

North Yorkshire County Council**Pension Board****18 January 2018****Administration Report****1. Purpose of the Report**

To provide Pension Board members with an update on key initiatives undertaken by the administration team of the North Yorkshire Pension Fund.

2. Breaches Policy & Log**2.1 Background**

The Pensions Regulator's Governance & Administration of public service pension schemes code of practice states that identifying and assessing a breach of the law is important in reducing risk and providing an early warning of possible malpractice in public service pension schemes.

Those people with a responsibility to report breaches, including scheme managers and pension board members, should establish and operate appropriate and effective procedures to ensure that they are able to meet their legal obligations. Procedures should enable people to raise concerns and facilitate the objective consideration of those matters. It is important that procedures allow reporters to decide within an appropriate timescale whether they must report a breach. Reporters should not rely on waiting for others to report.

Procedures should include the following features:

- a process for obtaining clarification of the law around the suspected breach where needed
- a process for clarifying the facts around the suspected breach where they are not known
- a process for consideration of the material significance of the breach by taking into account its cause, effect, the reaction to it, and its wider implications, including (where appropriate) dialogue with the scheme manager or pension board
- a clear process for referral to the appropriate level of seniority at which decisions can be made on whether to report to the regulator
- an established procedure for dealing with difficult cases
- a timeframe for the procedure to take place that is appropriate to the breach and allows the report to be made as soon as reasonably practical
- a system to record breaches even if they are not reported to the regulator (the record of past breaches may be relevant in deciding whether to report future breaches, for example it may reveal a systemic issue), and
- a process for identifying promptly any breaches that are so serious they must always be reported.

2.2 Breaches Policy and Log

Included at Appendix 1 is the North Yorkshire Pension Fund's Breaches Policy and Log as created by the Head of Pensions Administration. The Policy and Log are in draft form awaiting formal approval at the Pension Fund Committee meeting on 22 February 2018.

3. Annual Benefit Statements

Following feedback received from pension fund members and the last Pension Board meeting work has commenced on revamping and updating the Annual Benefit Statements. We have included at Appendix 2 samples of the latest version of the statements and welcome feedback from the Board regarding layout, content, ease of understanding and plain English.

4. Altair Security

Further to the last Pension Board meeting and the audit report presented by Veritau regarding the password security settings in Altair, the Fund's administration system, further investigation was undertaken. I can confirm the current security settings are:

- The password expiry period is set to 2 months – this means a user has to change their password every 2 months
- The password retry count is set to 3 attempts – this means a user gets 3 attempts to login and then gets locked out if the password is still incorrect
- Stored historic passwords are set to 50 – this means a user cannot reuse a previous password if it is within the last 50 ones used
- Minimum password strength is set to strong – this means it has to meet a minimum of 5 out of 7 conditions relating to the format of the actual password i.e. alphanumeric, capitals, special character, etc.

These settings are for access to Altair alone and in conjunction with the overarching NYCC security measures in place form a formidable barrier to ensure the safety of members' data.

5. Recommendation

1. That Pension Board members note the contents of the Breaches Policy & Log.
2. That Pension Board members review and provide feedback on the Annual Benefit Statement templates.
3. That Pension Board members note the response on Altair Security.

Phillippa Cockerill
Head of Pensions Administration
County Hall
Northallerton

January 2018

Background Papers - Nil



North Yorkshire Pension Fund

Breaches Policy 2017

If you require this information in an alternative language or another format such as large type, audio cassette or Braille, please contact the Pensions Help & Information Line on 01609 536335



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Breaches of the law

Background

North Yorkshire Pension Fund has prepared this document to set out its policy and procedures on identifying, managing and where necessary reporting breaches of the law as covered in paragraphs 241 to 275 of The Pensions Regulator's Code of Practice no 14 (Governance and administration of public service pension schemes) – "the Code of Practice".

This policy sets out the responsibility of elected members, officers of the North Yorkshire Pension Fund ("the Fund") and the Local Pension Board in identifying, managing and where necessary reporting breaches of the law as they apply to the management and administration of the Fund.

This policy does not cover the responsibility of other "reporters" (described later in this policy) in relation to their obligation to report breaches in accordance with the Code of Practice where they relate to the management and administration of the Fund. Where a breach of the law is identified both the Fund and the Local Pension Board will take all necessary steps to consider the breach and report it to The Regulator, rather than having the breach reported by any of the other "reporters".

This policy will be reviewed by the Fund at least annually. The Fund will monitor all breaches and will ensure that adequate resources are allocated to managing and administering this process.

The Administering Authority Monitoring Officer will be responsible for the management and execution of this breaches policy.

The Head of Pensions Administration will ensure that training on breaches of the law and this policy is conducted for all relevant officers and elected members, as well as members of the Local Pension Board at induction and on an ongoing basis.

Overview

The identification, management and reporting of breaches is important. It is a requirement of the Code of Practice; failure to report a breach without "reasonable excuse" is a civil offence that can result in civil penalties.

