

West Yorkshire Pension Fund

Data Improvement Plan 2019/20

1. Introduction

- 1.1 This document defines the data improvement plan of the Pension Administration section of West Yorkshire Pension Fund (the Fund).
- 1.2 The Fund collects and holds large amounts of digital and paper based data and is heavily reliant on the timely receipt of quality data from employers, in order to effectively administer the Local Government Pension Scheme (LGPS).
- 1.3 Fundamentally, the purpose of the LGPS is to pay the correct pension benefits to its members when they become due. It is therefore imperative that the Fund achieves and maintains the highest possible data quality standards, to comply with its core functions and to ensure the cost effective use of resources.
- 1.4 The LGPS continues to face on-going legislative change with oversight of administration and governance now falling under the remit of the Pension Regulator, with a heightened responsibility on scheme managers and local pension boards to ensure data is readily available and fit for purpose at all times.
- 1.5 The legal requirements relating to scheme record keeping are set out in the Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014.
- 1.6 The Pension Regulators guidance requires that schemes should:
 - Continually review their data and carry out a data review exercise at least annually
 - Where a review of the scheme's data identifies poor or missing data a data improvement plan should be put in place to address these issues

2. The Pension Regulator Annual Scheme Return

- 2.1 Annually the Pensions Regulator (tPR) issues a scheme return which should be completed and returned. From 2018 each Pension Fund is required to include in the return a Data Quality Score which has two types of data:
 - **Common data** – used to identify scheme members and includes name, address, national insurance number and date of birth.
 - **Scheme-specific data** – essential to calculate benefit entitlement such as pensionable pay and service history. It also encompasses data relating to events that occur during an individual's membership, for example transfers etc.
- 2.2 tPR has issued a quick guide on measuring scheme data which states that one piece of missing data, such as a current address on a deferred member's record should be reported to them as a failed record.
- 2.3 In summer 2019 the Local Government Association issued a revised list of Scheme-specific data that LGPS Funds should use to check their data against. Changes to WYPF

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data reconciliation reports were implemented in November 2019 and as result the data quality scores shown on the 2018/19 Data Improvement Plan and the score shown on the 2019/20 Data Improvement Plan are not comparable.

3 Key Objectives

The key objectives of this plan are to:

- Ensure member, pensioner, deferred and beneficiary records are maintained as accurately as possible to ensure benefits are paid correctly on time, members receive a high standard of service and the fund is able to meet legal obligations.
- Ensure Investment and Administration costs are reliable/correct.
- Ensure data supplied to the Fund's actuary for the valuation is as accurate as possible so the correct liabilities can be calculated.
- Ensure the Fund complies with tPR's Code of Practice.

4 Outcomes

Outcomes of an improvement in the data held by the Fund are:

- Improvement of tPR data score for Common and Scheme Specific (also known as conditional) data.
- Increase in the number of Annual Benefit Statements (ABS) issued by 31 August each year./members aware of the value of their benefits.
- Reduction in the number of Internal Dispute Resolutions (IDRPs) received for incorrect calculation of benefits or delays in paying benefits.
- Reduction in the number of queries from the Fund's Actuary at valuation time.
- Reduction in the number of queries received when ABSs are sent out.
- Reduction in administration costs due to increased efficiency.
- Reduces the likelihood of the Government Actuary Department rejecting data for the scheme valuation.
- Improves accuracy for IAS19 valuations.
- Reduction in delays for calculating and paying retirement benefits, death benefits, transfers out.
- Reduction in the queries between WYPF and Employers
- Reduction of breaches recorded on the Breaches Register (e.g. due to ABSs being issued late).

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5 Additional general responsibilities relating to Data Improvement as follows:

5.1 Fund Officers

- Fund officers continually review and ensure data collected is fit-for-purpose and processes are in place to monitor accuracy and timeliness. All processes have working instructions in place to assist with staff training, understanding and compliance.
- Team Managers are responsible for ensuring that staff have the appropriate level of UPM access to fulfil their duties and access is withdrawn upon the member of staff leaving WYPF. This minimises the risk of accidental loss, errors and unauthorised activity.

