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|  **Brent** | **Pensions Board**<br>**12 March 2018** |
| | **Report from the Chief Finance Officer** |

**Update on the Pensions Administration Contract**

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|---|---|
| **Wards Affected:** | N/A |
| **Key or Non-Key Decision:** | N/A |
| **Open or Part/Fully Exempt:** | Open |
| **No. of Appendices:** | 1 |
| **Background Papers:** | N/A |
| **Contact Officer(s):** | Conrad Hall, Chief Finance Officer |

**1.0     Purpose of the Report**

1.1     This report provides an update to the Pensions Board on the transition of the Pension Administration contract from the current supplier, Capita, to the new supplier, Local Pensions Partnership (LPP).

1.2     The report provides a summary of the high level transition plan and actions required in the run up to the contract handover to LPP.

**2.0     Recommendation(s)**

2.1     That the Board notes the content of this report.

**3.0      Detail**

3.1     In November 2017, following officers' recommendation, Cabinet granted approval to enter into a shared service agreement with LPP for the provision of the pension fund administration.

3.2     A number of legal documents have been received from LPP, including a Service Level Agreement, a Non-Disclosure Agreement and a Liability Agreement. These documents are currently being reviewed by the in-house Legal team and are expected to be approved by the end of January 2017.  These documents will serve as the binding contracts between the London Borough of Brent (LBB) and LPP.

3.3     The General Data Protection Regulation (GDPR) is due to come into effect from May 2018 to strengthen and unify data protection for all individuals within the

European Union. Officers have reviewed the Licence Agreement between LPP and LBB and obtained assurance that there will be compliance with the relevant regulations.

3.4 The current contract with Capita is due to end in September 2018 and we are now in the implementation phase with LPP in order to allow for the minimum of 9 months lead-in time required for a successful transition.

3.5 On 17 January 2018, an Exit Plan meeting took place between LBB, Capita and LPP. This meeting was key to ensuring that the key contacts who would be involved in the transition going forward were formally introduced. The meeting also served as a platform to discuss transition plans and requirements from all parties involved in the project.

3.6 A number of action points were agreed at this meeting and officers are monitoring progress through weekly follow up meetings with both LPP and Capita. This is in addition to the on-going monthly performance meetings being held between LBB and Capita.

3.7 Aquila Heywood is the software provider of Altair, which is the Local Government Pension admin system used by LPP. Aquila Heywood will therefore be very much involved in the implementation phase of this project to ensure that technical requirements, such as data migration and data mapping, from Capita's administration system successfully transfer to LPP's system.

3.8 Appendix A of this report details an Implementation Plan which will be adapted for both suppliers to create a joint plan for all parties involved to ensure a smooth implementation and transition to LPP.

3.9 Further reports will be brought to the Pensions Board to provide updates on key milestones within the plan.

**4.0 Financial Implications**

4.1 There are no specific financial implications associated with noting this report.

**5.0 Legal Implications**

5.1 None arising directly from this report

**6.0 Equality Implications**

6.1 None arising directly from this report

**7.0 Consultation with Ward Members and Stakeholders**

7.1 None necessary for this report.

**8.0 Human Resources/Property Implications (if appropriate)**

8.1 None arising directly from this report

*__Report sign off:__*

**Conrad Hall, Chief Finance Officer**

# Appendix 1

| Milestone | Week | Date |
|---|---|---|
| Data Cut 1 | 6 | 12-Feb |
| Deliver | 14/15 | 09-Apr / 16-Apr |
| Date Cut 2 | 26 | 02-Jul |
| Deliver | 28 | 16-Jul |
| Live Date Cut 3 | 37 | 17-Sep |
| Deliver | 38 | 24-Sep |

**Week numbers:** 1 – 39

**Week commencing dates:**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 |
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| 08-Jan | 15-Jan | 22-Jan | 29-Jan | 05-Feb | 12-Feb | 19-Feb | 26-Feb | 05-Mar | 12-Mar | 19-Mar | 26-Mar | 02-Apr | 09-Apr | 16-Apr | 23-Apr | 30-Apr | 07-May | 14-May | 21-May | 28-May | 04-Jun | 11-Jun | 18-Jun | 25-Jun | 02-Jul | 09-Jul | 16-Jul | 23-Jul | 30-Jul | 06-Aug | 13-Aug | 20-Aug | 27-Aug | 03-Sep | 10-Sep | 17-Sep | 24-Sep | 01-Oct | 08-O... |

## Project Initiation
- Early Project Scope / Estimate
- Initial Phone Calls
- Book Resources
- Implementation Study
- Data Analysis
- Technical Study

## Governance
- Project Management
- Lead Consultancy
- Calculation Consultancy
- Technical Consultancy
- Post Project Review Meeting
- Post Project Review Meeting

## Enviroment Setup
- Create empty database schemas
- Install new Altair conversion service / or upgrade existing
- Refresh with data copy from site (need for up to date parameters)

## Data Supply
- Upload Data
- Reformat and Check Data
- Load Data
- Load Data

## Admin Data Migration Program Development
- Create Mapping Spreadsheet
- Data Migration Specification/QA
- Data Migration Specification/QA
- Code Mapping Rules

## Admin Data Conversions
- Run Data Conversion
- Check Data Conversion
- Modify Conversion Routines
- Modify Conversion Routines
- Re-run Data Conversion
- Reconcile Data Conversion

## Image Migration
- Format Index Files
- Load Data

## Data Deliveries
- Extract Data (admin, payroll, images)
- Data Mappings
- Merge to Test at Client
- Merge to Live at Client