

Pension Fund Committee

Date:	20st September 2016
Classification:	General Release
Title:	Pension Auto Re Enrolment
Report of:	Lee Witham Director of People Services
Wards Involved:	All
Policy Context:	Financial Control
Financial Summary:	Auto enrolment should increase cash flow into the pension fund

1. **Executive Summary**

- 1.1 This report updates the Pension Fund Committee on the Re-enrolment of staff into the LGPS.
- 1.2 The role of People Services is to ensure that Westminster complies with its duties to enrol staff into an eligible pension scheme every three years. In addition we aim to ensure that we promote the benefits of the Local Government Pension Scheme (LGPS) to staff as a recruitment and retention tool and maintain income into the Westminster fund.

2. **Current Position**

- 2.1 Following the implementation of auto enrolment on our initial staging date of July 2013, Westminster has to re-enrol staff every 3 years. The staging date was 1st July 2016.
- 2.2 BT is the Council's outsourced provider who undertake this task on our behalf. The Pensions Officer for Westminster met with the Pensions Officer for BT to ensure that they understood the requirements of auto enrolment.
- 2.3 BT were responsible for writing to all eligible staff to advise them that they would be opted into the scheme and to all non eligible staff to advise them of the circumstances in which they can be opted into the scheme. Anyone who has

opted out within the previous 12 months were not required to be auto enrolled and were treated as non eligible.

2.4 For reference the eligibility criteria are as follows;

- Is Age 22 or over
- Is under State Pension Age (SPA)
- Earns £11,000 annually determined by monthly pay in July of £916 per month
- Opted out of the pension scheme prior to August 2015
- Does not have a certificate of protection from HMRC prior to 2016 offering protection as a result of meeting the Life Time Allowance limit.

2.5 People Services are also liaising with the Pension Regulator and are in contact with them regarding the staging dates for a number of schools who may have alternative staging dates to Westminster's main body. The Pension Regulator determines staging dates via the employer payroll returns related to the PAYE reference. Schools often have different PAYE references where they have left the main payroll service and many of the faith schools are employers for pension purposes in their own right.

2.6 WCC had 258 people due to be enrolled into the pension scheme in July 2016.

2.7 It has come to light that BT auto enrolled some but not all eligible staff in July. We are currently awaiting more detail of which of the 258 people were not enrolled and an associated recovery plan from BT. We have made them aware that any fines that the regulator wish to impose for non-compliance will need to be picked up by them.

3. **Summary**

3.1 Westminster partially complied with auto enrolment in July 2016. We will update the Committee on subsequent action at the next meeting.