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| **Agenda item:** | **15** |
| **Attachment:** | **L** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 17 February 2016 |

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| **Title of Paper:** | NHS Pension Scheme – Employers Charter |
| **Purpose of Paper:** | To ensure EMT and Board Members are briefed on the recently amended Employers Charter and to provide assurance about the administration of this important scheme. |
| **Reason for Submission:** | As above |
| **Lead reviewer:** | Tom Smith, Director of Quality, Guidance and Learning - 1st Feb 2016 |
| **Details:** | To summarise elements of the NHS Pensions Employers Charter which has been recently amended. The full version has been received by EMT and can be found at the following link:  [NHS Pensions Employers Hub NHS Business Services Authority](http://www.nhsbsa.nhs.uk/Pensions/4078.aspx)  The Charter outlines the roles and responsibilities of employers with regards to administration of the NHS Pension Scheme.  The content of the Charter has been reviewed in partnership with the Department of Health, The Pensions Board, NHS Employers and the National Pensions Group to reflect legislative and administrative changes.  It is the joint responsibility of those at Board level as well as Pensions and Payroll Officers to ensure that the key information and activities set out in the Charter are adhered to.  Executive summary:  Every Scheme employer must nominate:   1. A lead person(s) who is responsible for the day to day administration of the duties and act as the main point of contact with NHS Pensions. The named person who acts for the HRA is a member of staff at our Payroll and Pensions Shared Service Provider, **NHS SBS**. 2. Name who is accountable within your organisation for the local administration undertaken by the outsourcing organisation. Outsourcing does not remove an organisations accountability under the Scheme’s Regulations. The named senior accountable office is **the Director of Finance, Procurement & Estates** 3. A further named contact in case of query is **the Senior Finance Manager – Financial Services.**   The NHS pension scheme is governed by regulations agreed by Parliament and bound by primary legislation related to occupational pension schemes. Compliance with the rules of the scheme is a legal requirement.  The HRA’s Assurance sources which provide evidence of our compliance are:   * Payroll audit carried out in October 2014 * Review of annual return and reconciliations to deadlines – all submitted on time. * Late payment submission penalties incurred – none to date. * Confirmation that all member records are 100% up to date – Non-updated records can be viewed and are escalated. None outstanding as at Dec 15.   The NHS Employers charter is a key description of roles and responsibilities of HRA. The main pension events which scheme employers must undertake include administration of :  -New starters – automatic enrolment  -Opting out  -Transfers into the scheme  -Increasing pensions  -Estimates  -Total Reward Statements  -Annual allowance - member records must be updated by employers by 6 July, following the end of the pension year. This enables NHS Pensions to provide a Pension Savings Statement to members who exceed the Annual Allowance  -Premature retirement/redundancies  -Ill health retirees  -Bereavement  -Retirees  -Scheme leavers  The employer must also pay over monthly pension contributions received via the payroll and reconcile the amounts on an annual basis to the NHS Pensions Authority. There are administrative/interest charges for any late pay overs.  There is a requirement to make a statement within the Annual Report Governance Statement regarding compliance with NHS Pension Scheme regulations which reads  “As an employer with staff entitled to membership of the NHS Pension Scheme, control measures are in place to ensure all employer obligations contained within the Scheme regulations are complied with. This includes ensuring that deductions from salary, employer contributions and payments into the Scheme are in accordance with the Scheme rules, and that member Pension scheme records are accurately updated in accordance with the timescales detailed in regulations.”  An NHS Pensions return is submitted each year. This is prepared by  the Senior Finance Manager – Financial Services and reviewed by the Director of Finance, Procurement & Estates and submitted to the Chief Executive for approval. |
| **Suitable for wider circulation?** | **Yes** |
| **Time required for item:** | **5** |

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| **Recommendation / Proposed Actions:** | **To Approve** | |  |
| **To Note** | | **Yes** |
| **For Discussion** | |  |
| **Comments** |  | |

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| **Name:** | Debbie Corrigan |
| **Job Title:** | Director of Finance, Procurement & Estates |
| **Date:** | 26 January 2016 |