



Buckinghamshire Pension Fund

Data Improvement Plan

Date: 1 April 2020



Introduction

The Pension Regulator (tPR) recognises that poor record keeping may lead to significant additional costs in a number of areas such as administration, error corrections and claims from members, which potentially, may necessitate the making of more conservative actuarial assumptions. Where a scheme's poor record keeping becomes known, it can cause reputational damage.

This plan aims to address data quality issues for both common and scheme specific data, as identified in the Annual Data Quality Report. It will set out the steps Buckinghamshire Pension Fund (BPF) will take in order to address the errors identified and the processes that will be undertaken to correct these errors.

Key Objectives

- To ensure member records are accurate and correct benefits are paid at the right time
- To provide Scheme employers with training to ensure receipt of accurate data
- To ensure errors that occur from year end processing and the Annual Data Quality report are resolved
- Developing technology to improve data quality
- Monitoring of processes and data quality to ensure tPR requirements are met

Legal Framework

BPF and its participating Scheme employers have a legal obligation to comply with various legislation and guidance in relation to data quality. These include, but are not restricted to:

- Local Government Pension Scheme Regulations 2013
- The Public Services Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014
- Public Services Pensions Act 2013
- Pensions Act 1995, 2004, 2008
- Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (Disclosure Regulations)
- The Pensions Regulator Code of Practice

Data Audit

BPF's administration software provider, Aquila Heywood will provide Annual Data Quality Reports in line with guidance notes set out by tPR.

In addition to addressing data quality issues, BPF will participate in the National Fraud Initiative, the LGPS National Insurance Database, DWP Tell Us Once service and will conduct member address tracing exercises and mortality screening, both in the UK and overseas.

Date of effect and Review

This plan will be reviewed at least annually by the Pensions Administration Manager to ensure it remains accurate and relevant. It may be changed as a result of legal or regulatory changes, evolving best practice and ongoing review of the effectiveness of the plan.

Further Information

If you require further information about this plan, please contact:

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Further information on the Buckinghamshire Pension Fund can be found at:

Telephone – 01296 383755
Email - pensions@buckinghamshire.gov.uk
Buckinghamshire Council website – www.buckinghamshire.gov.uk/pensions

Data Improvement Plan

OBJECTIVE	HOW OBJECTIVE WILL BE MEASURED	TIMESCALE FOR COMPLETION
To ensure member records are accurate and correct benefits are paid at the right time	Improvement in tPR score for Common and Scheme Specific Data	31 October 2020
	Audit Results	31 March 2021
	Reduced number of queries from Annual Data Quality Report.	31 July 2020
To provide Scheme employers with training to ensure receipt of accurate data	Record of number of employer visits Annual training events Reduced level of data queries sent to employers	Ongoing
To ensure errors that occur from year end processing and the Annual Data Quality report are resolved	Comparison of data queries from year end exercise Increase in number of annual benefit statements issued	31 August 2020
Developing technology to improve data quality	Increased use of i-Connect Review of i-Connect to ensure it is delivering compliance	31 March 2021
Monitoring of processes and data quality to ensure tPR requirements are met	Reference to Code of Practice Review of processes to ensure they are fit for purpose	Ongoing