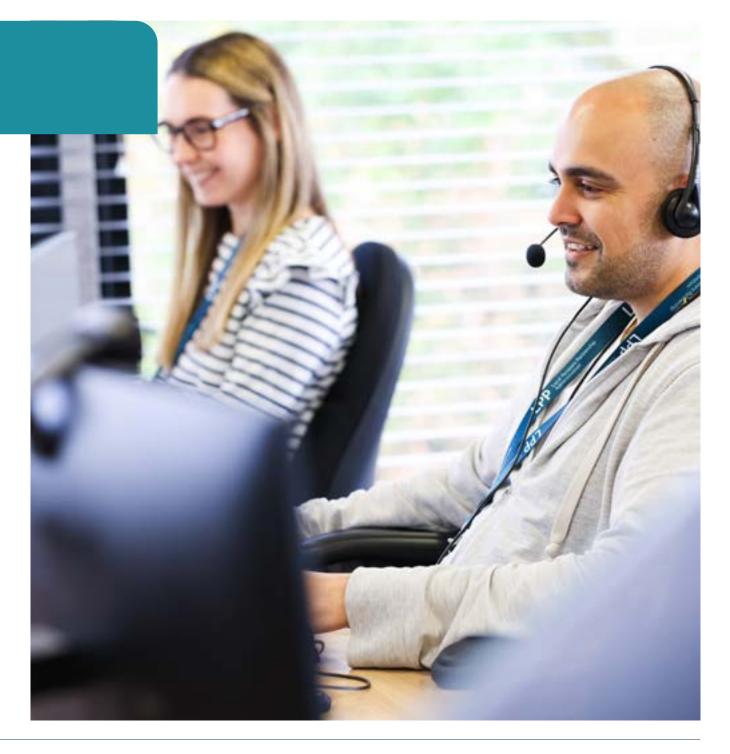
# Quarterly Administration Report Brent Pension Fund

Local Pensions Partnership

1 October - 31 December 2024

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#### **DEFINITIONS**

#### Page 9

#### **Total Fund Membership**

Total Fund Membership is the number of member records held on the LPPA pensions administration system that are contributing to, awaiting, or receiving benefits from the pension fund.

#### Page 10

#### **Current Age Demographic**

The age profile of the Membership is split across three types of status:

Active Members – members who are currently contributing toward their pension benefits.

Deferred Members – members who hold a deferred benefit in the fund.

Pensioner Members – pensioners and dependants who are currently receiving a pension.

#### Page 12

#### **Casework Performance - All Cases**

Performance is measured once all information is made available to LPPA to enable them to complete the process.

Relevant processes are assigned a target timescale for completion, and the performance is measured as the percentage of processes that have been completed within that timescale.

#### Page 13

#### **Casework Performance - Standard**

'Deaths' are included as a specific process, but it is important to highlight that processing can take a significant amount of time to complete fully. Furthermore, there can be seasonal aspects which impact case volumes ie. higher mortality rates during winter.

The category of 'Other' on this page covers processes including, but not limited to:

- APC/AVC Oueries
- Additional Conts Cessation
- Change of Hours
- Change of Personal Details
- Under Three Month Opt-Out
- Main to 50/50 Scheme Changes
- Ill Health Reviews
- Complaints

Please note that this page includes cases that have met the SLA target, but the stop trigger may also have been actioned before the process has been completed.

#### Page 14

#### Ongoing Casework at the end of the Reporting Quarter

Please note the number of processes brought forward, does not match the corresponding number of outstanding processes reported in the previous quarter (due to various reasons which can include but are not limited to, the deletion of a process, or changes to the process category that a case is assigned to).

From Q1 2024/25, "Deaths" include over / under payments, and updates to pension and payroll processes (multiple associated processes can be triggered within a case, including the setup of multiple beneficiaries, and making multiple payments to individuals).

#### Page 20 & 21

#### **Contact Centre Performance**

Average wait time measures the time taken from the caller being placed into the queue, to them speaking with a Contact Centre adviser.

#### Page 23 & 24

#### **Contact Centre Call Satisfaction**

Members are given the option to answer two questions, following a call with the LPPA Contact Centre (these relate to general satisfaction with LPPA, and satisfaction with the adviser they have spoken to – both responses follow a three-point rating scale).

#### Page 25 & 26

#### **Retirement Satisfaction**

Graphs show a breakdown of quarterly retirement surveys (emails issued and responses received).

- Retirements processed / completed members can have multiple process counts.
- Surveys issued does not equal retirement processes for several reasons; ill health retirements do not receive
  a survey; not all members provide an email address; members with multiple retirement processes only
  receive one survey email; there is a planned delay in issuing surveys to allow for initial payments to be paid).

