



Aquila Heywood

Local Government Pension Scheme Conditional Data Quality Report Dorset County Council



August 2017

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1 Executive Summary

1.1 Introduction

In 2015, the Pensions Regulator (TPR) assumed responsibility for Public Sector Pension Schemes. Prior to this, in June 2010, TPR issued guidance on the approach that they consider to be good practice for measuring the presence of member data. Specific targets were set for data TPR deemed as 'common' and Aquila Heywood has assisted customers in the collection and qualification of this data. TPR also outlined 'conditional' data but did not set prescriptive targets as the data is deemed to be scheme-specific. The guidance did target Pension Scheme Trustees to ensure that 'reasonable endeavours' were undertaken to provide evidence of assessment and measurement, together with an action plan to meet the scheme specific targets.

To assist customers in undertaking a practical assessment of their conditional data, Aquila Heywood offers a Data Quality service.

1.2 Data Quality Service

Working with Dorset County Council, Aquila Heywood has completed a review of Dorset CC's conditional pension data in line with the guidance notes set down by TPR detailed in appendix A. Aquila Heywood's understanding of the Local Government Pension Scheme data, benefit calculations, interfaces and processes, has assisted in the agreement of which items to test. The tests to satisfy each condition have been run and the results quantified to provide guidance on any corrective action required.

The following terms should be understood to aid understanding of the conditions used and the results obtained:

- **Data condition** – identified TPR condition, for example check that an active member does not have a date of leaving
- **Data category** – grouping of relevant data conditions, for example **Member Benefits** (see section 1.4 below)
- **Data item** – item of data which forms part of a data condition for example 'date of leaving'

The service incorporates in the order of 100 individual tests against the data conditions agreed with Dorset CC. To provide focus on the key areas of conditional data to be addressed, each data category is measured against an agreed benchmark.

1.3 Benchmark

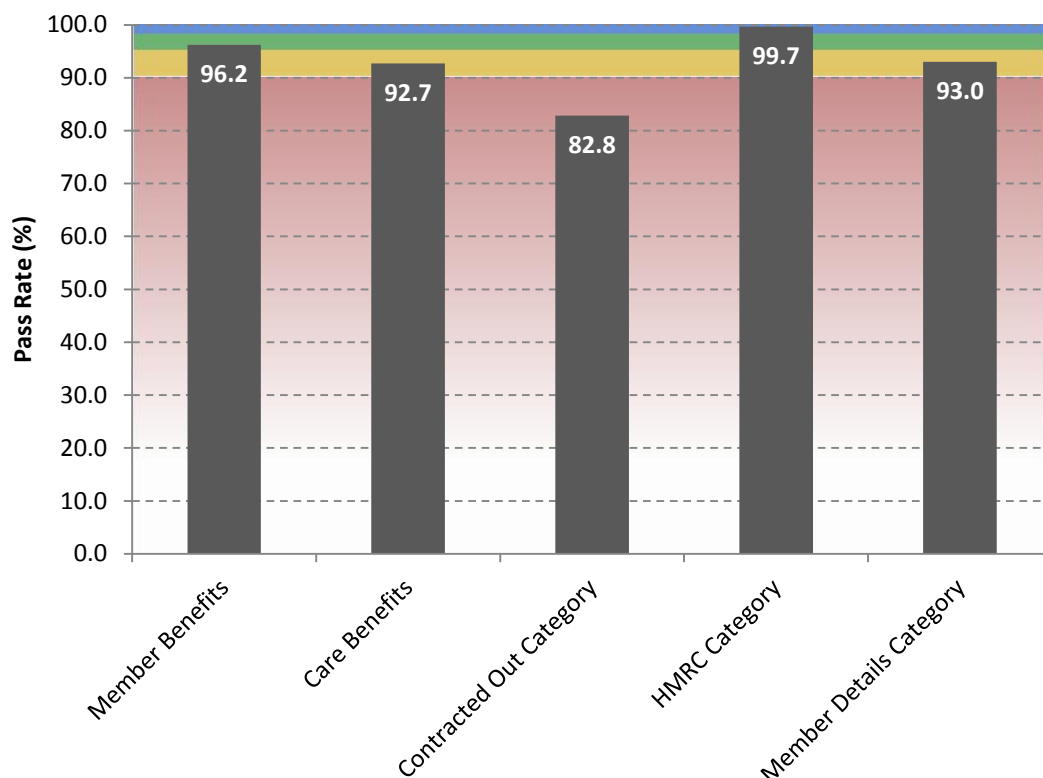
The benchmarks applied to the results presented in this report were agreed between Dorset CC and Aquila Heywood. The categories and thresholds are as follows:

Category	Pass Threshold
Blue	Pass rate \geq 98%
Green	95% \leq Pass rate $<$ 98%
Amber	90% \leq Pass rate $<$ 95%
Red	Pass rate $<$ 90%

These benchmark ranges are illustrated in the background of subsequent results graphs.

1.4 Summary of Conditional Data Results

The graph below indicates Dorset CC's performance for each data category against the agreed scheme benchmarks. Also below is an explanation as to the data conditions relevant to each data category. The results presented herein are generated from data extracted from Dorset CC's Live Altair service on 21st August 2017 for all tests.



1.4.1 Member Benefits Data

This category includes those data conditions for members that directly relate to the details of benefits in payment or to the calculation of benefits yet to be paid.

A total number of 73,999 members qualified for one or more checks as part of the in-scope conditions under this category. Dorset CC set a minimum 90% benchmark target and achieved a 96.2% pass rate, placing it in the Green category. The detailed analysis of each condition is in Section 2.1, but eight of the ten Data Conditions specified attained the highest benchmark category (Blue, >98%) with another condition only 0.2% below. The lowest scoring condition was **Transfer In Details 1**, where only 59.7% of members tested passed, almost entirely as a result of incorrectly recorded historical manual cases. Although many of the cases that failed this condition do not directly affect benefits being paid to members, these cases should be investigated to ensure service credits are correctly recorded.

1.4.2 Other Member Data

This category includes those data items that may be used in the calculation of member benefits.

A total number of 75,189 members qualified for one or more checks as part of the in-scope conditions under this category. Dorset CC set a minimum 90% benchmark target and achieved a 93.0% pass rate, equalling the Amber benchmark. The detailed analysis of each condition is in Section 2.22 but six of seven individual scores attained the highest benchmark category (Blue, >98%). The lowest score was on the **Contributions** condition, where 56.7% of members passed. Most failures in this condition were a result of data missing in the rolled up total. This can be corrected by running a bulk calculation.

1.4.3 CARE Benefits

This category includes those data items required to calculate Career Average Revalued Earning (CARE) benefits.

A total number of 37,835 members qualified for the checks as part of the in-scope conditions under this category. Dorset CC set a 90% minimum benchmark target and achieved a 92.7% pass rate, placing CARE benefits in the Amber category. Most of these failures are missing the most recent entry and there are several employers where almost every member failed the test suggesting that the data has yet to be received. This data should be requested as soon as possible as Annual Benefit Statements cannot be supplied without it.

As CARE revaluation is calculated for each member from a single factor table, the table itself is checked for a complete list of factors and was given a 100% pass. The detailed analysis of the conditions is in Section 2.3. Fails in this category directly affect the calculation of member benefits and so should be resolved as a priority.

1.4.4 HMRC

This category includes those values recorded as a result of the Finance Act 2004 as well as Pre A-Day limits.

A total number of 56,749 members qualified for one or more checks as part of the in-scope conditions under this category. The conditions within this category have been expanded for clarity and are detailed in Appendix B.

Dorset CC set a 90% minimum benchmark target and achieved a 99.7% pass rate placing the category in the blue category. The detailed analysis of each condition is in Section 2.4. The highest benchmark was achieved in six of the seven categories. The remaining **BCE7 (Death Benefits)** category achieved an 85.8% pass rate as the bulk of cases did not have a death grant recorded where one was expected.

1.4.5 Contracting Out

This category includes those data items required to meet scheme contracting out conditions.

A total number of 71,357 members qualified for one or more checks as part of the in-scope conditions under this category. Dorset CC set a 90% minimum benchmark target and achieved an 82.8% pass rate, placing Contracting Out in the red category. The detailed analysis of each condition is in Section 2.35 but the highest individual score was achieved in the condition **Date Contracted Out**, where 99.9% of members passed. The remaining three categories in Contracting Out were benchmarked as Red. Fails in this category are likely to have an impact on GMP Reconciliation and so should be resolved either in advance, or as part of the GMP Reconciliation process.

