

Croydon Council

REPORT TO:	PENSION COMMITTEE 20 June 2017
AGENDA ITEM:	7
SUBJECT:	Review of Croydon Council Administration Strategy Statement
LEAD OFFICER:	Executive Director of Resources and (Section 151 Officer)
CABINET MEMBER	Councillor Simon Hall Cabinet Member for Finance and Treasury
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT: Sound Financial Management: This report is to inform the Pensions Committee that the policy described by the 'Administration Strategy Statement' has been reviewed as part of an annual review of the Fund's policy documents.	
FINANCIAL SUMMARY: There are no financial considerations arising from this report.	
FORWARD PLAN KEY DECISION REFERENCE NO.: N/A	

1. RECOMMENDATIONS

- 1.1 The Committee is asked to approve the updated 'Administration Strategy Statement'.

2. EXECUTIVE SUMMARY

- 2.1 The regulations governing the Local Government Pensions Scheme (LGPS), the Scheme, call for the Administering Authority to prepare a written statement for all scheme employers covering the administration of the Scheme; reviewing this statement is part of our annual process.

DETAIL

- 3.1 The Local Government Pension Scheme Regulations requires each administering authority to prepare, formulate and publish a statement setting out its policy on Administration. The aim of this policy statement is to ensure that all

Scheme employers are kept informed of the administering authority's responsibilities and procedures and the responsibilities of all the employers in the Fund.

- 3.2 The Council, as the Administering Authority, has amended the existing policy in light of the pension team moving to electronic collection of data from the employers in the Fund, which it is hoped will improve the member experience and be a downward force on the cost of administering the Scheme. This system is called I-Connect and it allows employers to input the data required to assess Scheme members' benefits entitlement. Accurate information received in a timely fashion is key to ensuring an excellent service. Having data input where the Scheme member works, reduces the risk of errors and limits the need for additional staff resources, thus lowering costs.
- 3.3 As use of I-Connect becomes standardised the administration strategy must reflect this way of delivering this service. The policy statement, which is appended to this report, reflects those ways of working.
- 3.4 The document attached as Appendix A to this report sets out the detail of the entire administration of the LGPS by Croydon Council, updated to reflect this innovation.
- 3.5 The use of I-Connect involves employers inputting data (including personal data) about Scheme members therefore the Data Protection Act 1998 (DPA) is engaged. From 25th May 2018 the DPA will be replaced by the General Data Protection Regulation (GDPR) and the GDPR will place various obligations on both the Administering Authority and Scheme Employers in their respective roles as Data Controller and Data Processors. The Council as the Administering Authority and Data Controller will ensure it complies with the DPA and the GDPR when it comes into force. The Council as Data Controller also recognises rights of its scheme members (data subjects) under both the DPA and the GDPR and will ensure it has policies and processes in place to support these rights

4. RECOMMENDATIONS

- 4.1 This report recommends that the Pension Committee approves the Administration Strategy Statement.

5 FINANCIAL CONSIDERATIONS

- 5.1 There are no further financial considerations flowing from this report.

6. OTHER CONSIDERATIONS

- 6.1 Other than the considerations referred to above, there are no customer Focus, Equalities, Environment and Design, Crime and Disorder or Human Rights considerations arising from this report

7. COMMENTS OF THE SOLICITOR TO THE COUNCIL

7.1 The Solicitor to the Council comments that there are no direct legal implications arising from the recommendations within this report.

7.2 (Approved for and on behalf of Jacqueline Harris-Baker, Director of Law, Council Solicitor and Monitoring Officer)

CONTACT OFFICER:

Nigel Cook, Head of Pensions Investment and Treasury,
Chief Executives department, ext. 62552.

BACKGROUND DOCUMENTS:

None

Appendices

Appendix A: Administration Strategy Statement