Satisfaction / Dissatisfaction is included as a % of email surveys issued. This demonstrates that a significant number of surveys are not completed (work is ongoing to encourage an increase in the number of responses to email surveys issued).

The Satisfaction Scores highlighted in green and red compare the satisfied / dissatisfied responses received, as a % of total survey responses - this is the true measure of member satisfaction.

Satisfied responses include satisfied (with the service) and very satisfied.

Dissatisfied responses include dissatisfied and very dissatisfied.

#### Page 28

#### Member Online Portal

The number of member records by status, that are registered for LPPA's member self-service portal, PensionPoint.

#### Page 30

#### Common/Scheme Specific Data Fails

The Pensions Regulator requires administrators to keep member data up to date to ensure benefits are accurately paid. This is split by Common Data (basic details that are specific to the Member) and Scheme Specific Data (data that is related to a member's data and specific circumstances surrounding their record).

Individual Fails shows the total number of unique members that have a single or multiple number of Common Data or Scheme Specific Data fails. On both charts, the Accuracy Rate (%) then compares the number of Individual Fails to the total number of Scheme Members.

For more detail on the Data Items / Error types presented in these charts, please visit either the <u>TPR</u> (The Pensions Regulator) or <u>PASA</u> (The Pension Administration Standards Association) websites.

#### **OUR CORE VALUES**

This administration report is produced in accordance with the Service Level Agreement (SLA) for the provision of pension administration services.

The report describes the performance of Local Pensions Partnership Administration (LPPA) against the standards set out in the SLA.

Within LPPA, our values play a fundamental role in guiding our behaviour as we grow our pensions services business and share the benefits with our Clients.



#### **STATUTORY DEADLINES**





	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
Annual Benefit Statement and Newsletter to Deferred Members					<b>✓</b>							
Pension Increases		<b>~</b>										
P60s and Newsletter to Pensioners		<b>~</b>										
Annual Benefit Statement and Newsletter to Active Members					<b>✓</b>							
Pension Saving Statements							<b>~</b>					

#### **EXECUTIVE SUMMARY**

Forward thinking...
Working together...
Doing the right thing...
Committed to excellence...

#### This performance report covers the reporting period of Q3 2024/25 (October – December 2024)

#### **Casework SLA performance**

Overall operational casework performance was 98.2% against overall Service Level Agreements (SLAs) for the quarter. Focus continues to be on driving further improvements to the member experience.

#### **Contact Centre**

Contact Centre wait times have been consistently under the targeted 4-minute wait time with an average wait time over the quarter of 2 minutes 30 seconds.

#### **Satisfaction scores**

The majority of those surveyed about their retirement experience do not respond. Of those that responded to the survey, customer satisfaction was 71.4% for Actives into Retirement and 59.1% for Deferred into Retirement. Low survey responses can lead to high volatility in the satisfaction scores.

Contact Centre satisfaction now includes both overall satisfaction and satisfaction with the individual call handler that the member spoke to. Satisfaction with the individual call handler is typically higher than overall satisfaction, with satisfaction rates for the quarter at 95.6% and 78.5% respectively.

#### **Statutory deadlines**

All regulatory and statutory deadlines due in the reporting period were met including:

Production and distribution of Pensions Savings Statements (PSS) by the 6 October deadline.

#### Outlook

Activity levels are, and are expected to remain high, due to:

- Embedding of monthly returns for all employers and managing the associated spikes in work driven by the late and concentrated submission of monthly return files from some employers
- Efficiency and Service Improvement Programme (ESIP) of work.
- Activity to continue to improve the member experience in key areas.
- Significant regulatory change including implementation of McCloud remedy and the Pensions Dashboard.
- Preparation for LG valuation data submission in 2025.



#### LPPA PROJECTS - UPDATE

#### **McCloud Remedy**

Following the McCloud judgment, changes to all public service pension schemes that provided transitional protections to older members, including the LGPS came into force on 1 October 2023. The changes were designed to rectify unlawful discrimination against younger scheme members. In the LGPS, the impact is an extension of the underpin to all eligible members. The national timeline for revisiting all member cases is Oct 23 – Aug 25.

A dedicated project manager and team remains in place overseeing and delivering all the key areas of the project including:

- Data capture and data cleanse from employers to ensure that hour changes and service breaks have all been recorded correctly.
- System design and development is thoroughly tested prior to release into the live environment.
- Appropriate communication plans are in place and delivered.
- Contact Centre and Operational colleague training & business readiness.

#### **Current Position**

- Eligibility flags are in place to identify all members in scope for remedy.
- We are now calculating benefits and applying the underpin for active members retiring (for those members with a McCloud eligible flag, and whose data has been verified as being present and correct).
- Of those cases where the underpin applies, early results show that the underpin is driving a small increase in benefits (c.£300pa on average) in a small number of cases (c.4% of cases) and those cases are where the member had a significant salary increase in the remedy period and/or retired early.

