

North Yorkshire Council

Pension Board

9 January 2025

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 2024 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
26/11/2024	Retirement options were sent out to 2 separate members and they both received each other's information as well as their own.	Human error. Software used to combine retirement packs wasn't closed correctly between members.	Data Protection Act 2018	Accidental disclosure of personal data for 1 member to another member. It is highly unlikely that the recipient knows the person whose information was disclosed.

The breach has been reported to Data Governance who have advised it has been assessed as a low impact due to only two members being affected and there is no need to report it to the DPO.

4. Annual Benefit Statements

All members eligible for a 2024 Annual Benefit Statement have now received one. This year has been the best we have had with only 6 outstanding statements after 31 August. The 2024 exercise has now been closed and work has commenced on the 2025 exercise.

5. Major Projects

i-Connect - Employer portal

217 employers now onboarded with 29 remaining. All remaining employers have been contacted and advised of the 31 March 2025 deadline.

TPR General Code of Practice

Following the Officer meeting on 25 October a number of actions were completed and the tracker was updated. Focus has primarily been on the Governing Body section with 14 responses now moved to green as we move closer to full compliance in this area. We are now fully compliant in the Funding and Investment and Communications and Disclosure sections and continue to work on the remaining areas. The latest progress report is included at **Appendix 3**.

As part of this work it was identified that the Pension Fund was expected to have its own conflicts of interest policy which was drafted and taken to the November PFC for approval. It is included as part of the PFC pack for information and comment.

McCloud

Primary focus is currently on the active and deferred members highlighted as having a provisional guarantee (underpin) amount. As this information has to be included in the 2025 annual benefit statements it's important that it is as accurate as it can be.

Once this work is completed we can move to the rectification stage and will be revisiting those retirees who have been flagged as eligible for an additional payment. There is a long way still to go on this project with some significant items of work still to progress. By breaking it down into smaller sections work can be controlled and progress tracked.

Pensions Dashboard

We've had two preliminary meetings with our ISP provider and have booked our connection slot for the end of May with a project running from mid-February. A dashboard will be provided to enable us to handle possible matches and reporting to enable us to run analytics so we can measure and understand demand into the pensions team.

Whilst we will be connected to the dashboard ecosystem from May it is still not known when the dashboard will be made available to the general public. It's anticipated this won't happen until at least 2026, so there will be no immediate impact on the team resources.

Business Continuity Plan

The incident management team have finalised the pension administration team's business continuity plan which has been passed to the head of cyber security to add a paragraph about the cyber arrangements for North Yorkshire Council, as the administering authority of the North Yorkshire Pension Fund.

Once that has been provided the plan will be shared with a colleague in the emergency and resilience team for review and comment.

It has been agreed with the emergency and resilience team that the pension administration team will not be included in the list of systems/teams that will be recovered in the first 24 hours. This is due to other services taking higher priority and a finite amount of resource to facilitate the recovery of systems across the council.

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 4** 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.

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19 December 2024
Background Papers - Nil