1.5 Other Information

The remainder of this report is split into the following sections:

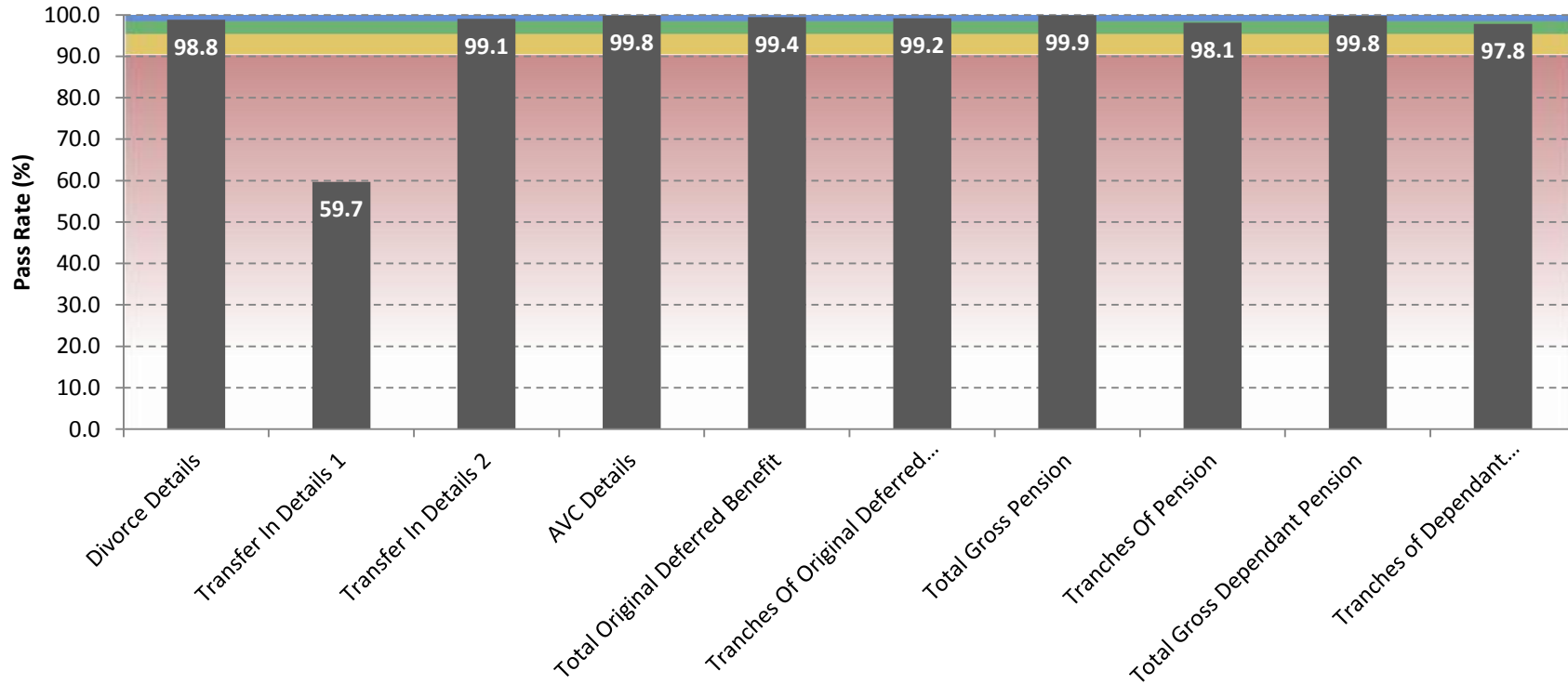
- **Conditional Data Results** – results of each in-scope condition per category along with the number of members tested, main failures and suggested risks and actions
- **Appendices** – details to qualify failures against each condition, along with a list of TPR's guidance relating to the Local Government Pension Scheme

Where possible, Aquila Heywood has provided advice and suggested next actions to work with Dorset CC in implementing a solution to any data anomalies. This document is the start point for Dorset CC's data management policy and Aquila Heywood will agree with Dorset CC the appropriate frequency to repeat these conditions and demonstrate progress in conditional data cleansing.

