

Suffolk Pension Fund, 24 September 2015

A committee of Suffolk County Council

Information Bulletin

The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the Committee as well as information that a service considers should be made known to the Committee.

This Information Bulletin covers the following items:

1. Administration Strategy

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The Administration Strategy, which has been in existence since 1st April 2008, is a document which was developed following consultation with employers in the Suffolk Pension fund. This Strategy statement sets out the quality and performance standards expected of Suffolk County Council in its role of administering authority and also of all scheme employers within the fund.

As part of the Strategy, Employers within the fund are required to complete a quarterly return detailing achievement against target for 26 functions across 3 main areas which are Liaison and Communication, Fund Administration and Employer Administration.

As part of the regular communications with Employers including Employer Liaison Meetings and the Employer Newsletter the importance of the Administration return has been emphasised however despite this there is still difficulty obtaining returns from all employers. Having listened to feedback we have identified some Employers struggle to complete the return.

While the Administration Strategy is not mandatory under the regulations they do allow an administering authority to prepare a statement covering such things and this is invaluable in helping ensure administration is being actioned appropriately across the fund. It allows us to identify common issues and problems and take action where necessary.

Work has begun to update the Administration Strategy in accordance with the LGPS regulation changes last year not only to ensure the document is fully up to date but to ensure it is as customer friendly as possible for our Scheme Employers.

Following the updating of the main Administration Strategy document this will be sent to all employers for their feedback. Once the document is agreed work will begin on

the return that is provided by Employers, using feedback gathered from them, to ensure the requirements of the return are clear and concise. An opportunity to feedback on the new return will also be given to all employers.

It is our intention to ensure that this work is fully completed by January 2016 to allow us to discuss face to face with employers in our liaison meeting in February 2016 ahead of the new return being completed at the end of March 2016 by all employers in the fund.

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