At the same time, in addition to identifying, rectifying and where necessary reporting a breach it provides an opportunity to learn from mistakes and review and improve processes in the areas where the breach occurred. All staff are required to take a pro-active approach to the identification, management and reporting of all breaches that have occurred, or are likely to occur.

The Fund will maintain a log of all breaches under the LGPS regulations and wider pension law, statutory guidance or codes of practice under the remit of The Pensions Regulator in accordance with the 2004 Pension Act.

Where a breach has occurred it should be identified as either an area of non-compliance under the LGPS regulations, a breach under Pension Law as defined within section 13 of the 2004 Pension Act or The Pensions Regulator's code of practice 14.

The definition of pension law under the jurisdiction of the Pensions Regulator is any enactment contained in or made by virtue of:

- a)** The Pension Schemes Act 1993 (c. 48)
- b)** Part 1 of the Pensions Act 1995 (c. 26), other than sections 62 to 66A of that Act (equal treatment)
- c)** Part 1 or section 33 of the Welfare Reform and Pensions Act 1999 (c. 30), or
- d)** This Act
- e)** Section 5(4) (Pension Board: conflicts of interest and representation), 6 (Pension Board: information), 14 (information about benefits) or 16 (records) of the Public Service Pensions Act 2013
- f)** Paragraph 2 of Schedule 18 to the Pensions Act 2014 (c 19)
- g)** The Pension Schemes Act 2015

Therefore as the LGPS Regulations are made under the Superannuation Act 1972, The Pensions Regulator views the provisions as being similar to a private pension scheme's rules which are the preserve of trustees and not of The Regulator.

As such in the event of non-compliance under the LGPS Regulations the failings should be documented in an internal log specifying the corrective action to be undertaken to strengthen operational procedures and controls in order to prevent or mitigate the impact of any future re-occurrences.

Alternatively where the failure is identified by the Fund or Local Pension Board as a breach of pension law under the jurisdiction of The Pensions Regulator, or the code, it should be recorded, assessed and where defined to be of material significance to The Pensions Regulator, must be reported as soon as reasonably practical.

The Fund and the Local Pension Board cannot rely on waiting for other reporters to report a breach.

What is a breach of the law?

A breach of the law is “*an act of breaking or failing to observe a law, agreement, or code of conduct.*” It can encompass many aspects of the management and administration of the scheme, including failure:

- to do anything required under overriding legislation, applicable statutory guidance or codes of practice
- to maintain accurate records
- to act on any fraudulent act or omission that is identified
- of an employer to pay over member and employer contributions on time
- to pay member benefits either accurately or in a timely manner
- to issue annual benefit statements on time or non-compliance with The Regulator’s Code of Practice No 14.

What is Non-compliance under the LGPS Regulations?

Non-compliance with the LGPS regulations can encompass many aspects of the management and administration of the scheme, including failure:

- to do anything required under the LGPS regulations
- to comply with policies and procedures (e.g. the Fund’s Investment Strategy Statement, Funding Strategy Statement, discretionary policies, etc.);

Responsibilities in relation to breaches

Responsibility to report identified breaches of the law in relation to the Code of Practice falls on the following (known as “reporters”):

- Members and officers of the Fund, as the Scheme Manager
- Members of the Local Pension Board
- Scheme employers
- Professional advisers (including the Fund’s actuary, investment advisers, legal advisers)
- Third party providers (where employed)
- any other person involved in advising the scheme manager in relation to the scheme

This policy applies only to members and officers of the Fund and members of the Local Pension Board. It is for the other reporters to ensure adequate procedures and policies are put in place in order to identify, assess and where necessary report breaches. Both the Fund and the Local Pension Board will take all necessary steps to consider the breach and report to The Regulator, rather than having the breach reported by any of the other “reporters”.

Requirement to report a breach of the Law

Breaches of the law which affect pension schemes should be considered for reporting to The Pensions Regulator.

The decision whether to report an identified breach depends on whether:

- there is reasonable cause to believe there has been a breach of the law
- and if so, is the breach likely to be of material significance to The Regulator?

It is important to understand that not every breach that is identified needs to be reported to The Regulator. For example, where it can be demonstrated that appropriate action is being taken to rectify the breach, or the breach has occurred due to teething problems with new or revised systems or processes, it may not be necessary to report the incident to The Regulator. All incidents of breaches identified should be recorded in the

Fund's breaches log. This log will be reviewed on an on-going basis to determine any trends in the breaches log that might indicate any serious failings or fraudulent behaviour.

Where such failings or fraudulent behaviour are identified immediate action will be taken to agree a plan of action to rectify the matter and prevent such an occurrence in the future.

Examples of potential breaches, including when they should and should not be reported to The Pensions Regulator are included in Appendix A.

When should a breach be reported to The Regulator?