2 Conditional Data Results

2.1 Member Benefits Data Category

2.1.1 Results



2.1.2 Analysis of Results

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Divorce Details <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where Calculation Date (DVC-CALDTE) has a value	86	85 98.8%	Fail A: 0 Fail B: 0 Fail C: 1 Fail D: 0 Fail E: 1 Fail F: 0	1 member has an order date that is prior to 01/12/2000 and they also have either a blank pension debit or a value of 0. This may be an incorrectly recorded earmarking case.
Transfer In Details 1 <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where transfer In details exist	7754	4626 59.7%	Fail A: 546 Fail B: 71 Fail C: 1534 Fail D: 940 Fail E: 1534 Fail F: 550	1534 instances concerned invalid transfer types that do not match those calculations write-back. The most frequent being the use of "INTERFUND" or other variations instead of "INTERFND" from the drop-down selection. The most recent transfer that failed this test was in 2000, so these fails are exclusively historical cases. This fault may lead to incorrect reporting but will not affect benefits for these members. There are also 1534 failures where there is no service credit or pension credit recorded from the transfer that will require investigation, of which 1164 also failed the transfer type

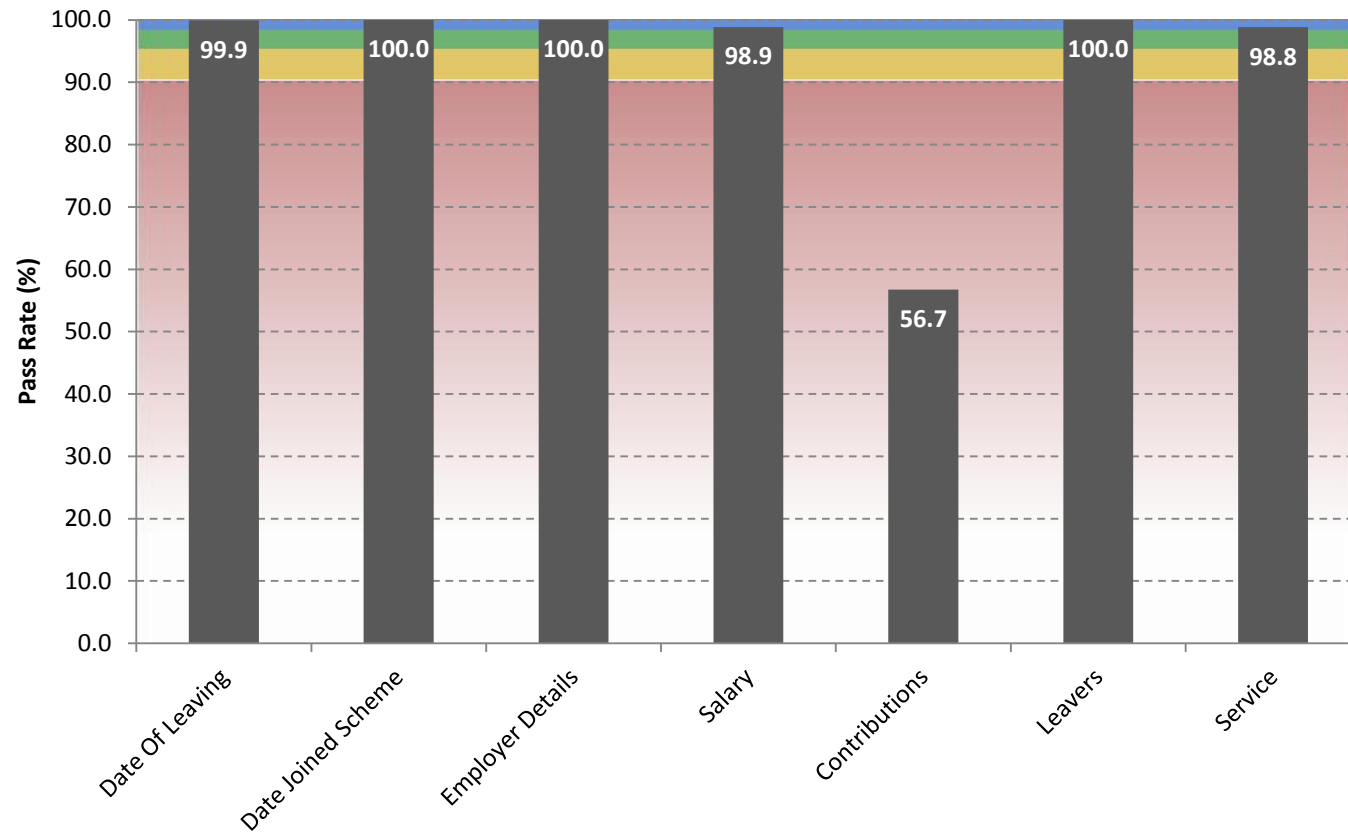
Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
				<p>test. The vast majority are interfund cases that were manually input several years ago. Providing service was recorded correctly on the service history, member benefits will be correct.</p> <p>A common fail with 940 instances where there is a service credit, but no corresponding service on the service history that should be investigated urgently.</p> <p>There were 546 fails with a missing transfer date and 71 with missing transfer values that were also limited to manually recorded interfund transfers. 550 cases had a transfer date that was earlier than date joined fund. All members that were missing the transfer date also failed the transfer date check. Again, providing service was recorded correctly on the service history, member benefits will be correct.</p> <p>Incorrect data may result in incorrect benefit calculations.</p>
<p>Transfer In Details 2</p> <p><u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where transfer In details exist</p>	7754	7681 99.1%	Fail A: 80	80 members are missing both the name and the location number of the previous scheme
<p>AVC Details</p> <p><u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where AVC details exist</p>	3599	3593 99.8%	Fail A: 1 Fail B: 1 Fail C: 0 Fail D: 5	1 member is missing both a start date and date for their AVC contract. 5 members have an additional pension purchase contract without an amount of pension recorded. These cases should be investigated as a priority as incorrect benefits may be calculated.

