

CLWYD PENSION FUND COMMITTEE

Date of Meeting	Wednesday, 11 September 2024
Report Subject	Administration and Communications Update
Report Author	Pensions Administration Manager

EXECUTIVE SUMMARY

The purpose of this report is to provide members with a summary of the Fund's administration performance and key administration and communications activity since the last meeting.

A more detailed update on the Fund's administration and communications performance will be provided at the next Committee meeting in November.

RECOMMENDATIONS

1	That the Committee consider and note the update and provide any comments.
2	That the Committee provide feedback on the contents and format of the new summary report

REPORT DETAILS

1.00	ADMINISTRATION AND COMMUNICATIONS UPDATE
1.01	<p>Appendix 1 summarises the Fund’s administration performance and key activity undertaken since the last update provided at the June Committee meeting, including:</p> <ul style="list-style-type: none">• Performance against the three separate measures – legal, overall and CPF. These are shown at a combined level across all benefits processes.• Case levels received over the past 3 month period and IDRPCs outstanding• Progress against the administration and communications elements of the Business Plan for 2024/25• An update on major projects• An update on the Fund’s administration and communication risks• Delegations taken by officers (of which there are none to note)
2.00	RESOURCE IMPLICATIONS
2.01	None
3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None.
4.00	RISK MANAGEMENT
4.01	Appendix 1 provides commentary on the two highest risks and Appendix 2 provides the dashboard and the extract of administration and communication risks from the Fund’s risk register.
5.00	APPENDICES
5.01	Appendix 1 – Administration and Communications Summary Report Appendix 2 – Risk register update
6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<ul style="list-style-type: none">• Report to Pension Fund Committee – Pension Administration Strategy (March 2021)• Report to Pension Fund Committee – Communications Strategy (June 2022)

	<ul style="list-style-type: none"> • Report to Pension Fund Committee - 2023/24 Business Plan and Clwyd Pension Fund Risk Management Strategy (March 2023) <p>Contact Officer: Karen Williams, Pensions Administration Manager Telephone: 01352 702963 E-mail: karen.williams@flintshire.gov.uk</p>
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7.00	GLOSSARY OF TERMS
7.01	<p>(a) CPF – Clwyd Pension Fund – The Pension Fund managed by Flintshire County Council for local authority employees in the region and employees of other employers with links to local government in the region.</p> <p>(b) Administering authority or scheme manager – Flintshire County Council is the administering authority and scheme manager for the Clwyd Pension Fund, which means it is responsible for the management and stewardship of the Fund.</p> <p>(c) PFC – Clwyd Pension Fund Committee - the Flintshire County Council committee responsible for the majority of decisions relating to the management of the Clwyd Pension Fund</p> <p>(d) LPB or PB – Local Pension Board or Pension Board – each LGPS Fund has an LPB. Their purpose is to assist the administering authority in ensuring compliance with the scheme regulations, TPR requirements and efficient and effective governance and administration of the Fund.</p> <p>(e) LGPS – Local Government Pension Scheme – the national scheme, which Clwyd Pension Fund is part of.</p> <p>(f) TPR – The Pensions Regulator – a government organisation with legal responsibility for oversight of some matters relating to the delivery of public service pensions including the LGPS and CPF.</p> <p>(g) SAB – The national Scheme Advisory Board – the national body responsible for providing direction and advice to LGPS administering authorities and to DLUHC.</p> <p>(h) MHCLG – Ministry for Housing, Communities and Local Government – the government department responsible for the LGPS legislation, formerly DLUHC – Department of Levelling Up, Housing and Communities</p>