5.2 Scheme Employers

- The Fund is reliant upon the accuracy, completeness and timeliness of data submitted by scheme employers and any third party agencies that they may utilise e.g. outsourced payroll providers.
- The Fund will work with scheme employers throughout the year to support the provision of data to the required standard.
- Details of the information employers are required to provide and the financial penalties should they fail to do so are detailed in the Fund's Pensions Administration Strategy.

6 Ongoing Data Cleansing

6.1 Monthly Returns data quality checks

WYPF embraced monthly contribution postings several years ago with the aim of simplification, systems integration, increased data accuracy and complete up to date member records. The benefits include ensuring that employees' contributions, members' personal details, and financial records are up to date, accurate and complete.

6.2 LGPS National Insurance Database

Administered by South Yorkshire Pension Fund Authority on behalf of the Local Government Association (LGA), the secure National Insurance Database was developed for Local Government Pension Scheme (LGPS) administering authorities to share data to prevent duplicate payment of death grants. This follows changes to Scheme Regulations in 2014 where payment of a death grant in respect of a member with entitlement across multiple membership categories is restricted to an aggregate payment value in relation to any active or pensioner/deferred membership. When processing the death of a scheme member, officers will check the LGPS National Insurance Database for the existence of membership at other LGPS Funds. (Please note not all LGPS administrators are part of this database).

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6.3 'Tell Us Once' Service

The secure LGPS National Insurance Database also facilitates the integration of the Fund's membership profile into the Department of Work and Pensions (DWP) 'Tell Us Once' service (TUO). The service allows a person registering a death to request that the DWP pass on the deceased's information to other government services and council services. If the deceased is a member of the Fund, as determined by the LGPS National Insurance Database, an email notification is received informing the designated officers that a copy of the death certificate is accessible on the secure government gateway.

6.4 National Fraud Initiative

The National Fraud Initiative (NFI) matches electronic data within and between public and private sector bodies to prevent and detect fraud. These bodies include police authorities, local probation boards, fire and rescue authorities as well as local councils and a number of private sector bodies. WYPF submit data to National Fraud Initiative on a regular basis to identify deceased members and members who are no longer entitled to receive a pension.

6.5 Mortality screening and tracing service

WYPF engage with a Tracing Bureau for both monthly mortality screening and for members we don't have a current address for. For deferred members, where a current address for a lost contact cannot be found by the Tracing Bureau, a more detailed check is carried out 3 months before payment of pension is due.

6.6 Annual Benefits Statement (ABS) checks

Before producing an ABS each year certain checks are applied to active records to ensure accurate data is used in the production of the ABS. These checks include:

- Ensuring contributions are received for every month during the year,
- Checks to make sure there are no spikes in care pensionable pay,
- Checks to ensure the final pay has not increased by 20% or decreased by 10%,
- Checks to ensure there aren't any outstanding processes,
- Address check to compare the address held on the record and that supplied on the monthly return,
- Identifying casual workers.

If these checks identify further information is required from an employer the ABS production for this case will be blocked and a query will be referred back to the employer. Upon receipt of the appropriate information the record will be updated and the ABS will be released for production.

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6.7 Deferred pensions increase

As part of the annual deferred pensions increase process certain data errors are identified and pensions increase is blocked until they are resolved. These errors include:

- Incorrect elements present,
- Spouse elements that don't match member elements,
- Incorrect dates for the first entry after the member is deferred,
- Data errors are corrected to allow deferred pensions increase to run on to individual deferred folders.

6.8 Annual deferred benefit statements

Before producing the annual deferred benefit statements data errors that would result in potentially incorrect statements being produced are identified. These include:

- Deferred pensions increase not updated
- Multiple 'normal payment' dates being held on the deferred folder
- Multiple entries for the same date shown on the pension history screen
- Initial entries on the pension history missing
- Service start date mismatches

Once these errors are resolved and the records is updated the deferred ABS will be released for production.