The Code of Practice requires that a breach should be notified to The Regulator as soon as is reasonably practical once there is reasonable cause to believe that a breach has occurred and that it is of material significance to The Regulator. In any event, where a breach is considered to be of material significance it must be reported to The Regulator no later than one month after becoming aware of the breach or likely breach.

Where it is considered that a breach is of such significance that The Regulator is required to intervene as a matter of urgency (for example, serious fraud) the matter should be brought to the attention of The Regulator immediately (e.g. by calling them direct). A formal report should then be submitted to The Regulator, marked as "urgent" in order to draw The Regulator's attention to it.

Where prompt and effective action is taken to investigate and correct the breach and its causes and, where appropriate, notify any affected members, The Regulator will not normally consider this to be materially significant.

A breach is likely to be of concern and material significance to The Regulator where a breach has been identified and those involved:

- do not take prompt and effective action to remedy the breach and identify and tackle its cause in order to minimise risk of recurrence
- are not pursuing corrective action to a proper conclusion
- fail to notify affected scheme members where it would have been appropriate to do so.

Assessing "reasonable cause"

It is important that the Fund and the Local Pension Board are satisfied that a breach has actually occurred, rather than acting on a suspicion of such an event.

It will be necessary, therefore, for robust checks to be made by members and officers when acting on any suspicion of a breach having occurred. Where necessary this will involve taking legal advice from Legal Services (who may recommend specialist external legal advice if necessary) as well as other advisers (e.g. auditors, the Fund's actuary or investment advisers).

Deciding if a breach is "materially significant" and should be reported to The Regulator

The Regulator has produced a decision tree to assist schemes in identifying the severity of a breach and whether it should be reported. When determining materiality of any breach or likely breach the Fund and Local Pension Board will in all cases consider the following:

- **cause** – e.g. dishonesty, poor governance, incomplete or inaccurate information, acting or failing to act in contravention of the law
- **effect** – e.g. ineffective internal controls, lack of knowledge and understanding, inaccurate records, potential for further breaches occurring
- **reaction** – e.g. taking prompt and effective action to resolve a breach, notifying scheme members where appropriate; and
- **wider implications** – e.g. where a breach has occurred due to lack of knowledge or poor systems and processes making it more likely that other breaches will emerge in the future

The decision tree provides a “traffic light” system of categorising an identified breach and is shown at Appendix A:

- **Green** – not caused by dishonesty, poor governance or a deliberate contravention of the law and its effect is not significant and a plan is in place to rectify the situation. In such cases the breach may not be reported to The Regulator, but should be recorded in the Fund’s breaches log
- **Amber** – does not fall easily into either green or red and requires further investigation in order to determine what action to take. Consideration of other recorded breaches may also be relevant in determining the most appropriate course of action
- **Red** - caused by dishonesty, poor governance or a deliberate contravention of the law and having a significant impact, even where a plan is in place to rectify the situation. The Fund or Local Pension Board must report all such breaches to The Regulator in all cases

If it is unclear as to whether the breach or likely breach is significant, in the first instance full details should always be reported to the Board to determine the appropriate course of action.

It should be noted that failure to report a significant breach or likely breach is likely, in itself, to be a significant breach.

The Fund will use The Regulator’s decision tree as a means of identifying whether any breach is to be considered as materially significant and so reported to The Regulator.

Any failure of a scheme employer to pass over employee contributions that are considered to be of material significance must be reported to The Regulator immediately.

In order to determine whether failure to pay over employee contributions is materially significant or not the Fund will seek from the employer:

- the cause and circumstances of the payment failure
- what action the employer has taken as a result of the payment failure, and
- the wider implications or impact of the payment failure

Where a payment plan is agreed with the employer to recover outstanding contributions and it is being adhered to or there are circumstances of infrequent one-off late payments or administrative failures the late payment will not be considered to be of material significance.

All incidences resulting from the unwillingness or inability of the employer to pay over the employee contributions, dishonesty, fraudulent behaviour or misuse of employee contributions, poor administrative procedures or the failure to pay over employee contributions within 90 days from the due date will be considered to be of material significance and reported to The Regulator.

Once a breach or likely breach has been identified, regardless of whether it needs to be reported to The Regulator, the relevant manager in consultation with the Monitoring Officer, must review the circumstances of the breach in order to understand why it occurred, the consequences of the breach and agree the corrective measures required to prevent re-occurrence, including an action plan where necessary. All breaches must be recorded in the Fund’s breaches log.

Process for reporting breaches

All relevant officers and elected members of the Fund, as well as all members of the Local Pension Board have a responsibility to:

- identify and assess the severity of any breach or likely breach
- report all breaches or likely breaches to the Monitoring Officer
- in conjunction with relevant officers agree a proposed course of action to rectify the breach and put in place measures to ensure the breach does not re-occur, obtaining appropriate legal or other advice where necessary
- ensure that the appropriate corrective action has been taken to rectify the breach or likely breach and to prevent it from recurring; and
- co-operate with, and assist in, the reporting of breaches and likely breaches to the Pension Fund Committee, Local Pension Board and where necessary The Regulator

Responsibilities of the Monitoring Officer

The Fund will appoint one of the administering authority's senior officers to be responsible for the management and execution of this breaches policy. That officer will be the Monitoring Officer and will be the Head of Pensions Administration.

