

Croydon Pensions Administration Team

Key Performance Indicator Report









Pension Board

January 2025



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Reference Key Table

Direction of travel reference table	
	100% achieved against target performance improved
	100% achieved on target and performance static
	>90% achieved against target and performance improved
	>90% achieved against target and performance static
	>90% achieved against target and performance declined
	<90% achieved against target and performance improved
	<90% achieved against target and performance static
	<90% achieved against target and performance declined

Legal Deadlines





Process	Legal Requirement	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Direction of Travel	Comments
		September 2024		October 2024		November 2024			
Send a notification of joining the LGPS to a scheme member	Two months from the date of joining the scheme or earlier if within one month of receiving jobholder information where the individual is being automatically enrolled/re-enrolled	156	100%	264	100%	196	100%		Increased number of starters due to end of year processes and start of the academic year.
Inform a scheme member of their calculated benefits (refund or deferred)	As soon as practicable and no more than two months from the date of notification (from employer or scheme member)	35	77.14%	49	81.63%	53	73.58%		Leaver calculations continue to be below legal and Croydon KPIs.

Process	Legal Requirement	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Direction of Travel	Comments
		September 2024		October 2024		November 2024			
To process and pay a refund	Two months from the date of request	23	100%	24	100%	14	100%	➡	
Obtain transfer details for transfer in, calculate and provide quotation to member	Two months from the date of request	4	100%	1	100%	6	100%	➡	
Notify the amount of retirement benefits	One month from the date of retirement if on or after normal pension age or two months from the date of retirement if after normal pension age	63	100%	54	100%	49	97.96%	⬇	One case missed target in November – flexible retirement, awaiting information from employer.
Provide a retirement quotation on request	As soon as practicable but no more than two months from the date of request unless there has already been a request in the last 12 months	72	100%	67	100%	67	100%	➡	

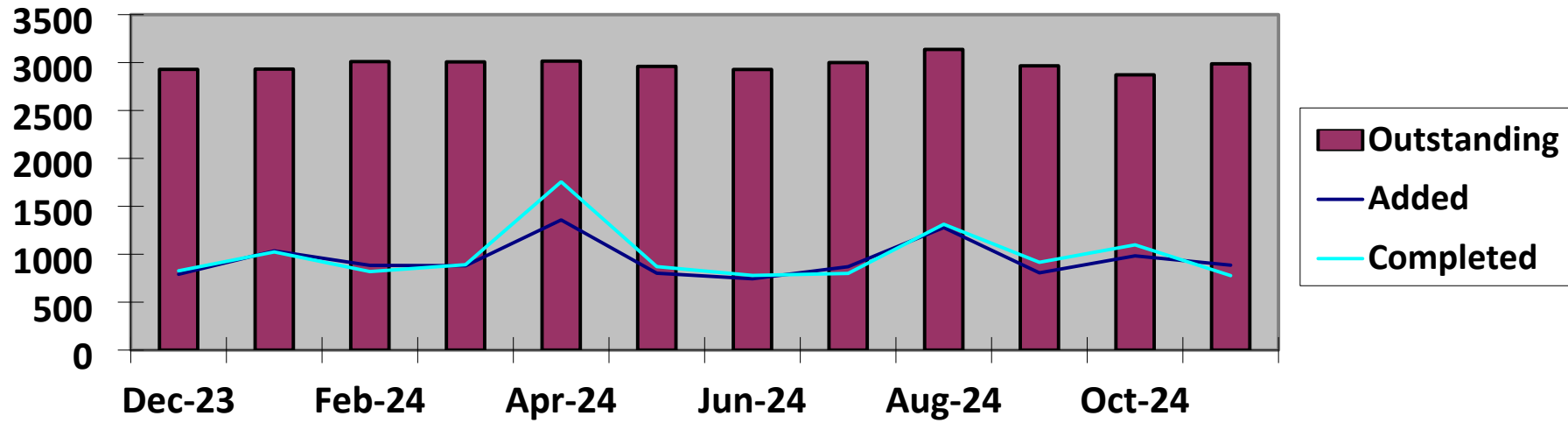
Process	Legal Requirement	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Total Number Completed	% Achieved in legal deadline	Direction of Travel	Comments
		September 2024		October 2024		November 2024			
Calculate and notify (dependent(s) of amount of death benefits	As soon as possible but in any event no more than two months from date of becoming aware of death or from date of request from a third party (e.g., personal representative)	24	100%	20	100%	25	100%		
Provide all active and deferred members with annual benefit statements each year	By 31 st August								

Team Performance Targets

Process	Team Target	Total Number Completed	% Achieved against target	Average days to process	Total Number Completed	% Achieved against target	Average days to process	Total Number Completed	% Achieved against target	Average days to process	Direction of Travel	Comments
		September 2024			October 2024			November 2024				
Send a notification of joining the LGPS to a scheme member	30 days from date of notification of joining member	156	100%	2	264	99.62%	1	196	98.98%	1	↑	One case missed target in October. Two cases missed target in November.
Inform a scheme member of their calculated benefits (refund or deferred)	40 working days from date of notification (from employer or scheme member)	35	71.43%	78	49	79.59%	52	53	66.04%	80	↓	Leaver calculations continue to be below legal and Croydon KPIs.
To process and pay a refund	40 working days from the date of request	23	100%	2	24	100%	3	14	100%	3	→	

Process	Team Target	Total Number Completed	% Achieved against target	Average days to process	Total Number Completed	% Achieved against target	Average days to process	Total Number Completed	% Achieved against target	Average days to process	Direction of Travel	Comments
		September 2024			October 2024			November 2024				
Obtain transfer details for transfer in, calculate and provide quotation to member	40 working days from the date of request	4	100%	1	1	100%	5	6	100%	1		
Notify the amount of retirement benefits	20 working days from date of retirement	63	100%	2	54	100%	1	49	97.96%	3		One case missed target in November – flexible retirement, awaiting information from employer.
Provide a retirement quotation on request	15 working days from date of request	72	98.61%	3	67	97.01%	3	67	100%	3		One case missed target in September – delay processing due to AVC issues. 2 cases missed target in October.
Calculate and notify (dependent(s) of amount of death benefits	20 working days from receipt of all information	24	100%	2	20	100%	2	25	100%	2		

Case levels



Member self-service

		Increase from previous Q
Total Scheme members registered	7568 (26.77%)	↑
Number scheme members who accessed annual benefit statement in Q2 2024/25	1277	↑
Breakdown by member status		
• Actives	33.13%	↑
• Deferred	24.16%	↑
• Pensioners & Dependents	22.58%	↓