Forward thinking...
Working together...
Doing the right thing...
Committed to excellence...

#### **Efficiency and Service Improvement Programme**

LPPA mobilised an Efficiency and Service Improvement Programme (ESIP) shortly after the move to the new administration system (UPM). ESIP is designed to leverage the investment in UPM, delivering automation and improved self-service capability. ESIP currently has 9 projects in flight. ESIP's automation of Deferred Retirement Quote was launched in July (this was the third process automation and enables members to receive deferred retirement quotes instantly by email). Work is underway on similar functionality for active members, alongside the development of online retirement forms (members will be able to access them through PensionPoint). Other activity in flight includes work to improve the monthly returns process and the member and employer online portals.

#### **Data Project**

LPPA is partnering with Civica and Intellica on a data project to improve data quality ahead of valuation and the introduction of the Pensions Dashboard. Work on the creation of test environments is complete. Data Validation Checks (DVCs) that we will check the integrity of member data against have been scoped and built. The results from the DVCs will be shared with Funds during February/March 2025.

The project is working towards producing a series of dashboards to give us clear visibility of the integrity and accuracy of the data that we hold to comply with regulatory change and to enable us to launch more self-service and automation for members and employers.

#### **Pensions Dashboard**

The Pensions Dashboard will enable individuals to access their pensions information online, securely and all in one place. The connection date for public sector schemes to connect to the Pensions Dashboard is 31 October 2025. The dashboard project is in flight with a full-time project manager. Work is well underway on the project, including:

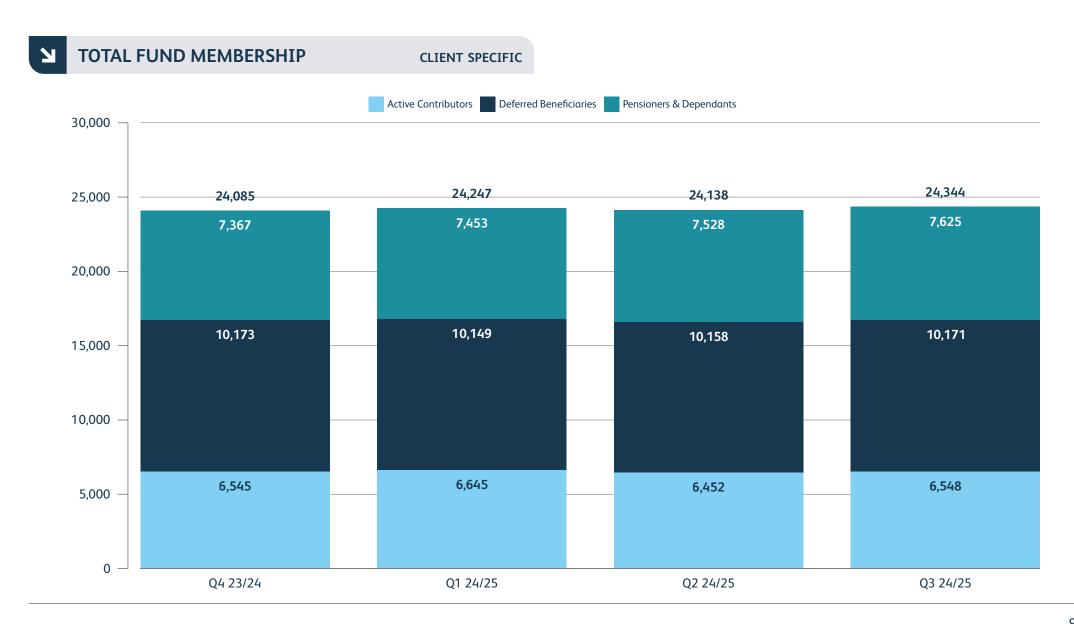
- Systems requirements (including the rules for partial matching of records and the treatment of AVCs); and
- the business readiness aspects of the project (e.g. readiness to deal with new inbound enquiries relating to dashboard).

Civica are LPPA's Integrated Service Provider (ISP) for dashboard connection.

