

Teesside Pension Fund

Service Delivery Report

2019/20

Teesside Pensions Fund

Headlines

McCloud judgement

On 27 June 2019 the Supreme Court denied the Government's request for an appeal in the McCloud and Sargeant case.

The case concerns the transitional protections provided to older members of the judges and firefighter pension schemes when the schemes were reformed in 2015, as part of the public sector pension scheme changes. On 20 December 2018 the Court of Appeal found that these protections were unlawful on the grounds of age discrimination and could not be justified.

The Supreme Court ruling of 27 June 2019 means that the Court of Appeal's decision will be upheld and the case will be returned to an employment tribunal for a detailed decision.

What impact this will have on the LGPS remains to be seen.

Good governance project

The Scheme Advisory Board (SAB) published their Good Governance Report on 31 July 2019.

Hymans Robertson project team will assist SAB in taking forward the next stage of the project. Two working groups will be established to:

- define what is meant by good governance outcomes and provide the accompanying guidance, and
- focus on options for the independent assessment of outcomes and the mechanisms to improve the delivery of those outcomes.

Both groups will comprise of a variety of stakeholders to ensure a wide range of views and options are considered. The aim is for an options report to be ready for consideration by SAB in November 2019. Any proposals agreed by SAB will be subject to a full stakeholder consultation before being put to MHCLG. Details of both working groups will be published on the SAB website in due course.

LGPS engagement report published

On 19 September, the Pensions Regulator (TPR) published a [report](#) on the findings from its engagement with ten local government funds. The engagement took place between October 2018 and July 2019.

The report summarises the key findings against the Regulator's Code of Practice 14 both in terms of exceeding and falling short of required standards. The Scheme Advisory Board (England and Wales) will discuss the report in detail at their meeting on 6 November 2019.