The Monitoring Officer will be responsible for recording and reporting breaches and likely breaches as follows:

- record all identified breaches and likely breaches of which they are aware in the Fund's breaches log
- investigate the circumstances of all reported breaches and likely breaches
- ensure, where necessary that an action plan is put in place and acted on to correct the identified breach and also ensure further breaches of a similar nature do not re-occur
- report to the Pension Fund Committee and Local Pension Board:
 - all materially significant breaches or likely breaches that will require reporting to The Regulator as soon as practical, but no later than one month after becoming aware of the breach or likely breach; and
 - all other breaches at least quarterly as part of the Committee cycle
- report all materially significant breaches to The Regulator as soon as practical but not later than one month after becoming aware of the breach

The Monitoring Officer will determine whether any breach or likely breach is materially significant, having regard to the guidance set out in the Code of Practice and after consultation where considered appropriate with the Pension Fund Committee and Local Pension Board.

Where uncertainty exists as to the materiality of any identified breach the Fund or Local Pension Board will be required to informally notify The Regulator of the issue and the steps being taken to resolve the issue.

How should a breach be reported to The Regulator?

All materially significant breaches must be reported to The Regulator in writing. This can be via post or electronically. The Regulator encourages the use of its standard reporting facility via its on-line Exchange service.

The Fund will report all material breaches to The Regulator via the online Exchange function.

How are records of breaches maintained?

All breaches and likely breaches are to be reported to the Monitoring Officer as soon as they are identified. The Monitoring Officer will log all breaches on the Fund's breaches log, including the following information:

- date the breach or likely breach was identified
- the pension scheme's registry number (if available)
- name of the employer (where appropriate)
- any relevant dates
- a description of the breach, its cause and effect, including the reasons it is, or is not, believed to be of material significance
- whether the breach is considered to be red, amber or green
- a description of the actions taken to rectify the breach
- whether the concern has been reported before, and
- a brief description of any longer term implications and actions required to prevent similar types of breaches recurring in the future.

The Monitoring Officer will be responsible for ensuring the effective management and rectification of any breach identified. The Head of Pensions Administration will be responsible for submission of any report to The Regulator. Any documentation supporting the breach will be maintained by the Head of Pensions Administration.

Whistleblowing

It is a statutory duty to report breaches of the law. In rare cases this may involve a duty to whistleblow on the part of an employee of the Fund or a member of the Local Pension Board. The duty to report does not override any other duties a “reporter” may have, such as confidentiality. Any such duty is not breached by reporting to The Regulator. Given the statutory duty that exists, in exercising this breaches policy the Fund will ensure it adheres to the requirements of the Employment Rights Act 1996 in protecting an employee making a whistleblowing disclosure to The Regulator.

The duty to report, however, does not override ‘legal privilege’, so oral and written communications between the Fund or Local Pension Board and a professional legal adviser do not have to be disclosed.

