new. This work can and will be undertaken within the pensions team.

## **McCloud**

The required disclosure communication was issued to all members in the week commencing 11 December 2023. This led to a spike in demand but the team were well placed to accommodate it and continue to provide a great service to our members.

Data has now been received from 292 employers (93%) and we continue to check this against member records, updating data where required. Where an employer hasn't returned their data file by 31 January 2024 we will assume the data on record is correct.

The next phase is to undertake testing of the bulk calculations and McCloud tranche creator before rolling that out into Live. Alongside this we need to obtain the final pay for members who reached age 65 between 2014 & 2022 and calculate service for casual workers.

There is significant work still to do and this project will be our primary focus throughout 2024.

## **Disaster Recovery and Business Continuity Plans**

A recent review of the disaster recovery (DR) and business continuity plans (BCP) has highlighted that the current plans need updating especially in light of internal changes at NYC following the Local Government Reorganisation on 1 April 2023. Assistance has been sought from the NYC Data Governance team and work continues to progress.

## **6. LGPC Bulletins**

The LGPC regularly issues bulletins, which can include actions for administering authorities. The NYPF reviews every bulletin and logs any actions highlighted. A log of the actions is included at **Appendix 3** to enable Pension Board Members to ensure appropriate activities are being undertaken

## **7. Recommendation**

- 7.1. That Pension Board Members note the contents of this report.
- 7.2. That Pension Board Members note the contents of the Breaches Log and decide whether to report the breaches to the Pensions Regulator.

Phillippa Cockerill  
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03 January 2024  
Background Papers - Nil