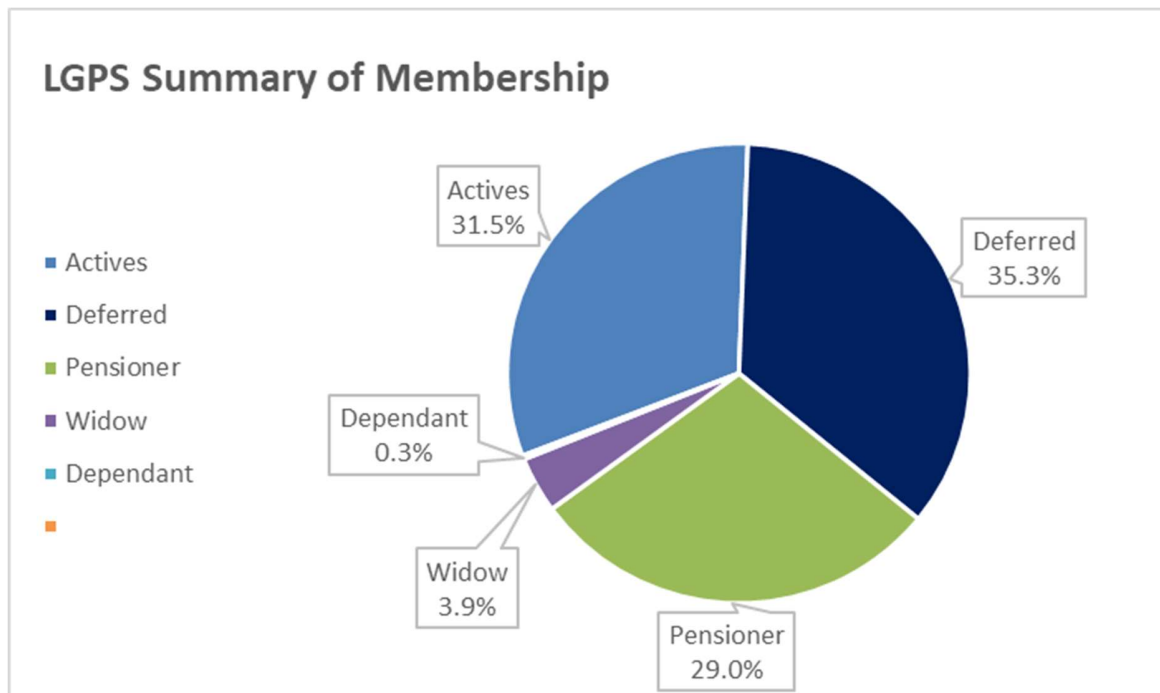
Regulations and guidance

Scape and GAD factors

The reduced SCAPE rate is effective from 29 October for the calculation of actuarial factors. MHCLG has issued revised late retirement guidance. The new guidance and factors are effective from 1 September 2019. The new methodology removes the 'cliff edge' effect which reduced the value of LGPS benefits held by members who were over their Normal Pension Age (NPA) when the factors last changed in January 2017.

Membership Movement

	Actives		Deferred		Pensioner		Widow/Dependent	
Q4 2019/20								
Q3 2019/20	23,123	▲	25,948	▼	21,355	▲	3,093	▲
Q2 2019/20	22,463	▼	26,136	▲	21,179	▲	3,071	▲
Q1 2019/20	23,008	▼	25,850	▲	20,905	▲	3,045	▲
Q4 2018/19	23,141	-	25,824	-	20,735	-	3,035	-



Additional Work

Guaranteed Minimum Pension reconciliation exercise

Work continues on this project, with the closure scan now expected during December 2019.

Complaints

Type of complaint	Date received	Date responded
Dispute on whether an Expression of Wish form is held and therefore who should be entitled to Death in Service Lump Sum Response – no Expression of Wish form held on member record so only in position to pay death in service lump sum to estate. Nothing on record indicates member was intending to complete an Expression of Wish form.	04/03/2019	14/03/2019
Delay in responding to member – query raised on previous correspondence (relating to combining benefits), and a response was provided. The member claimed the response was overly complex, and we said we would try to simplify this for her and unfortunately this did not happen.	18/11/2019	28/11/2019

Internal Dispute Resolution Process

For the 3 months to 31st December 2019 there are two known IDRPs cases:

- 1 related to November complaint shown above
- 1 related to escalation to Stage 2 of a previous IDRPs case relating to ill health retirement. Papers have been issued to the Stage 2 nominated person and we are awaiting a response.

Pensions Ombudsman

For the 3 months to 31st December 2019 there are no known cases passed for consideration to, nor a ruling by, the Pensions Ombudsman.

High Court Ruling

For the case ruled by the High Court, discussions on agreeing the interest due to the member are ongoing with their legal representative.

Common Data

Data Item	Teesside Pension Fund			107 dependents
	Max Population	Total Fails	% OK	
NINo	74,028	145	99.80%	
Surname	74,028	0	100.00%	
Forename / Inits	74,028	0	100.00%	
Sex	74,028	0	100.00%	
Title	74,028	26	99.96%	
DoB Present	74,028	0	100.00%	
Dob Consistent	74,028	0	100.00%	
DJS	74,028	0	100.00%	
Status	74,028	0	100.00%	
Last Status Event	74,028	539	99.27%	
Status Date	74,028	1,024	98.62%	
No Address	74,028	346	99.53%	
No Postcode	74,028	470	99.37%	
Address (All)	74,028	3,987	94.61%	
Postcode (All)	74,028	3,989	94.61%	
Common Data Score	74,028	2,170	97.07%	
Members with Multiple Fails	74,028	371	99.50%	

Conditional Data

XPS Administration, Middlesbrough are working on a method to report Conditional Data. Discussions are ongoing with Aquila Heywood on a cost for this reporting function along with investigation on whether this can be achieved internally. This follows the issuance by SAB of 22 data fields that should be reported on.

Customer Service

Since December 2016, XPS Administration, Middlesbrough have included a customer satisfaction survey with the retirement options documentation.

