

Record Keeping Plan

APPENDIX A

Index	Priority	Description	Responsible	Objectives For Record keeping Plan	Data Scope of the Member Categories To Be Included for Objectives	Data Scope Types Of Data	Expected Outcomes from the data improvement plan
1.1	1	Pension Scheme Data Overall Objective	Scheme Manager supported by the Board, Chief Finance Officer, Head of Finance, Pension Manager.	Overall objective is to improve scheme data to meet the legal requirements for common data, conditional data and employer data, update missing or incomplete scheme data wherever it is held within a reasonable time frame, to ensure that benefit statements not issued can be sent out as soon as possible, to be ready for the move to new administrator LPP October 2018 with complete and accurate data, to have complete and accurate data ready by August 2018 for the Tri-Annual valuation coming up in March 2019.	Active, Deferred, Pensioner, Beneficiaries, Pension Credit Members.	Common data, conditional data, participating employer data.	<p>Scheme data will be improved to meet the standards as set out in The Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014, and monitored by the Record Keeping Plan to ensure full compliance going forward. Less time taken to complete task such as annual benefits statements, existence exercises.</p> <p>Scheme member communications being issued on time. Reducing time taken to complete events that require scheme data. Assist with clearing any backlogs due to missing or incomplete scheme data.</p> <p>Ensure a smooth transition to the new scheme administrator LLP in October 2018. Improving data scores. Provide a higher standard of service to scheme members, ensure any communications from the scheme reach as many scheme members as possible. To facilitate a smooth transition to our new third party administrators, ensure less disruption to scheme member services, to get scheme announcement to as many members as possible.</p> <p>Provide a higher standard of service to scheme members, ensure any communications from the scheme reach as many scheme members as possible. Ensure less disruption to scheme member services, to get scheme announcement to as many members as possible. Improve scheme procedures, ensure best practises for scheme data, keep accurate records long term, record keeping plans.</p> <p>The schemes administrators Capita record keeping systems will be updated to ensure annual benefit statement are issued in a timely manor, improve events such as existing checking, and administration tasks such as, pre retirement options, deaths, retirements, transfers, to improve service times for scheme members, assist with the move to new third party administrators LPP October 2018.</p>
1.2	2	Pension Scheme Data Participating Employers Objective	Scheme Manager supported by the Board, Chief Finance Officer, Head of Finance, Pension Manager.	Improve scheme data provided by participating employers, participating employers to provide any missing data to the third party administrators Capita, data from participating employers to be complete and accurate, third part administrators Capita to be able to send out non issued annual benefit statements as soon as possible that were held up by the data from participating employers, and for them to be able update their system with accurate data ready for the move to the new third part administrators LPP October 2018.	Active.	Employee data held by participating employers.	Data held by our third party administrators Capita will be updated with the missing or incomplete scheme data by the end of March 2018, ready for the move to new pension administrators in October 2018, improving communication, employer engagement, employer forum.
1.3	3	Pension Scheme Data Update	Scheme Manager supported by the Board, Chief Finance Officer, Head of Finance, Pension Manager.	All data to be updated by the end of June 2018 in readiness for the move to new pension administrators October 2018, and to issue annual benefit statements by 31 August 2018.	Active, Deferred, Pension Credit Members.	Common data, conditional data, employer data, pension scheme data held by our pension third party administrators Capita, pension scheme data held by Brent, pension scheme data held by participating employers.	Local Pension Partnership (LPP) our new pensions administrator will be providing an employer portal for uploading employer data.
1.4	4	Pension Scheme Data Participating Employers Objective And Longer Term Objectives	Scheme Manager supported by the Board, Chief Finance Officer, Head of Finance, Pension Manager.	Electronic mailshot to inform participating employers of their duties in supplying complete and accurate information, for them to supply this data by 31/01/2018, and to monitor that this is being complied with. Procedures put in place to monitor the data from participating employers with feedback from third party administrators Capita.	Active.	Data held by participating employers, such as salary information, missing service, contracted hours, information, missing part time hours, salary below minimum wage, incomplete CARE events, missing CARE salary history, up to date addresses not held, missing data as informed by our third party administrators Capita.	<p>Longer term the participating employers to provide the new third party administrators LPP with the information that they require every month via an online portal.</p> <p>Procedures and plans to monitor all data held by all parties to ensure continuing compliance with the regulations and our contracts with them. Member portal provided by LPP to provide members with benefits statements.</p>