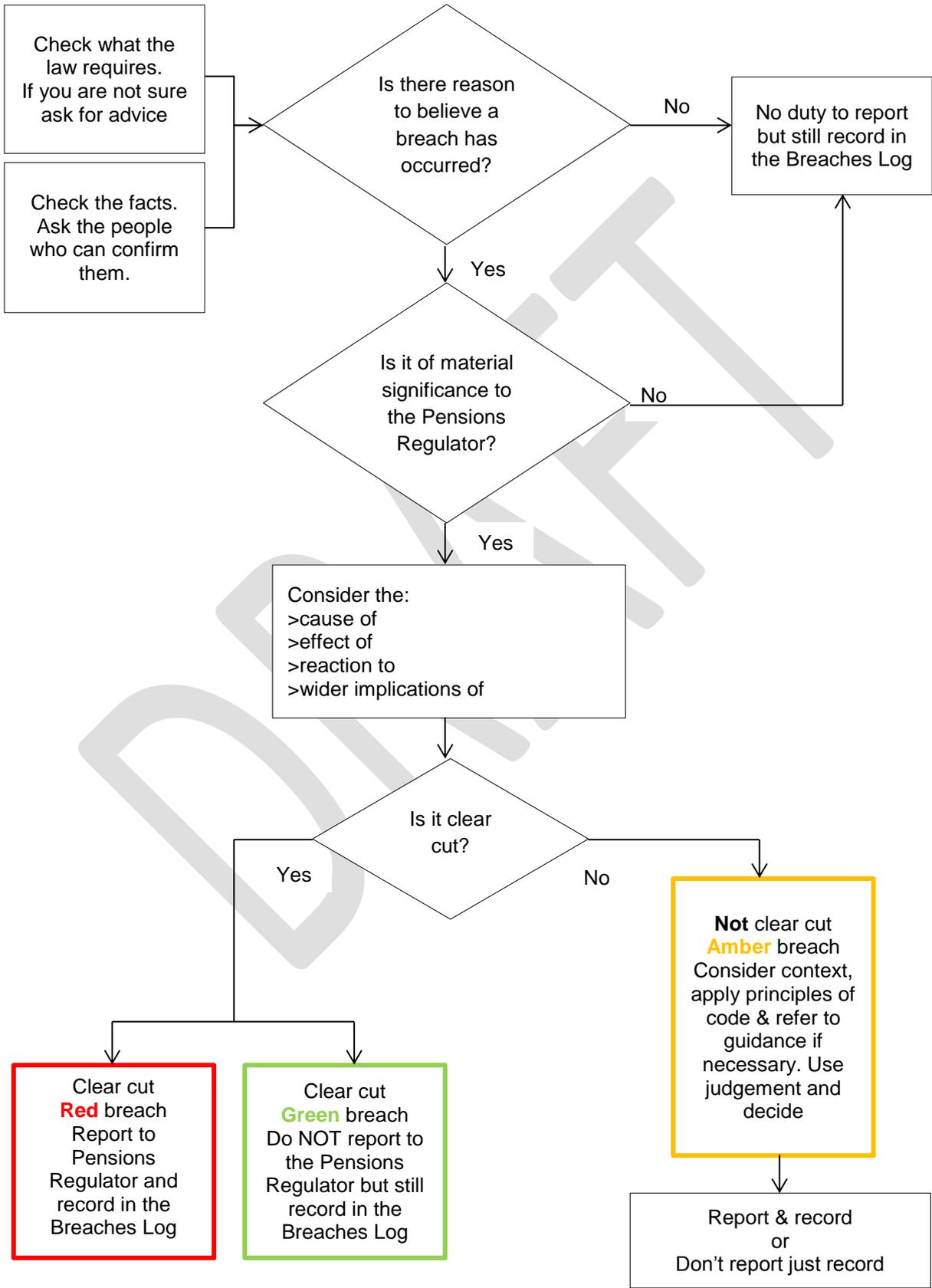
Training

The Head of Pensions Administration will ensure that all relevant members and officers, as well as members of the Local Pension Board receive appropriate training on this policy at the commencement of their employment or appointment to the Local Pension Board as appropriate and on an ongoing basis.

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Appendix A

Deciding if a breach is “materially significant” and should be reported to The Regulator



Appendix B

Examples of breaches

Example 1

An employer is late in paying over employee and employer contributions and is in breach of the statutory period for making such payments. The employer is contacted by officers from the administering authority, it immediately pays the moneys that are overdue, and improves its procedures so that in future contributions are paid over on time. In this instance there has been a breach but members have not been adversely affected and the employer has put its house in order regarding future payments. The breach is therefore not material to The Regulator and need not be reported.

Example 2

An employer is late in paying over employee and employer contributions, and is in breach of the statutory period for making such payments. It is also late in paying AVCs to the AVC provider. It is contacted by officers from the administering authority, and the employer eventually pays the monies that are overdue, including AVCs to the AVC provider. This has happened before, and there is no evidence that the employer is putting its house in order. In this instance there has been a breach that is relevant to The Regulator, in part because of the employer's repeated failures, and also because those members paying AVCs will typically be adversely affected by the delay in investing their AVCs.

Example 3

An employer is late in submitting its statutory year-end return of pay and contributions in respect of each of its active members and as such it is in breach. Despite repeated reminders it still does not supply its year-end return. Because the administering authority does not have the year-end data it is unable to provide annual benefit statements to the employer's members by 31 August. In this instance there has been a breach which is relevant to The Regulator, in part because of the employer's failures, in part because of the enforced breach by the administering authority, and also because members are being denied their annual benefits statements.

Example 4

A pension overpayment is discovered. The administering authority has failed to pay the right amounts to the right person at the right time and a breach has therefore occurred. The overpayment is however, for a modest amount and the pensioner could not have known that they were being overpaid. The overpayment is therefore waived. In this case there is no need to report the breach as it is not material.