A summary of the main points are as follows:

Issued	Returned	%
14,276	2,789	19.54

Question	Previous Response*	Current Response*
1. It was easy to see what benefits were available to me	4.26	4.26
2. The information provided was clear and easy to understand	4.19	4.19
3. Overall, the Pensions Unit provides a good service	4.29	4.29
4. The retirement process is straight forward	4.03	4.03
5. My query was answered promptly	4.45	4.45
6. The response I received was easy to understand	4.43	4.43
7. Do you feel you know enough about your employers retirement process	76.59%	76.23%
8. Please provide any reasons for your scores (from 18/05/17)		
9. What one thing could improve our service		
10. Did you know about the www.teespen.org.uk website? (from 18/05/17)	46.73%	47.22%
11. Did you use the website to research the retirement process? (from 18/05/17)	26.87%	27.29%
12. Have you heard of Member Self Service (MSS)? (from 18/05/17)	22.39%	23.39%

*scoring is out 5, with 5 being strongly agree and 1 being strongly disagree

Recruitment

Following the agreement of the Pensions Committee to fund enhancements to the Pensions Administration Services at their meeting of 7th March 2018, XPS Administration, Middlesbrough has looked to recruit into the roles required to provide this enhanced service.

The communications role has now been filled and the successful applicant commenced on 16th December 2019. Work has commenced on updating the Teesside Pension Fund website.

XPS are currently reviewing processes to enable a move to monthly contribution postings which should lead to greater efficiencies, and more up to date information on member records.

Performance

Following discussions with both the Pension Board and Committee, XPS Administration are investigating a way to report the time between a member being entitled to a benefit and it being finalized (e.g. time between date of leaving and deferred benefit statement being issued or pension being brought into payment).

XPS Administration are therefore investigating whether sufficient reporting tools already exist within the pension administration system or whether bespoke reports are required to be developed (either internally or via the administration software providers).

The Pension Committee will be kept updated on the progress to provide this information.

Employer Liaison

The Employer Liaison team has been in place since May 2019, within that time contact has been made with Employers to open communication in order to help shape the team objectives alongside key tasks that are already in place. Employers have been extremely receptive of the role and the needs of the employers quickly came to light and we have accommodated this and will continue to engage and satisfy the needs requested. Members have also benefited from the interaction with presentations around the LGPS and Member Self Service sign up, we have engaged with both active and deferred members of the scheme with positive feedback.

Listed below are the numbers of Engagement since May 2019:

- Employers visited: 12
 - Pension Awareness Sessions delivered: 10
 - Member Self Service Sessions delivered: 15
 - Members Engaged during sessions: 485

The work is continuing and the next steps are information gathering from Employers alongside a formal introduction of the team this will then prompt an analysis of employer needs, a data cleanse of employer information and spark further communication between ourselves and the employer.

The engagement will continue with members and surveys of sessions delivered will be carried out and in turn the results will be analysed. The sign up for member self-serve will continue which also gives members a chance to check the information we hold on record.

List of Engaged Employers

Redcar and Cleveland Borough Council

Stockton Borough Council

Middlesbrough Council

Tees Valley Combined Authority

Beyond Housing

Outwood Academy Trust

Tees Valley Education Trust

SLM (Everyone Active)

One Awards

Cleveland Fire

One IT

The Following employers and members are part of the next tranche of engagement:

Teesside University
Middlesbrough College
Stockton Riverside College
Hartlepool Sixth Form College
Hartlepool Borough Council
Steria
Tees Active
Police and Crime Commissioner

Member Self Service

Analysis was done 6 months apart and the 1% improvement shows the engagement is increasing the uptake of the online service.