## Fund Membership

- Total fund membership
- Current age demographic

#### **TOTAL FUND MEMBERSHIP**

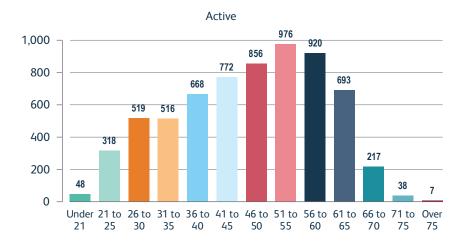


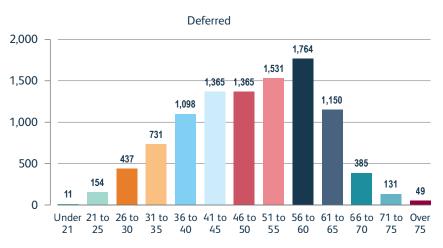
#### **TOTAL FUND MEMBERSHIP**

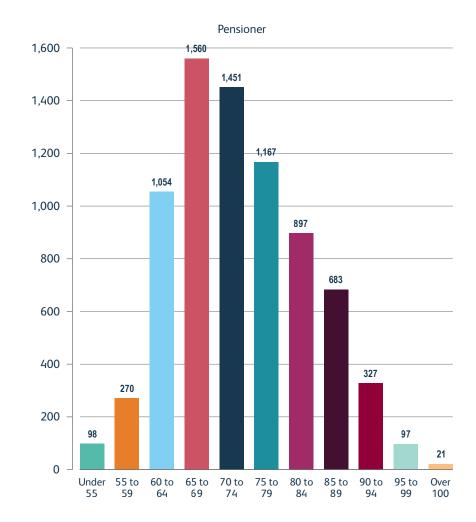
4

#### **CURRENT AGE DEMOGRAPHIC**

#### CLIENT SPECIFIC







## Casework Performance

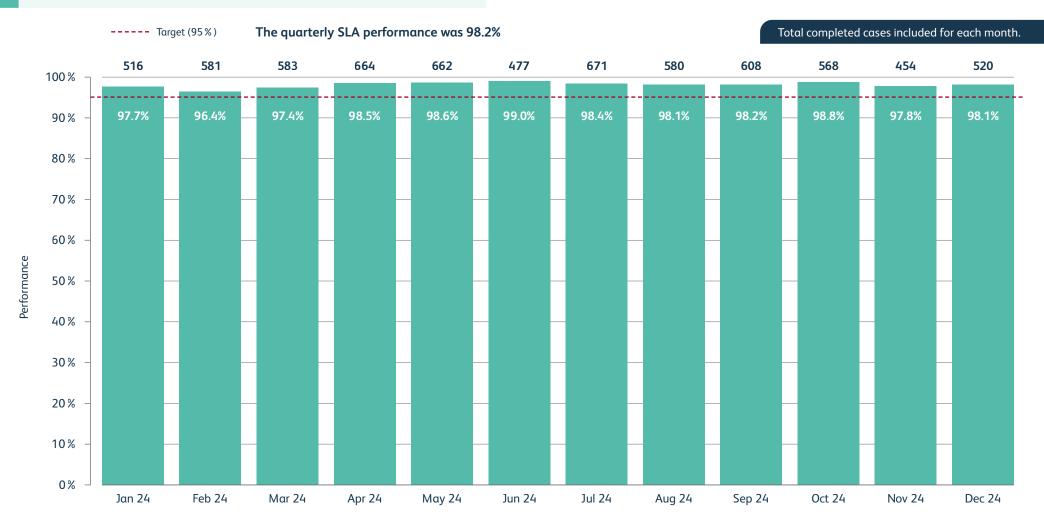
- Performance all cases
- Performance standard
- Ongoing casework at the end of the reporting quarter

#### **CASEWORK PERFORMANCE**

7

#### **PERFORMANCE – ALL CASES**

**CLIENT SPECIFIC** 



#### **CASEWORK PERFORMANCE**

> PERFORMANCE STANDARD

CLIENT SPECIFIC

----- Target (95 % )



#### **CASEWORK PERFORMANCE**

2

#### ONGOING CASEWORK AT THE END OF THE REPORTING QUARTER

**CLIENT SPECIFIC** 

The following table is created by identifying all reportable casework within UPM, and includes those that have subsequently Completed / Aborted / Remain Outstanding within the quarter. The figures in this table cannot be compared to those in the previous slide for a number of reasons including: the table includes aborted cases, but the horizontal bar graph does not; the SLA 'stop trigger' can be actioned before the process has been completed.

	Brought Forward at 01/10/24	Received (Inbound)	Completed (Outbound)	Outstanding as of 31/12/24
New Starters	6	31	36	1
Transfers In	170	91	71	190
Transfers Out	239	147	147	239
Estimates	19	37	43	13
Deferred Benefits	284	214	183	315
Retirements - Deferred	153	175	178	150
Retirements - Active	95	115	128	82
Refunds	90	136	127	99
Deaths	518	286	306	498
Correspondence	109	182	156	135
Aggregation	103	82	85	100
Other	65	561	553	73
Total	1,851	2,057	2,013	1,895

# Active to Retirement Processes First Payment Within 30 Days

- Employer retirement notifications notified on-time vs. late
- On-time notification first payment
- Late notification first payment