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Total Original Deferred Benefit <u>Eligible for Testing:</u> Status 4	22533	22405 99.4%	Fail A: 14 Fail B: 10 Fail C: 14 Fail D: 9 Fail E: 117 Fail F: 0	14 members have no initial pension value. 10 members have a value in initial pension that is less than £1. 14 members with service between 2008 and 2014 either have no PN60 tranche or have one with a very low value. 9 members with post 2014 service either have no CARE tranche or have one with a very low value. 117 members had a PI date earlier than date last processed by customer, or missing one altogether. These cases should be investigated ahead of producing deferred ABS.
Tranches of Original Deferred Benefit <u>Eligible for Testing:</u> Status 4	22533	22349 99.2%	Fail A: 12 Fail B: 11 Fail C: 92 Fail D: 69 Fail E: 0 Fail F: 39	11 members have a total initial pension that does not equal the total of the protected, unprotected and tapered pensions. 39 members with pre-08 service do not have a scheme lump sum recorded. 92 failed with missing or small 60ths pension amounts, 69 with missing or small CARE pension amounts of which 26 also failed the 60 th pension test. 12 members failed with a missing or small PEN tranche which is a mandatory amount. These cases should be investigated ahead of producing deferred ABS
Total Gross Pension <u>Eligible for Testing:</u> Status 5 & T	17701	17678 99.9%	Fail A: 4 Fail B: 3 Fail C: 4 Fail D: 2 Fail E: 17	There are 4 members missing the initial pension, 4 members missing a value in total current pension and 17 members where the date from which PI is calculated is either missing or earlier than date joined fund. 3 members had a very small initial pension. 2 out of these 3 also had a very small current pension. These members should be investigated as a high priority to ensure correct benefits are being paid.

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Tranches of Pension <u>Eligible for Testing:</u> Status 5& T	17701	17369 98.1%	Fail A: 4 Fail B: 0 Fail C: 0 Fail D: 9 Fail E: 319	319 members have a last PI date earlier than the latest year processed by Dorset CC and 9 pensioners with 5050 membership either have no CP50 tranche or a small value. 4 members have a PEN tranche with very low value.
Total Gross Dependant Pension <u>Eligible for Testing:</u> Status 6	2642	2636 99.8%	Fail A: 2 Fail B: 4 Fail C: 1 Fail D: 0 Fail E: 1	4 members have a very small initial pension though none of these members now have a small current pension. These members should be investigated as a high priority to ensure correct benefits are being paid. In addition, 2 members are missing a value in initial pension. 1 member has a missing current pension value, a missing PI date and a missing initial pension value (and so failed 3 tests).
Tranches of Dependant Pension <u>Eligible for Testing:</u> Status 6	2642	2584 97.8%	Fail A: 4 Fail B: 54	4 members are missing or small PEN tranche which is mandatory. 54 members have a last PI date earlier than the latest date processed by Dorset CC and should be investigated as a high priority to ensure correct benefits are in payment.