Date 13.06.19

	Active	Deferred	Pensioners	Dependant	Total
Members	22,463	26,136	21,179	3,071	72,849
MSS Sign up	1,908	413	528	11	2,860
	8.5%	1.6%	2.5%	0.4%	3.9%

Date 31.12.19

Members	23,123	25,948	21,355	3,093	73,519
MSS Sign up	2,202	574	711	13	3,500
	9.5%	2.2%	3.3%	0.4%	4.8%

Late Payments

Below shows the percentage of late payments each month in relation to the contributions received to the Teesside Pension Fund.

Date	Expected Payments	Late Payments	% Late	<10 Days Late	>10 Days Late
Apr-19	148	11	13.00%	1	10
May-19	148	7	7.00%	2	5
Jun-19	148	4	3.00%	2	2
Jul-19	148	2	2.00%	1	1
Aug-19	148	3	4.00%	2	1
Sep-19	148	4	4.00%	3	1
Oct-19	148	1	4.00%	0	1
Nov-19	156	6	2.00%	2	4

The figures differ to the presentation at the Pension Committee due to the change in due date for the contributions this was originally based on the 19th of each month but this is only for cheque payments, therefore the table has been updated to reflect the correct date of contributions must be received by 22nd day of each month.

Looking further into which employers are not following the schedule of contributions only one is consistently late; we are working with them to resolve this problem and have a meeting pencilled in with them in the coming weeks.

One employer had consecutive months of late payments, this has not happened in the employers history and we worked with them to help them through the difficult time. They are now through this difficult patch and have commenced payments on time.

All other late payments are different employers with no pattern forming. We are quick to spot patterns and contact the employer/payroll provider upon any noticeable change in payments.

The expected payment figure increased due to new admitted and scheduled bodies joining the fund.

Disclosure Requirements

Below is an overview of the disclosure requirements with timelines:

Information	To Be Disclosed To	In What Circumstances	Time Limits/Other Details
Basic Scheme Information	Members, Prospective members, their spouses and civil partners; beneficiaries	New members must be given basic scheme information automatically On request, no more than once a year	Receive information within 2 months of joining the scheme Any material change in basic scheme information must be notified to all member as soon as possible after alteration or within three months
Statement of Prospective Transfer Credits	Members, Prospective members	On request, no more than once a year	Within two months of the request
Benefit Statements	Active, Deferred	Automatically, once a year	A benefit statement must be provided within 12 months of each schemes year end
Early leaver benefits	Members who leave a scheme before normal pension age	Automatically to early leavers	Leavers with rights to preserved benefits must be told their rights and options within two months

	Active, and prospective members	On request, no more than once a year	<p>of the trustees being notified that the member has left service</p> <p>Leavers with between three months and two years of qualifying service but without rights to preserved benefits must be informed of their options as soon as possible (normally within three months)</p> <p>Within two months of the request</p>
Estimate of cash equivalent transfer value	Active members, deferred members	On request, no more than once a year	Within three months of the request
Benefits on death	<p>Beneficiaries over age 18</p> <p>Personal representatives of members or beneficiaries who have died</p>	<p>Automatically</p> <p>On request</p>	<p>Beneficiaries must be notified of rights and options within two months of notification of death.</p> <p>Personal representatives must be notified within two months of request</p>
Pension Savings Statement	Members	<p>Automatically to those:</p> <p>Whose pension input exceeds the annual allowance for the pension input period</p> <p>Who the trustees have reason to believe have flexibly accessed their pension savings and whose money purchase</p>	Within 6 months of the end of the tax year