Appendix C

Form to report a breach to the Monitoring Officer

Name of Reporter:	
Position:	
Telephone number	
Email address	
Address	
Description of the breach (please include any relevant dates)	
Do you believe that the breach is of material significance to The Pensions Regulator?	
Please give your reasons	
Have you reported the breach to The Pensions Regulator?	
Please give your reasons	

Please send the completed form by email or post to:
Phillippa Cockerill
Monitoring Officer
North Yorkshire Pension Fund
County Hall
Northallerton
North Yorkshire
DL7 8AL
Telephone: 01609 535879
E-mail: Phillippa.cockerill@northyorks.gov.uk

Appendix D

Example Record of Breaches

Date	Category	Description of Breach	Cause of Breach	Effect of Breach & Wider Implications	Response to Breach	Referred to PFC	Outcome of Referral	Reported to Regulator	Progress Review 1	Progress Review 2
30/9/2015	Contributions	No employer or employee contributions paid by employer for two months (June and July) Queried with employer on 23/8/215	Employer advised Fund on 26/8/2015 that late payment of contribution due to installation of new payroll system and outstanding contribution will be paid without delay	Where contributions remain outstanding for more than 90 days, then likely to be of material significance to The Regulator	Investigations showed that the employer had not previously been late in paying contributions. Not reported as outstanding contribution paid over on 31/08/2015 and therefore not of material significance as paid within 90 days of the due date	Y	Position noted. As contributions were received within a reasonable timeframe it was confirmed no requirement to report	N	Contributions for August paid on 19/09/2015	Monitor payments on 19/10/2015 to ensure that late payment was a one off failure
1/12/2017	Regulations	Regulation 40 Death Grant payments	Failure to Identify beneficiaries of estate of deceased. Correct procedure not followed.	Where a member died in service without completing an expression of wish form, but Fund did not identify correct dependents, leading to possible 2 nd payment of death grant. Dependent, a long term partner of	Investigations showed that the Probate office was limited by their regulations which pre-judged against a partner and Fund had failed to recognise this.	Y	Position noted. As staff training is being provided and policy updated no further action taken. Overpaid death grant written off by Fund.	N	Ensure all staff trained and policy updated.	Procedure documented and incorporated into system

				deceased appealed the decision to pay on strength of letters of administration. Recipient Relative identified by probate office refused to replay death grant.							
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North Yorkshire Pension Fund

Annual Benefit Statement at «EVENT_DATE_DMYX2L»

Our records show that you have benefits in the North Yorkshire Pension Fund (NYPF).

If you work or have worked in any other posts which are regarded as separate periods of pensionable service, you will have other online pension records. Each record will only show the Annual Benefit Statement relevant to the service held on that record.

The benefits quoted in this statement have been calculated as at «EVENT_DATE_DMYX2L» based on current regulations. Please check all your personal details carefully and contact NYPF if any of the information is incorrect.

If you have any Pension Sharing Orders, the figures shown in this statement have been reduced by the Pension Debit amounts resulting from your Orders. ONLY FOR PSO MEMBERS

Please note that you should not retire on the basis of this statement alone. Before retiring you should ask for a more detailed breakdown of your pension benefits as this statement is provided for guidance only.

Don't forget to tell us if you move address, contact details are shown on the last page.

Guidance notes explaining the information provided in this document are available by selecting the following link

Section 1: Personal Details

Payroll Reference Number:	«IDENT2»
Date of Birth:	«DOB»
Partnership Status:	«MAR_STATUS»
Post Number:	«IDENT3»
Date Joined Scheme in this Employment:	«DJF»
Employer:	«LOCNAT3103»

Section 2: Summary of Total Benefits at «EVENT_DATE_DMYX2L»

Annual Pension accrued at «EVENT_DATE_DMYX2L»:	£«BE_PV_PEN»
Automatic Tax Free Lump Sum accrued at «EVENT_DATE_DMYX2L»:	£«BE_PV_LSUM»
Death in Service Lump Sum payable on your death:	£«BE_DTH_LS»
Annual Survivor's Pension payable on your death:	£«BE_DTH_LTP»

A breakdown of the calculation of your current pension benefits is shown in sections 5 and 6

Section 3: Projections if you remain contributing to the Scheme until «NPD» i.e. to your Normal Pension Age (NPA): «NPA»

Pension at NPA:	£«BE_NPA_XPN»
Automatic Tax Free Lump Sum at NPA:	£«BE_NPA_XLS»
Survivor's Annual Pension at NPA:	£«BE_NPA_XWP»

A breakdown of the calculation of your projected pension benefits is shown in section 7

Section 4: Pay Figures used to calculate your benefits at «EVENT_DATE_DMYX2L»

The benefits shown in this statement are based on the pay figures provided by your employer (below). It is important that you check these are accurate and contact your employer immediately with any queries

Pensionable Pay for year ending «EVENT_DATE_DMYX2L» (used to calculate Career Average pension built up in «YEAR_1»/«YEAR_2», as shown in Section 5) : £«CARE_PAYR»

Final Salary Pay for year ending «EVENT_DATE_DMYX2L» (used to calculate Final Salary pension benefits accrued to «CARE_EVEDT» as shown in Section 6): £«PEN_PS_REM»

Section 5: Career Average Pension Benefits as at «EVENT_DATE_DMYX2L» (payable from «NPD»)

Pensionable Pay for year ending «EVENT_DATE_DMYX2L» in Main Section:	£«CARE_100PF»
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Pensionable Pay for year ending «EVENT_DATE_DMYX2L» in 50/50 section:	£«CARE_50PF»
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Amount of pension built up in «YEAR_1»/«YEAR_2»:

Main Section Pay / 49:	£«CARE_100YB»
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50/50 Section Pay / 98:	£«CARE_50YB»
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Additional Pension bought:	£«CARE_APCYR»
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Transfers in:	£«CARE_TVYR»
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Total Career Average Pension built up in «YEAR_1»/«YEAR_2»=	£«CARE_TOTYR»
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Total Career Average Pension at «EVENT_DATE_DMYX2L»:

Career Average Pension built up from 1 April 2014 to 31 March 2017:	£«CARE_TOTPY»
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Increase/Decrease for the cost of living (added/deducted 1 April 2017):	£«CARE_REVPY»
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Total Career Average Pension built up in «YEAR_1»/«YEAR_2»:	£«CARE_TOTYR»
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Total value of your Career Average Pension as at 31/03/2018:	£«CARE_ACSCR»
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Section 6: Value of Final Salary Pension Benefits as at «EVENT_DATE_DMYX2L» (payable from «NPD»)

Final Salary Pay:	£«PEN_PS_REM»
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Annual Pension (for pre 1 April 2014 membership):	£«BE_PV_FSPN»
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Automatic Tax Free Lump Sum:	«BE_PV_LSUM_U72»
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Section 7: A breakdown of your projected benefits if you remain contributing to the Scheme until «NPD»

Pension at NPA:	£«BE_NPA_XPN»
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Includes projected Career Average Pension to NPA of:	£«CARE_PROJD»
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Includes projected Final Salary Pension to NPA of:	£«BE_NPA_FSP»
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Survivor's Annual Pension at NPA:	£«BE_NPA_XWP»
Includes projected Career Average Survivor's Annual Pension to NPA of:	£«CARE_WIDPR»
Includes projected Final Salary Survivor's Annual Pension to NPA of:	£«BE_NPA_FSW»

Section 8: Current Nomination for Lump Sum Death Benefit

Name of Nominee	% of Benefit
«SP_NAME»	«SP_GENERAL»
«DE_NAME__1»	«DE_GENERAL__1»
«DE_NAME__2»	«DE_GENERAL__2»
«DE_NAME__3»	«DE_GENERAL__3»
«DE_NAME__4»	«DE_GENERAL__4»
«CH_NAME__1»	«CH_GENERAL__1»
«CH_NAME__2»	«CH_GENERAL__2»
«CH_NAME__3»	«CH_GENERAL__3»
«CH_NAME__4»	«CH_GENERAL__4»

If the above is blank, you have not made a nomination and any payment would therefore form part of your estate and may be subject to Inheritance Tax. To register a nominee(s) or to change your nomination details, please download a form from the NYPF website at www.nypf.org.uk > Forms/Guides > Useful Forms.

Section 9: Annual Allowance at «EVENT_DATE_DMYX2L»

Annual Allowance for Pension Input Period (PIP) of «YEAR_1»/«YEAR_2» is a maximum of £40,000 (please read the explanatory notes for further information).

Pension Input Amount (PIA) for the «YEAR_1»/«YEAR_2» PIP:	£«AAL_TOTPIA»
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Section 10: Contact Us (Opening Times: 8:30am to 5pm (4:30pm on Friday))

Email pensions@northyorks.gov.uk
Website www.nypf.org.uk
Telephone Pensions help and information line 01609 536335

Post
North Yorkshire Pension Fund
County Hall, Northallerton
DL7 8AL

Other Formats

If you require this statement in a different format such as large print, Braille, audio or you need help understanding it in your first language, please call (01609) 536335 or email pensions@northyorks.gov.uk

Data Protection

The General Data Protection Regulations 2018 requires us to keep information about you securely. It also requires us to keep accurate information and keep it up to date. You can help us to do this by telling us when the details we hold about you change. *We also have a duty to protect the public purse; in order to do so we share information with other public organisations to tackle fraud. **Needed?***

North Yorkshire Pension Fund

Deferred Annual Benefit Statement at «EVENT_DATE_DMYX2L»

Our records show that you have benefits in the North Yorkshire Pension Fund (NYPF).

Your benefits are deferred in the NYPF as you have either left employment (although you may still be employed in other posts), you have transferred to a post with a lower graded salary or you have opted out of the Local Government Pension Scheme (LGPS). This statement shows the current value of your deferred benefits including the cost of living increases that have been applied since you left the scheme. If you work or have worked in any other posts which are regarded as separate periods of pensionable service, you will have other online pension records. Each record will only show the Annual Benefit Statement relevant to the service held on that record.

If you have chosen to opt out of the LGPS you will not be able to receive payment of your pension benefits until you leave the employment of the post you opted out on.

The benefits quoted in this statement have been calculated as at «EVENT_DATE_DMYX2L» based on current regulations. Please check all your personal details carefully and contact NYPF if any of the information is incorrect.

