

Scheme Advisory Board
Administration and Benchmarking
19th May 2017

Agenda

- Introductions and Objectives
- Cost of Scheme Administration
- Best practice discussions
- Terms of Reference
- The Future...

Objectives

Admin

- Quality
- Processes
- Data collection
- Benchmarking
- Definitions / Interpretations
- Effectiveness per head of admin
- Software

Cost Management

- Baseline Costs
- What if
- GAD
- Liabilities
- Scheme Design
- Past Service
- Local Assumptions
- Cost per head of admin

Cost of Scheme Administration

- Conducting a review of current administration arrangements to assess and report on, not exhaustively: -
 - Current service provision costs on an individual and aggregate basis.
 - Optimum administration scale for the fire pensions, in terms of both cost-effectiveness and service quality, i.e. local, regional, or non-contiguous cohorts.
 - The case for increased use of joint service provision / procurement to avoid duplication of effort and to ensure consistency across the scheme in aggregate and, if appropriate, consider options for the use of collective framework agreements.
 - Working with the Administrators Group, identify any variation of interpretation or definition used in the application of Scheme Rules.
 - Arrangements for ensuring that the correct pensionable salaries are declared for each member of each scheme and the assurance mechanisms that in place for confirming that pensionable liabilities are accurately calculated.
 - Any constraints imposed by the various payroll packages in use by Scheme Managers and, as necessary, recommend improvements that allow accurate and consistent monthly recording and reporting of pensionable pay for use by pensions administrations software.
 - The interface between pay and pension information (as necessary liaising with Payroll Services and Software Providers.
 - The skills and experience available for the administration of fire pensions. Also the arrangements in place ~~retaining skills and developing staff in order to maintain service quality.~~
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