London Borough of Barnet Pension Fund

Annual Benefit Statement plan 2019

		BRAG rating	Jan-19 w/c 31/01/19	w/c 07/01/19	w/c 14/01/19	w/c 21/01/19	w/c 28/01/19	Feb-19 w/c 04/02/19	w/c 11/02/19	w/c 18/02/19	w/c 25/02/19	Mar-19 w/c 04/03/19	w/c 11/03/19	w/c 18/03/19	w/c 25/03/19	Apr-19 w/c 01/04/19	w/c 08/04/19	w/c 15/04/19	w/c 22/04/19	May-19 w/c 29/04/19	w/c 06/05/19	w/c 13/05/19	w/c 20/05/19	w/c 27/05/19	Jun-19 w/c 03/06/19	w/c 10/06/19	w/c 17/06/19	w/c 24/06/19	Jul-19 w/c 01/07/19	w/c 08/07/19	w/c 15/07/19	w/c 22/07/19	Aug-19 w/c 29/07/19	w/c 05/08/19	w/c 12/08/19	w/c 19/08/19	w/c 26/08/19	Sep-19 w/c 02/09/19	Owner
End of Year Data & Annual Benefit Statements for Deferred members																																						
	Deferred Annual Benefit Statement																																					
	Update and sign off ABS template with Technical - Reviewed N Keogh 12-07-19																																					Technical / LBB/ Events
	Apply 2019 PI to records																																					Events
	ABS extracts & sample checks conducted & signed off																																					Events
	Issue template to Sparks / CDIS																																					Events
	CEB sign off proofs																																					Events /Sparks / CDIS
	ABS Sign-Off, Printing & Dispatch																																					Sparks/CDIS
End of Year Data & Annual Benefit Statements for Active members	**Active Annual Benefit Statement**																																					
	Circulate LBB Fund Administration Strategy to Employers / Payroll Providers																																					Events
	Prepare and sign off End of Year data template and accompanying guidance to																																					Events
	Issue End of Year data template and accompanying guidance to Employers																																					Events
	Update and sign off ABS template with Technical - Reviewed N Keogh 12-07-19																																					Technical / LBB/Events
	All Annual Data Returns to be completed by Employers / Payroll Providers and returned to dedicated email address by 30 April																																					Employers / Payroll providers
	Analyse and validate all data files returned from Employers and return queries to Employers / Payroll Providers																																					Events
	Employers / Payroll Providers to respond to queries and provide revised data with 10 days of notification																																					Employers / Payroll providers
	Employer compliance and escalations reported to LBB (where required) - late EOY submissions																																					Events
	Update meetings with LBB																																					LBB / CES Ops Managers
	Load all clean validated EOY data to member records in HartLink																																					Events
	Undertake full analysis of Employer data returns and query responses to identify any employer compliance issues																																					Events
	Data quality check minimum 3% - Technical																																					Technical
	Validate and load revised data to HartLink for query cases																																					Events
	Send ABS data to Sparks /CDIS																																					Events
	Provide LBB with results of Employer compliance analysis and agree next steps																																					CES Ops Managers
	ABS Sign-Off, Printing & Dispatch																																					Sparks / CDIS
Valuation 2019	Upload **TEST** data to Hymans portal																																					Events
	Upload **LIVE** data to Hymans portal																																					Events