7 Data errors

When tackling data errors the following considerations will be used when making the decision on the priority of errors to be resolved:

- Priority identified on the error report
- Data improvement plans objectives

8. Frequency

Data Quality reports will be run on a quarterly basis to measure the data quality scores and identify any further action that may be required.

9 Appendices

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- Appendix A details the Data Quality scores and errors
- Appendix B details to work planned to deal with the data errors identified.

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Appendix A WYPF results

	Nov 19	March 20	May 20	Sept 20
TPR Score – Common	95.88%	95.96%	96.20%	
TPR score - Conditional	86.09%	73.50%	86.12%	

Breakdown of activities	Nov 19	March 20	May 20	Sept 20
Count of Missing, Bad or Temp NI Number	431	434	429	
Count of Surname Missing	4	4	0	
Count of Forename(s) Missing	5	5	1	
Count of Sex Missing	79	78	1	
Count of Bad Date of Birth	8	8	3	
Count of Address Missing	10178	9952	9868	
Count of Postcode Missing	144	139	138	
Count of No Date Joined Scheme	2	2	0	
Count of No Folder Status History	5	6	0	
Count of Folder Status/ Status History Mismatch	82	118	128	
Count of Multi FolderStatHist Entries on Same Day	168	168	160	
Count of Missing or Bad Expected Retirement Date	1283	1273	1266	
Count of No Folder Scheme History	26	26	25	
Count of Missing Date Joined Employer	53	54	0	
Count of Missing Earnings	998	655	532	
Count of Invalid Part Time Service Present	1	1	2	
Count of Missing CARE Benefit	202	235	203	
Count of Missing CARE Revaluation Rate	7	38	9	
Count of Invalid Contracted Out Date	31	31	29	
Count of Missing Initial Pension (Def)	50	47	47	
Count of Invalid Deferred Payment Date	101	154	13	
Count of Missing Initial Care Pension (Def)	187	185	181	
Count of Missing SPA Date (Def)	3	3	0	
Count of Missing CARE Initial Pension	36	37	42	
Count of start data inconsistency	2792	2744	2735	
Count of invalid transfer in present	680	668	654	
Count of no NI Contributions or GMP	11577	11507	11472	
Count of No Date of Leaving	4	4	5	
Count of Missing Benefit Crystallisation	4	4	4	
Count of Missing Benefit Crystallisation details	6792	6833	6871	
Count of Invalid AVC Data for Member	3	3	2	
Count of Missing Current Pension	4022	4002	4003	
Count of Missing Annual Allowance Calculation	7959	43798	7618	
Count of Deferred – No Total Exit GMP	17041	16686	16911	
Count of Total GMO Less than Post 88 GMP	1	1	0	
Count of No Post 88 Exit GMP	8040	7952	8079	

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Appendix B at November 19

Data Category	Category	Issue at November 2019	Priority	Resolution required	Responsibility	Progress/ Notes	Deadline
Missing Ni Number	Common	431 records	Low	Ni number to be identified where possible	Service centre	Ongoing	Ongoing
Missing surname or Forename	Common	9 records	Low	Interrogate record and Identify full name where possible	Development team		Nov 22
Gender missing	Common	79 records	Low	Interrogate record	Service Centre		Nov 22
Bad Date of birth	Common	8 records	Medium	Interrogate records	Service Centre		Nov 21
Missing Address	Common	10178 records	Medium	Actives – Contact employer Deferred and preserved refunds use tracing service	Service Centre	Ongoing	Ongoing
Missing postcode	Common	144 records		Actives – Contact employer Deferred and preserved refunds use tracing service	Service Centre	Ongoing	Ongoing
Missing or bad expected retirement date	Common	1283 records	Medium	ICT to review if bulk update can be completed	ICT		Nov 21
Multifolder status history on the same day	Common	168 records	low	Review each record as they may have 2 entries on the same day in error	Service Centre and Pensioners Services		Nov 22
No date joined scheme	Common	2 records	Medium	Interrogate record	Service Centre	Completed	Nov 21