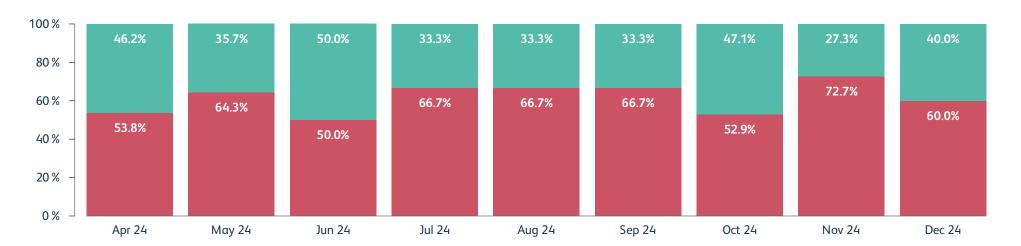
#### **ACTIVE TO RETIREMENT**

#### Please note:

LPPA require at least 30 days notice prior to an active member retirement date, to be able to pay a member their first payment within 30 days of their retirement date. The chart below shows the number / % of on-time notifications vs. the number / % of late notifications from employers in the month (late being received within 30 days or after the retirement date).

#### MATERIAL STREET STREET

#### **CLIENT SPECIFIC**



	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24
Retirement Notifications	13	14	6	6	9	12	17	11	5
Received On-Time (Number)	6	5	3	2	3	4	8	3	2
Received On-Time (%)	46.2%	35.7 %	50.0 %	33.3 %	33.3 %	33.3 %	47.1 %	27.3 %	40.0%
Received Late (Number)	7	9	3	4	6	8	9	8	3
Received Late (%)	53.8 %	64.3 %	50.0 %	66.7 %	66.7 %	66.7 %	52.9 %	72.7 %	60.0 %

Data based on retirement notifications received from employers in the month.

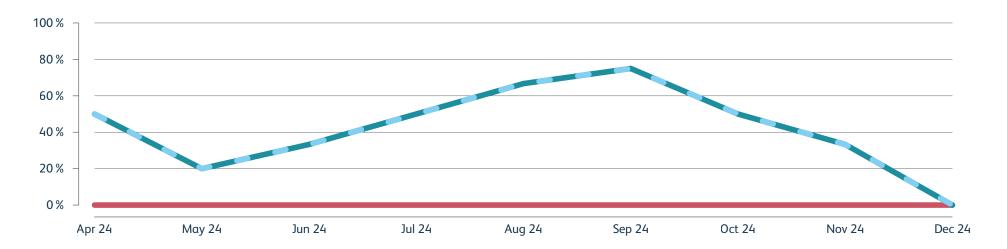
#### **ACTIVE TO RETIREMENT**

#### Please note:

% of first payments made within 30 days of retirement date – where LPPA receives the leaver notification from the employer with at least 30 days notice.

#### ON-TIME NOTIFICATION - FIRST PAYMENT

#### **CLIENT SPECIFIC**



	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24
No. of payments made where member has an AVC	0	0	0	0	0	0	0	0	0
No. of payments made with <b>no</b> AVC	6	5	3	2	3	4	8	3	2
% of payments made within 30 days – with AVC	N/A								
% of payments made within 30 days – <b>no</b> AVC	50.0 %	20.0 %	33.3 %	50.0 %	66.7 %	75.0 %	50.0 %	33.3 %	0.0%
% of payments made within 30 days – combined	50.0 %	20.0 %	33.3 %	50.0 %	66.7 %	75.0 %	50.0 %	33.3 %	0.0 %

Data based on processes completed in the month.

Measurement is based on the earliest payment made, i.e. earliest of first pension payment or lump sum.

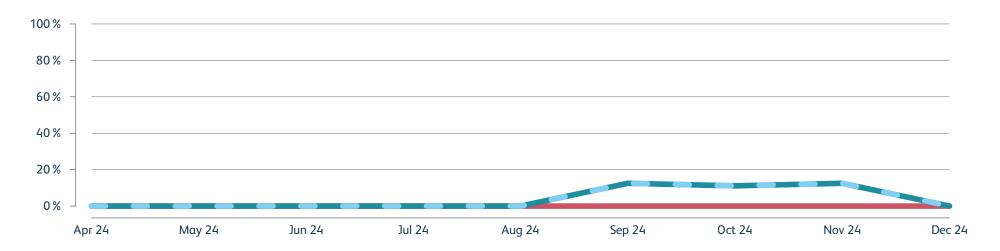
#### **ACTIVE TO RETIREMENT**

#### Please note:

% of first payments made within 30 days of retirement date – where LPPA receives the leaver notification from the employer with less than 30 days notice, or after the actual retirement date.

