

| PAS Code | Function/Task | Performance Standard | Frequency of Monitoring | Internal/LPPA Reporting | Outcome | Comments/Progress | Date Check Completed |
|--|---|---|---------------------------------------|-------------------------|--|--|----------------------|
| 1.1 ADMINISTERING AUTHORITY - GOVERNANCE | | | | | | | |
| 1.1.1 | Regularly review the pension administration strategy and consult with all scheme employers | To review at least triennially and revise following any material change in policies that relate to the PAS | Every 3 years or as and when required | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Revised November 24 for April 25, review not yet due | 03/12/2025 |
| 1.1.2 | Review the Funding Strategy Statement following consultation with scheme employers and the Fund's actuary where required | To review following each Fund valuation or following material change in policy or regulation. Publish by 31 March following the valuation date or as required | Every 3 years or as and when required | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Draft FSS will be presented to Pensions Committee in December for approval before consultation with employers | 03/12/2025 |
| 1.1.3 | Review the Communication Policy | Triennial review and publish within 30 days of the policy being agreed by Pension Committee. An annual update of actions taken to be included in the pension fund annual report | Every 3 years or as and when required | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Reviewed and implemented November 24, review not yet due | 03/12/2025 |
| 1.1.4 | Review the Governance and compliance statement | Annual review and publish within 30 days of any revision being agreed by Pension Committee | Annually | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Reviewed and updated November 25 | 03/12/2025 |
| 1.1.5 | Formulate and publish policies in relation to all areas where the administering authority may exercise a discretion within the Regulations | Review following a material change in policy or regulation and publish within 30 days of any revision being agreed by Pension Committee | As and when required | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Reviewed February 21. Discretions policy states it is to be reviewed when there is a material change. We will be informed via an LGA bulletin if this occurs. | 03/12/2025 |
| 1.1.6 | Maintain the Internal Disputes Resolution Procedure Policy and register of IDRPs appeals | To review policy following any change in policy or regulation. Register to be updated within 7 days of receiving notification | As and when required | Internal | Keep up to date with changes to Havering policy and scheme regulations. | Reviewed and updated October 23. IDRPs policy is to be reviewed when there is a material change. We will be informed via an LGA bulletin if this occurs. | 03/12/2025 |
| 1.1.7 | Notify scheme employer of issues relating to unsatisfactory performance under the PAS | When performance issues are noted | Monthly | LPPA | Monitor reports from LPP including timely submission of forms, outstanding queries and monthly return submissions. | No issues raised with employers in Q2 | 03/12/2025 |
| 1.1.8 | Notify scheme employer of decision to recover additional costs associated with unsatisfactory performance | Within 10 working days of scheme employer failure to improve performance by notified timescale | Monthly | Internal | Employers to be contacted following monitoring of 1.1.7. | No charges made. Minutes of the Pensions Committee meeting is a standing item on the Board agenda. Board present an annual report to Committee detailing the work undertaken and future workplan | 03/12/2025 |
| 1.1.9 | Ensure continued and open communications channels are maintained between the Local Pensions Board and Pensions Committee | Each meeting to include relevant updates and actions | Quarterly | Internal | Regular meetings are held with Board and Committee. | | 03/12/2025 |
| 1.2 ADMINISTERING AUTHORITY - FUND ADMINISTRATION | | | | | | | |
| 1.2.1 | Consult with employers on the outcomes of the triennial valuation | Within 30 days of receiving the draft Rates and Adjustment Certificate from the Fund Actuary | Every 3 years | Internal | Targeted comms with all relevant information to be sent to employers. | Draft Rates and Adjustment Certificates will be sent to employers following completion of the actuarial work and approval of the FSS by Pensions Committee | 03/12/2025 |
| 1.2.2 | Notify employers of contribution requirements for 3 years effective from April following the actuarial valuation date | Within 30 days following sign off of the final Rates and Adjustment Certificate | Every 3 years | Internal | Sent with the comms from 1.2.1 | Rates will be confirmed following the consultation on the draft R&A Certificates | 03/12/2025 |
| 1.2.3 | Notify new scheme employers of their contribution requirements | Within 7 days of receipt of the Contribution Rate Report from the Fund Actuary | As and when required | Internal | Employers notified as part of the onboarding process. | New employers were aware of the rate prior to start date of the contracts | 03/12/2025 |
| 1.2.4 | Carry out termination valuations on scheme employers ceasing participation in the Fund | Within 60 days of receipt of notification of termination | As and when required | Internal | To be carried out in the event of an employer leaving the scheme. | The cessations in Q2 were both on a passthrough basis so no termination valuations due | 03/12/2025 |
