

End of Year & Annual Benefit Statements

Highlight Report – EOY & Annual Benefit Statements – Project Phase: In delivery

Date of Report:	22 th May 2019	Upcoming Milestones		
Project Lead	Tom Lewis	Item	Due (* = estimated)	Status
Prepared by:	Harvey Winder	Employer Deadline for EOY information	30 ^h April	Completed
Project RAG Status	Green			
Project Scope		Final hard deadline for any outstanding employer returns	31 st May	Completed
To actively manage and monitor all employers associated with the ESCC fund to submit their organisations end of year pay information by the set deadline of 30 th April 2019 as part of the LGPS pension scheme. As part of the end of year process, the annual benefit statements are to be produced by the regulatory deadline of August 31 st 2019. A visual timeline for ABS production is attached as Appendix 3a.		First active and Councillor run	End of June	On time
		Deferred statements produced	End of July	On time

Project Summary

Since the beginning of January, communications and reminders have been sent to all employers on a monthly basis in January and February. For the month of March and April 2 communication emails were sent and, a final reminders in May. The amount of communications sent this year has seen one of the best return rates with only 2 out of 127 employers remaining to submit a return. In member terms, it is 3 out of 23,500. Further chasers will be sent to those who have still supplied this information. We still are aiming for all returns by the head deadline of May 31st and should there be any outstanding at this stage, these will be raised to the governance team for additional support.

Once the deadline has close for May 31st the process finalising uploading of these returns will be actioned prior to the first run of active members ABS production at the end of June. There will be 2 further runs in July and early August to allow for as many of these statements to be produced as required. We anticipate all deferred statements will be sent out by the end of July 2019 and, Councillor statements will be sent by the end of June 2019.

The team has been given dedicated member types to take ownership of in terms of statement production once the data has been all loaded to the admin

system.

Key Risks & Issues

Item	RAG	Detail	Action/Update
Problematic employers		There are still several employers who have not yet returned the EOY data required and this information may not be considered for the valuation and abs work if the deadline is missed	Chaser emails will go out 24 th May via the admin team. Employers have been raised to the governance team for additional support in chasing this information.