#### LATE NOTIFICATION - FIRST PAYMENT

#### **CLIENT SPECIFIC**



	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24
No. of payments made where member has an AVC	0	0	0	0	0	0	0	0	0
No. of payments made with <b>no</b> AVC	7	9	3	4	6	8	9	8	3
% of payments made within 30 days – with AVC	N/A								
% of payments made within 30 days – <b>no</b> AVC	0.0%	0.0%	0.0 %	0.0 %	0.0%	12.5 %	11.1 %	12.5%	0.0%
% of payments made within 30 days – combined	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	12.5 %	11.1 %	12.5 %	0.0 %

Data based on processes completed in the month.

Measurement is based on the earliest payment made, i.e. earliest of first pension payment or lump sum.

# Contact Centre Calls Performance

The Contact Centre deals with all online enquiries and calls from members for all funds that LPPA provides administration services for.

- Wait time range
- Calls answered

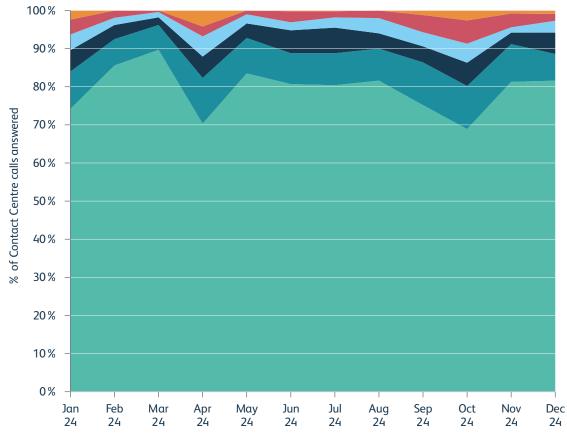
### CONTACT CENTRE CALLS PERFORMANCE

**WAIT TIME RANGE** 

**CLIENT SPECIFIC** 

	Under 4 mins	4 to 6 mins	6 to 8 mins	8 to 10 mins	10 to 15 mins	Over 15 mins
Jan 24	74.2%	9.8%	5.6%	4.1%	3.9%	2.4%
Feb 24	85.5%	6.9%	3.7%	1.9%	1.9%	0.0%
Mar 24	89.6%	6.5%	2.0%	1.4%	0.4%	0.0%
Apr 24	70.4%	12.0%	5.6%	5.3%	2.6%	4.2%
May 24	83.5%	9.3%	3.8%	2.4%	1.0%	0.0%
Jun 24	80.7%	8.1%	6.0%	2.1%	2.9%	0.2%
Jul 24	80.4%	8.4%	6.7%	2.7%	1.6%	0.2%
Aug 24	81.6%	8.4%	4.0%	4.0%	2.0%	0.0%
Sep 24	75.1%	11.2%	4.2%	3.7%	4.5%	1.2%
Oct 24	68.9%	11.3%	6.1%	5.0%	6.1%	2.6%
Nov 24	81.2%	9.9%	3.0%	1.4%	3.6%	0.8%
Dec 24	81.6%	7.0%	5.6%	3.1%	1.8%	0.9%





### CONTACT CENTRE CALLS PERFORMANCE

140

70

Jan 24

3.1%

Feb 24

1.5%

Mar 24

1.0%

Apr 24

3.1%

May 24

1.2%

Jun 24

1.6%

Jul 24

Month & LPPA Abandon Rate

1.8%

Aug 24

1.6%

Sep 24

2.6%

Oct 24

3.8%

Nov 24

2.2%

Dec 24

1.8%



2

# **Customer Satisfaction Scores**

- Contact Centre calls satisfaction
- Contact Centre calls satisfaction Agent
- Retirements Active
- Retirements Deferred

#### Please note:

The graph measures monthly member satisfaction with LPPA ("How satisfied are you with the overall service you have received from LPPA"?).



#### Please note:

The graph measures monthly member satisfaction with the Contact Centre adviser ("In connection with the adviser you have just spoken to, how satisfied are you with the service they provided"?)

CONTACT CENTRE CALLS SATISFACTION - AGENT CLIENT SPECIFIC

Agent specific member satisfaction for the quarter was 95.6 %



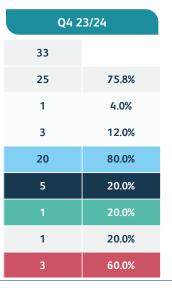
80.0%

**RETIREMENTS - ACTIVE** 



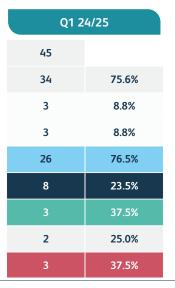
and as a % of responses

Satisfied



20.0%

20.0%



CLIENT SPECIFIC

76.5%

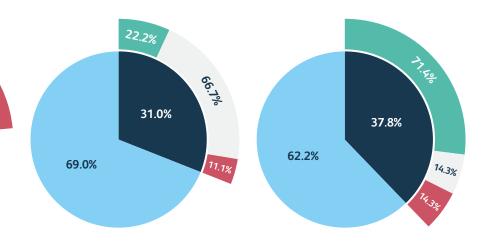
37.5%

23.5%

#### Please note:

Graphs show a breakdown of quarterly retirement surveys:

- Retirements processed / completed (members can have multiple process counts)
- Surveys issued (does not equal retirement processes as not all members provide an email address; members with multiple retirement processes only receive one survey email; ill health retirements do not receive a survey email; there is a planned delay in issuing surveys to allow for initial payments to be paid). We extended this period in Q4, which explains the drop in the number of email surveys issued.
- The satisfaction scores highlighted in green and red compare the satisfied / dissatisfied responses received, as a % of total responses (the true measure of member satisfaction).\*



Q2 2	4/25
31	
29	93.5%
2	6.9%
1	3.4%
20	69.0%
9	31.0%
2	22.2%
6	66.7%
1	11.1%

Q3 2	4/25
45	
37	82.2%
10	27.0%
2	5.4%
23	62.2%
14	37.8%
10	71.4%
2	14.3%
2	14.3%



# PensionPoint Member Online Portal

#### In this section...

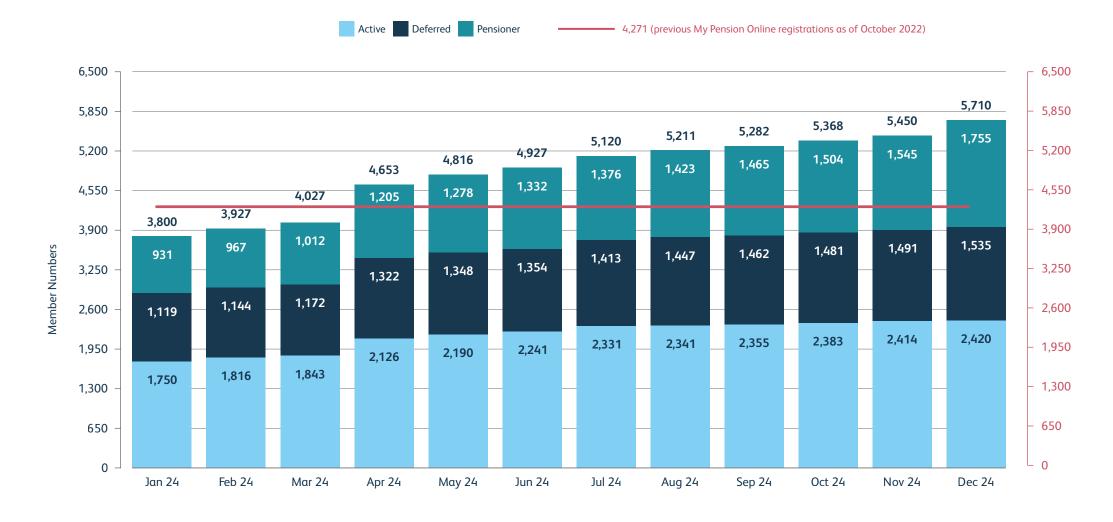
Total members registered

### PensionPoint MEMBER ONLINE PORTAL

7

#### **TOTAL MEMBERS REGISTERED**

**CLIENT SPECIFIC** 



# Employer Engagement & Member Communication Activity

- Delivered
- Scheduled
- Engagement communications (employers & members)

### EMPLOYER ENGAGEMENT & COMMUNICATION ACTIVITY

#### **DELIVERED**

ALL LPPA

- Member training sessions were delivered, including Making Sense of Your (LGPS)
   Pension, and Making Sense of Your Retirement.
- Employer training sessions were successfully delivered including:
  - Monthly Returns (successfully submitting files and resolving data queries)
  - LGPS Scheme Essentials (including support with calculating final pay, CARE pay and assumed pensionable pay)
  - Employer Responsibilities (support with ongoing pension administration responsibilities)
  - Absence and Ill Health (support with managing different types of absence in the LGPS)
- Annual Allowance and Pension Saving Statement communications were issued to eligible members.
- Monthly Return reminders were issued, which included details of the 2025 triennial valuation (the importance of accurate and up-to-date data files, and the potential impact on employer contributions).
- Employers were issued an email with information on preparing for the triennial valuation (this included details on submitting pending leaver forms, and an invitation to sign up for additional training).
- Member communications were added to the LPPA website to coincide with national 'Get Online Week' campaign, with features on PensionPoint.
- The annual LPPA client forum (hybrid) took place in November, which was attended by representatives from all LG clients.