Please note that you should not retire on the basis of this statement alone. Before retiring you should ask for a more detailed breakdown of your pension benefits as this statement is provided for guidance only.

Don't forget to tell us if you move address, contact details are shown on the last page.

Section 1: Personal Details

Date of Birth:	«DOB»
Date of Leaving:	«DATE_LEFT»
Date Benefits Payable From:	«DEF_DUE»

Conditional paragraph on DOL:

As you left or opted out of the Scheme before 1 April 2014

The earliest date that you can draw your pension benefits without having a reduction applied is shown above. You may be able to draw your benefits from age 60 but your benefits may be subject to actuarial reductions.

As you left or opted out of the Scheme after 31 March 2014

The earliest date that you can draw your pension benefits without having a reduction applied is shown above. If this is linked to your State Pension Age and your State Pension Age changes, the 'Date Benefits Payable From' will also change to that date. You may be able to draw your benefits from age 55 but your benefits will be subject to an actuarial reduction for early payment.

Section 2: Summary of Total Benefits at «EVENT_DATE_DMYX2L»

Current Value of Annual Pension at «EVENT_DATE_DMYX2L»:	£«DEF_TOT_CP»
Current Value of Automatic Tax Free Lump Sum at «EVENT_DATE_DMYX2L»:	£«DEF_EX_PI»
Current Value of Lump Sum Death Benefit payable on your death:	£«DTH_GRAT»
Current Value of Survivor's Annual Pension payable on your death:	£«DEF_TOT_CW»

If you were paying Added Years, Additional Regular Contributions or Additional Pension Contributions, these are included in the figures above.

Section 3: Current Nomination for Lump Sum Death Benefit

Name of Nominee	% of Benefit
«SP_NAME»	«SP_GENERAL»
«DE_NAME__1»	«DE_GENERAL__1»
«DE_NAME__2»	«DE_GENERAL__2»
«DE_NAME__3»	«DE_GENERAL__3»
«DE_NAME__4»	«DE_GENERAL__4»
«CH_NAME__1»	«CH_GENERAL__1»
«CH_NAME__2»	«CH_GENERAL__2»
«CH_NAME__3»	«CH_GENERAL__3»
«CH_NAME__4»	«CH_GENERAL__4»

If the above is blank, you have not made a nomination and any payment would therefore form part of your estate and may be subject to Inheritance Tax. To register a nominee(s) or to change your nomination details, please download a form from the NYPF [website](#).

A lump sum death benefit of **3 or 5 (Conditional based on DOL)** times your pension is payable if you die before receiving your pension. If you are also an active member of the scheme (when you die) the lump sum death benefit payable would be the greater of the death benefit from your deferred benefits or 3 times your (assumed) pensionable pay.

Section 4: Rejoining the Local Government Pension Scheme (LGPS)

As a deferred member of the NYPF, if you re-join, or have re-joined the LGPS in another Fund in England or Wales you must (if you have not already done so):

- a) tell the Fund in which you are an active member that you have a deferred benefit in another LGPS Fund in England or Wales. You should also tell them about any intervening service in any other public service pension scheme (even if a refund of contributions has been received in respect of that service).
- b) tell the Fund in which the deferred benefit is held that you are an active member in another LGPS Fund in England or Wales.

It is important that you tell the relevant Funds the above information so that you are given the appropriate options regarding aggregation of your benefits. Failure to do so could lead to certain statutory rights that may apply to you being missed.

Section 5: Frequently Asked Questions

What does the statement tell me?

This statement shows the current value of your benefits in the NYPF. It also shows any lump sum death benefit payable if you die whilst your benefits are deferred and any survivor's pension that may be payable. It includes the pension increase (the cost of living increases applied each April) that has been applied to your benefits since leaving.

Is my partner entitled to a pension? **CONDITIONAL PARA BASED ON DOL**

As you left the Scheme before 31 March 2008, a survivor's pension is automatically payable to a spouse, registered civil partner and any eligible children.

As you left the Scheme after 1 April 2008, a survivor's pension is payable to a spouse, registered civil partner or a cohabiting partner provided that certain criteria are met. It is advisable to complete a cohabiting partner's form which you can download from the NYPF [website](#). A child's pension may also be payable to any eligible children.

Can I transfer my benefits to a new scheme?

Yes, you can, provided that:

- You elect to transfer at least 12 months before your normal pension age.
- You have not already drawn benefits from the LGPS (either in this employment or any other employment).
- The receiving scheme is willing and able to accept transfers.

Please seek independent financial advice before proceeding with a transfer.

I paid Additional Voluntary Contributions (AVCs) when I was employed, are these contributions included in this statement?

No. You will receive a separate statement from the Prudential showing the value of your AVC fund. For further information please contact the Prudential on 0800 032 6674.

Section 6: Contact Us (Opening Times: 8:30am to 5pm (4:30pm on Friday))

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