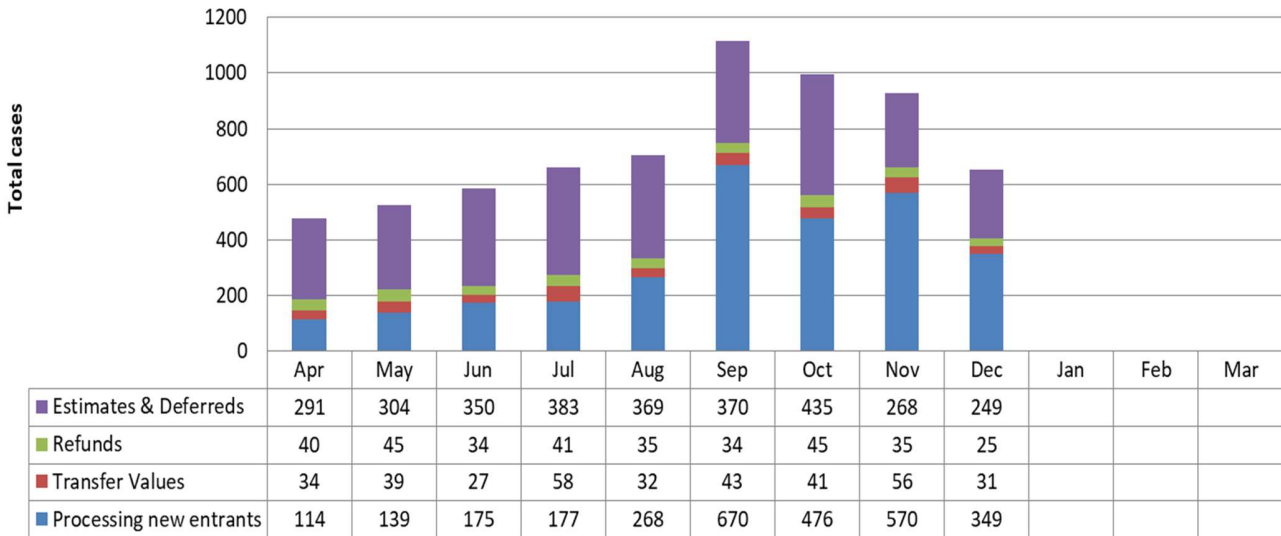
		input amount exceeds the money purchase annual allowance On request if the individual will not get a statement automatically	Within three months of the request or by 6 th October of later
Benefits on Retirement	Members and beneficiaries	Automatically when benefits become payable	
Changes of benefits in payment	Pensioners	Automatically	Before or within one month of the change
Annual pensioner statements	Pensioners	Automatically	Once each tax year up to age 75

Having looked at deferred benefits for the 3 months to 31st December 2019, achievement to the disclosure regulations was **50%** across **490** cases. Although still reviewing reasons for not achieving disclosure requirements a high percentage relate to discovery as part of the year end process. These cases are now being followed up and dealt with in a timely manner.