- The LPPA website was updated in Q3:
  - The complaints section was improved based on updates to the process provided by The Pension Ombudsman.
  - b. Information on divorce (and related pension queries)
  - c. Information on pension credits
  - d. Our pension scams webpage area was updated, including new videos
  - e. Information on employer administration responsibilities.
- Pension Pulse (employer newsletter) was issued in December with features on:
  - a. Assumed Pensionable Pay (what it is, what to do, how to calculate it)
  - b. 2025 triennial valuation (what you need to do)
  - c. Academy school conversions (why LPPA need to know)
  - d. LGA bulletins, and LPPA training sessions (how to book)
  - e. Regular monthly updates (the importance of on-time leaver notifications, monthly return deadlines etc).

#### **SCHEDULED**

**ALL LPPA** 

- Employer communications highlighting deadlines for the submission of outstanding monthly returns will be issued, as the end of the 2024 / 25 financial year approaches.
- Pension Pulse (employer newsletter) will be issued in January with a key focus on employer responsibilities prior to the triennial valuation in 2025, and the potential impact on the actuarial process and employer contributions.
- Further improvements will be made to the LPPA pensions website.

## **Data Quality**

- TPR data scores
- Common data
- Scheme specific data

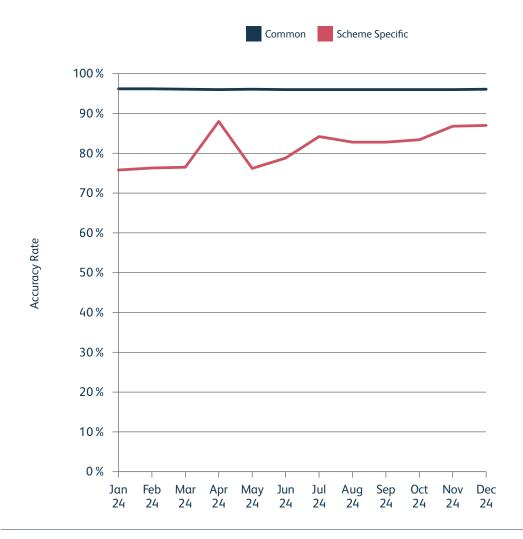
#### **DATA QUALITY**

#### Please note:

Fall in Q1 Scheme Specific Data score is seasonal, and specifically related to the processing of Pensions Increase for deferred members and Annual Allowance calculations (which follow employer submission of data returns and ABS processing).

#### TPR DATA SCORES

**CLIENT SPECIFIC** 



	Common (Target 95%)	Scheme Specific (Target 90 % )
Jan 24	96.2%	75.8%
Feb 24	96.2%	76.3%
Mar 24	96.1%	76.5%
Apr 24	96.0%	88.0%
May 24	96.1%	76.2%
Jun 24	96.0%	78.8%
Jul 24	96.0%	84.2%
Aug 24	96.0%	82.8%
Sep 24	96.0%	82.8%
Oct 24	96.0%	83.4%
Nov 24	96.0%	86.8%
Dec 24	96.1%	87.0%

#### **END OF QUARTER DATA QUALITY**

(TPR SCORES)

7

#### **COMMON DATA**

**CLIENT SPECIFIC** 

Data Item	Active	Deferred	Pensioner / Dependant
Invalid or Temporary NI Number	2	78	30
Duplicate effective date in status history	1	22	15
Gender is not Male or Female	24	1	0
Duplicate entries in status history	21	46	28
Missing (or known false) Date of Birth	0	0	0
Date Joined Scheme greater than first status entry	9	1	4
Missing Surname	0	0	0
Incorrect Gender for members title	0	0	0
Invalid Date of Birth	8	0	0
No entry in the status history	1	0	0
Last entry in status history does not match current status	39	4	12
Member has no address	76	521	33
Missing Forename(s)	0	6	0
Missing State Retirement Date	24	1	0
Missing postcode	72	559	51
Missing Date Joined Pensionable Service	0	0	0
Total Fails	277	1,239	173
Individual Fails	159	675	117
Total Members	6,548	10,171	7,625
Accuracy Rate	97.6%	93.4%	98.5%
Total accuracy rate			96.1%

#### SCHEME SPECIFIC DATA

**CLIENT SPECIFIC** 

Data Item	Fails
Divorce Records	0
Transfer In	104
AVCs/Additional Contributions	18
Deferred Benefits	3
Tranches (DB)	0
Gross Pension (Pensioners)	54
Tranches (Pensioners)	0
Gross Pension (Dependants)	86
Tranches (Dependants)	84
Date of Leaving	258
Date Joined Scheme	263
Employer Details	3
Salary	627
Crystallisation	151
CARE Data	235
CARE Revaluation	1
Annual Allowance	757
LTA Factors	187
Date Contracted Out	5
Pre-88 GMP	680
Post-88 GMP	585
Total Fails	4,101
Individual Fails	3,155
Total Members	24,344
Accuracy Rate	87.0%

# Local Pensions Partnership Administration