London Borough of Barnet Pension Fund

Scheme Activity & Events Calendar 2018

Timeline (week commencing): Jan-18 (w/c 01/01/18, 08/01/18, 15/01/18, 22/01/18, 29/01/18), Feb-18 (05/02/18, 12/02/18, 19/02/18, 26/02/18), Mar-18 (05/03/18, 12/03/18, 19/03/18, 26/03/18), Apr-18 (02/04/18, 09/04/18, 16/04/18, 23/04/18, 30/04/18), May-18 (07/05/18, 14/05/18, 21/05/18, 28/05/18), Jun-18 (04/06/18, 11/06/18, 18/06/18, 25/06/18), Jul-18 (02/07/18, 09/07/18, 16/07/18, 23/07/18, 30/07/18), Aug-18 (06/08/18, 13/08/18, 20/08/18, 27/08/18), Sep-18 (03/09/18, 10/09/18, 17/09/18, 24/09/18), Oct-18 (01/10/18, 08/10/18, 15/10/18, 22/10/18, 29/10/18), Nov-18 (05/11/18, 12/11/18, 19/11/18, 26/11/18), Dec-18 (03/12/18, 10/12/18, 17/12/18, 24/12/18, 31/12/18)

Record Keeping Plan (Data)

Common Data Cleanse

1a) NON ADDRESS
- Project set-up and process agreement
- Data cleanse
- Finalisation of reporting
- Updating Hartlink

1b) NINO
- Project set-up and process agreement
- Set-Up
- Initial Mailing
- Chaser Mailing
- Finalisation of reporting
- Updating Hartlink

2a) ADDRESS TRACING
- Receive approval to cost
- Project set-up
- Address Tracing

2b) VERIFICATION MAILING
- Set-Up
- Initial Mailing
- Chaser Mailing
- Finalisation of reporting
- Updating Hartlink

Annual Common Data Review
- Run Tests
- Complete Report

Conditional Data Analysis
- Complete Parameter Documentation
- Access Data
- Run Tests
- Complete Report
- Report Approval and Rectification Recommendations

Conditional Data Cleanse (Detail to be added)
- GMP Reconciliation activity with HMRC

End of Year Data & Annual Benefit Statements

End of Year Data
- Circulate LBB Fund Administration Strategy to Employers / Payroll Providers
- Set up dedicated email address for all Annual Data Returns
- Prepare and sign off End of Year data template and accompanying guidance to Employers
- Issue End of Year data template and accompanying guidance to Employers
- Hold Employer Forum Event (Hendon Town Hall – 15th March)
- All Annual Data Returns to be completed by Employers / Payroll Providers and returned to dedicated email address by 30 April
- Analyse and validate all data files returned from Employers and return queries to Employers / Payroll Providers
- Employer compliance and escalations reported to LBB (where required)
- Load all clean validated EOY data to member records in HartLink
- Employers / Payroll Providers to respond to queries and provide revised data with 10 days of notification
- Validate and load revised data to HartLink for query cases
- Undertake full analysis of Employer data returns and query responses to identify any employer compliance issues
- Provide LBB with results of Employer compliance analysis and agree next steps

ABS Sign-Off, Printing & Dispatch

Member Engagement
- Pensioner Newsletter Drafted
- Content Reviewed
- Content Approved by Council
- Newsletter Printed & Issued
- Annual ABS Campaign / Correspondence
- Monthly Retirements (NRD)
- Customer Satisfaction Survey

Employer Engagement
- Fund Administration Strategy Issued
- Employer Forum (Q1) - Scope: End of Year Processes & Data Submissions

Category	Task
Communications & Engagement	Employer Forum (Q3) - Scope: ABS Review
	Issue Invite
	Content Reviewed
	Council Sign-Off
	Council Website Review & Updates
	Content Reviewed
	Recommended Updates
	Council Sign-Off
	Updates to Website by Council
	Employer Manual (added to Website)
	Retirements Process Flow (added to Website)
	Annual ABS FAQ's (added to Website)
	Quarterly Review
Statutory & Regulatory Requirements	**Reporting & Monitoring Activities**
	HMRC Event Reporting
	HMRC Accounting for Tax
	Pension Saving Statements
	Pensions Increase (Pre-PI Reports)
	Pensions Increase (Apply)
	Deferred Benefit Statements
	TPR Scheme Return (Data - Submission Date TBC)
Pension Fund Annual Accounts	**Data Provision / Requests from Administration Team (BDO)**
	Reporting & Publication (Council Accounts)
Scheme Valuation	**Activities Supporting Triennial Valuation**
	Data Validation via BRAIN Portal
	Valuation Timetable (Dates TBC - Hymans Robertson)
	Provision of S13 Valuation Data to GAD (2019)
Admitted Bodies & Bonds Renewals	**Reporting & Monitoring Activities**
	Correspondence with Employers for updated Bond Documents
	Outstanding Bodies Escalated to S151 Officer
	Quarterly Reporting to Pension Fund Committee
	Bonds Scheduled for Renewal in Period:
	Capita / Capita Re
	Servest (Henrietta Barnet School)
Local Pensions Board Reporting	**Reporting / Ratification**
	Administration Performance Report (Quarterly Reporting)
	Administration Strategy (Jan - March 2019 Meeting - Date TBC)
	IDRP Review (Sept Meeting)
	Employer Compliance Policy (Oct - Dec Meeting- Date TBC)
	Breach Reporting (Quarterly Reporting)
	Risk Register (Quarterly Reporting)
	Communications Strategy (June Meeting)
	Data Quality Reporting (Oct - Dec Meeting - Date TBC)
	Member Training Activities (TBC)
Internal Audit Findings / Assurance	**Agreed Actions & Deliverables**
	Finding 1 (Scheme Data Quality)
	Finding 2 (Annual Benefit Statements)
	Finding 3 (Member Retirements)
	Finding 4 (Administration Governance)
	Finding 5 (Communications Strategy)
	Finding 6 (New Member Records & Data Quality)
	Finding 7 (Transfers)
	Finding 8 (Breaches of Law)
	Finding 9 (New Member Records)