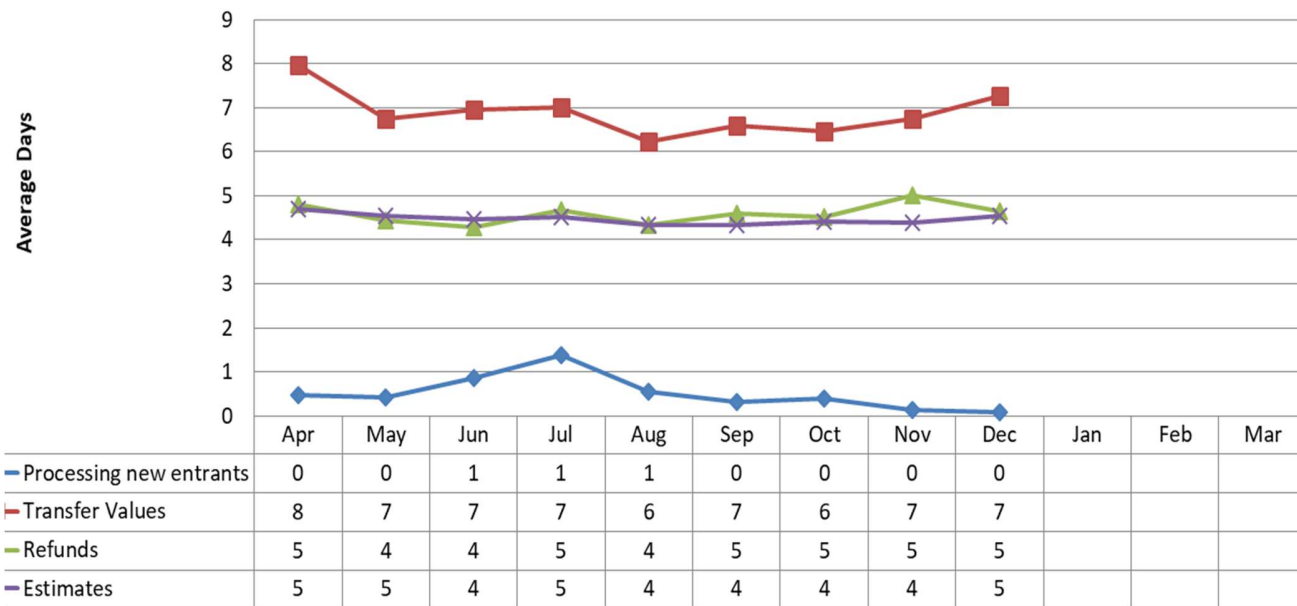
Performance Charts

Overall Demand

Demand by Task



Average days by Task



The following charts show performance against individual service level requirements.

April 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.48	114	0	114	114
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	8	34	0	34	34
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	40	0	40	40
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	5	291	0	291	291
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

May 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.43	139	0	139	139
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	39	0	39	39
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	4	45	0	45	45
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	5	304	0	304	304
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

June 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.85	175	0	175	175
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	27	0	27	27
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	4	34	0	34	34
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	4	350	0	350	350
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

July 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	1.38	177	0	177	177
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	58	0	58	58
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	41	0	41	41
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	5	383	0	383	383
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

August 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.55	268	0	268	268
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	6	32	0	32	32
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	4	35	0	35	35
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	4	369	0	369	369
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

September 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.32	670	0	670	670
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	43	0	43	43
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	34	0	34	34
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	4	370	0	370	370
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	100%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

October 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.39	476	0	476	476
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	6	41	0	41	41
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	45	0	45	45
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	4	435	0	435	435
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	0%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

November 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.14	570	0	570	570
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	56	0	56	56
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	35	0	35	35
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	4	268	0	268	268
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	0%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		

December 2019

KEY PERFORMANCE REQUIREMENTS (KPR)	MONITORING PERIOD (Annually, Quarterly, Monthly, Half Yearly)	KPR Days	MINIMUM PERFORMANCE LEVEL (MPL)	ACTUAL PERFORMANCE LEVEL (APL)	Average Case Time (days)	Number of Cases	Over target	TOTAL (cases)	Within Target
All new entrant processed within twenty working days of receipt of application.	Monthly	20	98.50%	100.00%	0.07	349	0	349	349
Transfer Values - To complete the process within one month of the date of receipt of the request for payment.	Monthly	20	98.50%	100%	7	31	0	31	31
Refund of contributions - correct refund to be paid within five working days of the employee becoming eligible and the correct documentation being supplied.	Monthly	5	98.75%	100%	5	25	0	25	25
Merged Estimate Of Benefits and Deferred Benefits	Monthly	10	98.25%	100.0%	5	249	0	249	249
Pension costs to be recharged monthly to all employers.	Monthly		98.75%	100%	N/A	N/A	N/A		
Annual benefit statements shall be issued on a rolling basis ensuring that a scheme member shall receive a statement once a year.	Annual	April	98.75%	0%	N/A	N/A	N/A		
Payment of lump sum retiring allowance - Payment to be made within 6 working days of payment due date and date of receiving all the necessary information.	Monthly		98.75%	100%	N/A	N/A	N/A		
Pay eligible pensioners a monthly pension on the dates specified by the Council.	Monthly		100%	100%	N/A	N/A	N/A		
All calculations and payments are correct.	Monthly		98.75%	100%	N/A	N/A	N/A		