| 1.2.5 | Invoice strain cost payments in relation to early payment of benefits following flexible, redundancy, efficiency, employer consent or ill health retirements | Within 60 days of payment of members benefits or upon notification that the charge is due | As and when required | Internal/LPPA | Invoices to be raised when required following retirements. | No pension fund cost for recharges this quarter. | 04/12/2025 |
| 1.2.6 | Invoice any other charges in respect of work carried out on behalf of the employer by the accounts team, administration team or Fund actuary in line with the charging policy | Within 60 days of work being carried out or, in the case of a re-charge, receipt of the relevant invoice by the Fund | As and when required | Internal/LPPA | Invoices to be raised as and when required. | Legal recharges are due at the end of Q4. Hymans recharges are actioned quarterly | 03/12/2025 |
| 1.3 ADMINISTERING AUTHORITY - OUTSOURCING | | | | | | | |
| 1.3.1 | Action requests for a Pensions Information Memorandum for inclusion in Invitation to Tender Packs | Each step to be actioned within 7 days of receipt of the relevant information | As and when required | Internal | Part of the onboarding process. Checked as a step on the monitoring sheet. | The Pensions Information Memorandum was provided in both cases within the stated timeframe | 03/12/2025 |
| 1.3.2 | Ensure Admission Agreements are in place for relevant new scheme employers | Within 90 days of receipt of all required information dependent on timely responses from other stakeholders | As and when required | Internal | Part of the onboarding process. Checked as a step on the monitoring sheet. | Work on outstanding admission agreements is progressing | 03/12/2025 |
| 1.3.3 | Arrange a risk assessment to be carried out by the Fund Actuary for all new admitted bodies to establish the level of bond or guarantee required in order to protect other scheme employers participating in the Fund | To be completed prior to the body being admitted | As and when required | Internal | Part of the onboarding process. Checked as a step on the monitoring sheet. | Not required under new funding strategy statement effective 1/4/24. | 03/12/2025 |
| 1.3.4 | Undertake a review of the level of bond/guarantee | Annual review each year end or on extension of a contract or as advised by the Fund Actuary | Annually | Internal | Checked same as above. | Process to be reviewed. | 03/12/2025 |
| 1.4 ADMINISTERING AUTHORITY - DATA QUALITY AND ADMINISTRATION | | | | | | | |
| 1.4.1 | Provide support for employers in conjunction with the LPPA engagement team through a dedicated employer section of the website, forums, employer newsletters and training program | Ongoing support as required | As and when required | Internal/LPPA | Updates to be made to the Havering website when required following changes to policy or scheme regulations. Regular comms to be sent also. | Training offered via monthly employer engagement. | 03/12/2025 |
| 1.4.2 | Notify scheme employers and scheme members of changes to the scheme regulations | As soon as possible following confirmation/receipt of guidance regarding the change with a target of within 60 days of the regulatory change | As and when required | Internal | Keep up to date with changes to the scheme regulations and update employers via monthly comms. | No significant changes to the scheme regulation | 03/12/2025 |
| 1.4.3 | Provide good quality data to the Fund Actuary for the purposes of performing the triennial fund valuation exercise. | All data to be submitted by the Actuary's deadline and queries responded to within 14 days of receipt of the initial query or within 14 days of information being received from a scheme employer if required | Monthly | Internal/LPPA | Data is kept up to date and accurate via the submission of monthly returns. | Data was submitted 01/08/2025 in line with the Actuary's deadline. No additional queries were raised in Q2 | 03/12/2025 |
| 1.4.4 | Produce annual benefit statements to active and deferred members as at 31 March each year | By 31 August following the year-end | Annually | LPPA | LPPA to produce these statements using data submitted via the monthly returns. | 98.1% of active members and 99.5% of deferred members were supplied with an Annual Benefit Statement on or before 31 August 2025 | 03/12/2025 |
| 1.4.5 | Produce and issue pension saving statements each year to members who have exceeded their annual allowance | By 6 October following the end of tax year (subject to receipt of all relevant information from the scheme employer) | Annually | LPPA | LPPA monitor annual allowance levels and contact member's who are likely to exceed the amount. | Awaiting figures from LPPA, expected in Q3 | 03/12/2025 |
| 1.4.6 | Monitor administration work in line with the Service Level Agreement that forms part of the shared service agreement with Lancashire County Council | On receipt of each quarterly performance report. Discussed at the quarterly client meeting and presented to the Local Pension Board | Quarterly | Internal/LPPA | Quarterly reports are reviewed to ensure SLAs are met. | Performance is reviewed quarterly. LPPA report all SLAs as green. Officers continue to monitor and challenge | 03/12/2025 |