

Highlight Report – GMP – Project Phase: In delivery – Annex 6

Date of Report:	8 th Oct 2019	Upcoming Milestones		
Project Lead	Amy Wallace	Item	Due (* = estimated)	Status
Prepared by:	Tom Lewis	Stalemate decision from Surrey Pension Fund	Expected by 11 th Oct	Complete
Project RAG Status	Green			
Project Scope		Reconciliation process	Nov / Dec	On schedule
This project seeks to complete a GMP Reconciliation between the data held by the SCC Fund and HMRC records from the point ITM (phase 1 contracted supplier) completed the initial bulk analysis and raised queries with HMRC. Phase 2 work will include Data gathering, member reconciliation and rectification work to be undertaken by the contracted supplier JLT up until 100% completion.		Member rectification on admin system	Jan / Feb	On schedule
		Communicate with affected members	Feb / Mar	On schedule

Project Summary

The guaranteed minimum pension reconciliation work has been in the delivery phase since September 2018 after it was contracted out to a chosen supplier, JLT. This supplier has taken on 100% of the work with a designated team based both in the UK and India, with only minimal support required from the administration team should information be unavailable on the administration system, Altair.

The work has been progressing well and we are moving close to begin the reconciliation work and understanding the liability costs. The next steps are:

- JLT have matched over 99% of membership for all Funds. They will implement the decisions made on the stalemate cases once received by the Surrey Pension Fund.
- HMRC will be sending the final SRS cut of data from November onwards, so JLT will then complete the final reconciliation reports and send these out to Funds.
- JLT has also been working with HMRC to review all CEP payments to see if HMRC had allocated them correctly or whether they were still a liability held against the Fund. This has now been completed and emails were sent a couple of weeks ago to all Funds to confirm the current status.

Key Risks & Issues

Item	RAG	Detail	Action/Update

Highlight Report – Data Cleanse & Valuation– Project Phase: Close Down

Date of Report:	8 Oct 2019	Upcoming Milestones		
Project Lead	Tom Lewis	Item	Due (* = estimated)	Status
Prepared by:	Tom Lewis	Compass modelling	30 th April	Complete
Project RAG Status	Closed Down			
Project Scope		End of year data checking / processing (completed returns)	30 th June	Complete
With the valuation taking place in July 2019 this project is to clean fund data held in the administration system, Altair, to ensure the contribution rates for the next 3 – 4 years can be set with the highest level of accuracy.		Review load data with the fund	15 th July	Complete
		Final data load for Hymans	19 th July	Complete

Project Summary

<p>The data cleanse and valuation work was completed on time and delivered to Hymans by the 19th July as agreed with the fund.</p> <p>The project is now closed down for Orbis Admin Services.</p>

Key Risks & Issues

Item	RAG	Detail	Action/Update

Highlight Report – System Review – Project Phase: In discovery

Date of Report:	8 th Oct 2019	Upcoming Milestones		
Project Lead	Mark Spiller	Item	Due (* = estimated)	Status
Prepared by:	Tom Lewis	Contract alignment with Heywood	29 th Nov	On schedule
Project RAG Status	Green			
Project Scope				
Review the market and the available pension administration systems to ensure the system in use for the Orbis Pension Administration service continues to meet the necessary requirements for all members within the partnership.				
		Full review kick off	13 th Jan	On schedule

Project Summary

Having undertaken a detailed analysis and having now explored this further with SCC Procurement, the Pension Admin Service will need to undertake a full procurement process to explore all other system providers in the market.

The first step in this process will be to agree a short term extension with our current supplier Heywood to give the Project Team the sufficient time period to carry out this full review and tender process. Once this has been agreed, engagement with procurement will begin in full, along with other key services such as IMT to begin working on creating a full functional specification document.

Based on time frames, it is anticipated the full review will begin in January 2020.

Key Risks & Issues

Item	RAG	Detail	Action/Update

Highlight Report – EOY & Annual Benefit Statements – Project Phase: In delivery

Date of Report:	8 th Oct 2019	Upcoming Milestones		
Project Lead	Tom Lewis	Item	Due (* = estimated)	Status
Prepared by:	Tom Lewis	Chasers sent for missing EOY data to employers	20 th Sep	Complete
Project RAG Status	Green			
Project Scope		EOY Data load in admin system	Beginning of Nov	On schedule
To actively manage and monitor all employers associated with the SCC fund to submit their organisations end of year pay information by the set deadline of 30 th April 2019 as part of the LGPS pension scheme. As part of the end of year process, the annual benefit statements are to be produced by the regulatory deadline of August 31 st 2019		Final ABS run	8 th Nov	On schedule

Project Summary

<p>The ABS work in general is complete, with all statements being sent to members where possible. The summary of statements is as follows:</p> <p>Active ABS produced: 31,416 (44 of these used 2017/18 data) Deferred ABS produced: 19,723 (14,097 suppressed and require address tracing exercise)</p> <p>More detail can be found in the full summary report</p>
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Key Risks & Issues

Item	RAG	Detail	Action/Update
EOY Data		For those employers where EOY data is still missing, they have been given until the end of October to produce this information. Should this still not be received, the 44 cases using 2017/18 data will not be updated.	Deadline is the end of October. There has been a few instances where the last known email contact for these employers has bounced back as left, this will be raised with the fund.