



# Report to Pension Fund Consultative Group

**Title:** Pension Administration Strategy

**Date:** 11 March 2008

**Author:** Pensions Manager

**Contact Officer:** Julie Vrondis 01296 382328

**Electoral Divisions Affected:**

## Summary

The new pension administration strategy for agreement.  
Agreement to recover from employers, additional administrative costs attributable to level of performance

## Recommendation

a) It is proposed that a Pensions Administration Strategy be published and reviewed annually.

Under the new regulations, an administering authority will be given the discretion to prepare a Pension Administration Strategy which contains the Authority's policies in relation to pension administration.

The current policies, charters and SLAs are detailed below:

- Communication Policy Statement – This document outlines how the pensions administration team communicate with scheme members, employing authorities, members representatives, potential scheme members. It also details all communication material.
- Pension Fund Communication Plan
- Buckinghamshire Policy Statement – Details Buckinghamshire County Council's policies in relation to the scheme as both an administering Authority and an Employing Authority.
- Pension Fund Annual Report
- Customer Charter
- Service Level Agreement between the pension administration team and all employing authorities within the fund.

b) It is proposed to recover additional administrative costs attributable to the employer's level of performance

The new regulations will also allow administering authorities to recover certain costs associated with poor administrative performance, in particular where additional work has to be performed because essential data is persistently late or statutory deadlines are not being met (regulation 43). In these circumstances the administering authority may give written notice to the employing authority concerned, stating the administering authority's reason for making their decision and specifying in the notice the additional administrative costs attributable to the authority's level of performance. The administering authority will need to set out the basis on which the specified amount is calculated.

**Supporting information to include the following if a decision is being requested:**

**Resource implications**

The pension administration team currently spend a large proportion of their time chasing employers for information; this involves overtime and employing temporary staff. Employers who do not comply with the Regulations could be charged for the cost of this additional work. At present the cost is borne by all employers within the fund.

**Legal implications**

There is no legal obligation to produce a pension administration strategy.

**Other implications/issues**

N/A

**Feedback from consultation and Local Member views (if relevant)**

N/A

---

**Background Papers**

Regulation 65 of the new 2008 administration Regulations  
Regulation 43 of the new 2008 administration Regulations