

Escalation emails – 2 versions

Please see the below two email escalation emails for the East Sussex data improvement project.

- Version 1 is for **Employer Group 1**. These are employers that we have had some engagement with but have been unable to conclude and receive the required information.
- Version 2 is for **Employer Group 2**. These are employers that we have had no engagement as part of this project.

Version 1

Dear [Insert contact name],

East Sussex Data Improvement plan – Scheme employer escalation

As you will be aware, the East Sussex Pension Fund are currently undertaking a data improvement exercise on the membership information held by the Fund. The purpose of the project is to improve the accuracy of membership data held by the Fund and in relation to our members (your employees) and to ensure accurate benefit entitlements are set out in annual benefit statements as well as at retirement.

We have appointed the funds actuarial consultant, Hymans Robertson, to undertake this data improvement exercise. We are aware that in previous interactions with Hymans you have either provided some of the information or confirmed your intention to do so, however they are still awaiting some of the information that has been requested from you.

We completely recognise and understand the present challenges that we are all facing and the impact that current remote working requirements may be having on your service delivery. We hope you appreciate, however, that the data improvement work required from your organisation is essential in improving the accuracy of member data held by the Fund. As an employer within the Local Government Pension Scheme, it is your responsibility to ensure that the pension record held for your employees accurately reflects the pension benefits they have accrued within the pension scheme. Additionally, having accurate member records also has a direct impact on the level of employer contributions payable to the Fund by your organisation.

While appreciating the current challenges being faced we are seeking your commitment to provide the member data information to Hymans Robertson that they have requested by no later than **12th of May at the latest**.

If you believe you will be unable to provide the required information within this new extended deadline, please contact either Peter.Riedel@hymans.co.uk and Andrew.McKerns@hymans.co.uk in order to discuss further and to investigate what, if any, support they can give to you.

Regards

Councillor Fox

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## Version 2

Dear [Insert contact name],

### **East Sussex Data Improvement plan – Scheme employer escalation**

As you will be aware, the East Sussex Pension Fund are currently undertaking a data improvement exercise on the membership information held by the Fund. The purpose of the project is to improve the accuracy of membership data held by the Fund and in relation to our members (your employees) and to ensure accurate benefit entitlements are set out in annual benefit statements as well as at retirement.

We have appointed the funds actuarial consultant, Hymans Robertson, to undertake this data improvement exercise. We are aware that a number of attempts have been made to contact your organisation and gain the requisite member data information for the successful conclusion of this project. Despite these requests, we understand they are still awaiting some of the information that has been requested from you.

We completely recognise and understand the present challenges that we are all facing and the impact that current remote working requirements may be having on your service delivery. We hope you appreciate, however, that the data improvement work required from your organisation is essential in improving the accuracy of member data held by the Fund. As an employer within the Local Government Pension Scheme, it is your responsibility to ensure that the pension record held for your employees accurately reflects the pension benefits they have accrued within the pension scheme. Additionally, having accurate member records also has a direct impact on the level of employer contributions payable to the Fund by your organisation.

While appreciating the current challenges being faced we are seeking your commitment to provide the member data information to Hymans Robertson that they have requested by no later than **12<sup>th</sup> of May at the latest**.

If you believe you will be unable to provide the required information within this new extended deadline, please contact either [Peter.Riedel@hymans.co.uk](mailto:Peter.Riedel@hymans.co.uk) and [Andrew.McKerns@hymans.co.uk](mailto:Andrew.McKerns@hymans.co.uk) in order to discuss further and to investigate what, if any, support they can give to you.

Regards

Councillor Fox