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No folder status history	Common	5 records	Low	Interrogate records	Service Centre	Completed	Nov 22
Folder status/ Status history mismatch	Common	82 records	Medium,	Review each case as it may be as a result of an change due to monthly postings	Finance		Nov 21
No folder scheme history	Scheme Specific	26 records	Medium	Interrogate records	Service centre/Pensioner services		Nov21
No NI contribution or GMP	Scheme Specific	11577 record	Medium	ICT to review the report as data is on the records	ICT		Nov 20
Missing Benefit Crystallisation record	Scheme Specific	4 record	Low	Interrogate records - All Pensioner records	SC5		Nov 21
Missing Benefit crystallisation details	Scheme specific	6792 records	Medium	ICT to consider bulk update	Ict		Nov 20
Missing date joined employer	Scheme Specific	53 records	Low	Majority of cases awaiting leaver / pensioner benefits calculating in the service Centre	Service Centre	Completed	Work dealt with in accordance with KPIs
Missing earnings	Scheme Specific	998 records	Low	Interrogate records			Nov 22
Missing CARE current pension	Scheme specific		Low	Interrogate record	Service centre	Completed	Nov 22

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Missing marital status	Scheme specific		Low	Interrogate record or default to married	Service Centre		Nov 22
Invalid transfer in present	Scheme Specific	680 records	Low	Interrogate records	Service Centre		Nov 22
Invalid AVC Data for member	Scheme Specific	3 records	Low	Interrogate records	Service Centre		Nov 22
Invalid part time service present	Scheme Specific	1 record	Low	Interrogate record	Service Centre		Nov 22
Missing CARE benefits	Scheme Specific	202 Records	High	Majority of cases awaiting leaver/ pensioner benefits calculating in the Service Centre	Service Centre		Work to be dealt with in accordance with KPI
Missing CARE revaluation rate	Scheme Specific	7 records	Low	Majority of cases awaiting leaver/ pensioner benefits calculating in the Service Centre	Service Centre		Work to be dealt with in accordance with KPI
Invalid Contracted out date	Scheme Specific	31 records	Low	Interrogate records	Service Centre		Nov 22
Missing Current Pension	Scheme Specific	4022 records	medium	ICT to refine report	ICT		Nov 20
Missing Initial Pension (def)	Scheme Specific	50 records	High	As per KN – Historic cases which are updated on an annual basis via a report. KN to review	Service Centre		Nov 20
Invalid deferred	Scheme Specific	101 records	Low	Team early leaver to investigate	Service Centre		Nov 21

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payment date							
Missing Initial CARE pension (def)	Scheme specific	187 records	Low	Team early leavers to investigate ICT may need to amend report to not include cases where member joined right at the end of the year and no care benefits	Service Centre ICT		Nov 21
No date of leaving	Scheme specific	4 records	Low	Interrogate record	Pensioner services		Low 22
Missing CARE Initial Pension	Scheme Specific	36 records	Low	Interrogate records	Pensioner services		Nov 22
Missing SPA date (def)	Scheme Specific	3 records	Low	Interrogate record	Service Centre	Completed	Nov 22
Missing Annual Allowance Calculation	Scheme Specific	7959 records	Low	ICT to consider if bulk update can be done	ICT		Nov 22
Start date inconsistent	Scheme Specific	2792 records	Low	ICT to consider if bulk update can be done	ICT		Nov 22
Deferred – No total Exit GMP	Scheme Specific	17041 records	Low	ICT to review report	ICT		Nov 20
No post 88 Exit GMP	Scheme Specific	8040	Low	ICT to review report	ICT		Nov 20
Total GMP Less than post 88 GMP	Scheme Specific	1	Low	Interrogate record	Service Centre	Completed	Nov 22

This improvement plan primarily aims to address the key issues identified from the Funds Data Quality review and data quality score and details the plans in place to improve the data we hold.