

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 IDRP 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. IDRP 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.	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.	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
1.2 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 pass-through 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 regulations	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 Actuaries 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