2.2 Other Member Data Category

2.2.1 Data Results



2.2.2 Analysis of Results

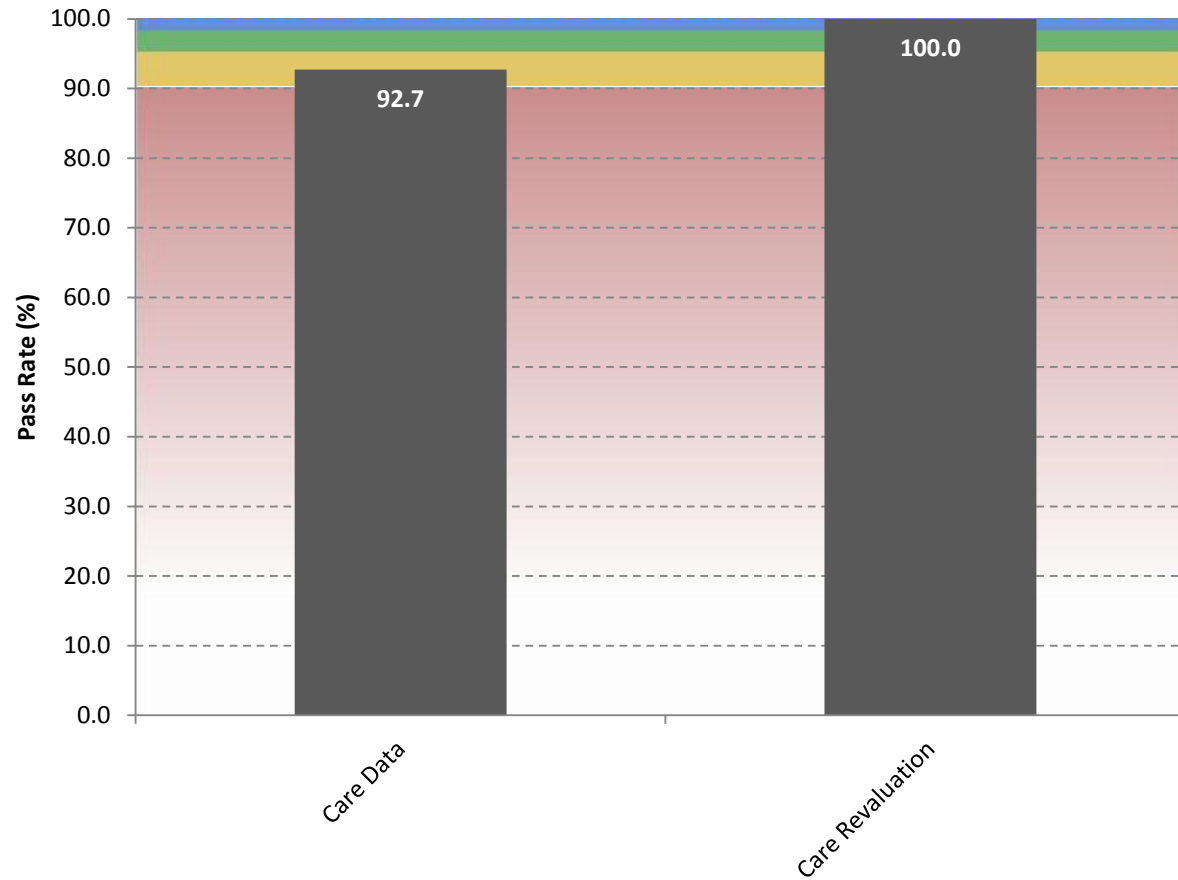
Pension Credit members are excluded from tests in this category.

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Date of Leaving <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	75110	75058 99.9%	Fail A: 2 Fail B: 5 Fail C: 0 Fail D: 45	2 non-active members either lack a date of leaving or have an invalid date recorded. 5 members either have no date recorded for when they joined the fund or the date is earlier than or equal to 01/01/1900. 45 members are currently in active employment but have a date left without a previous status 4 or 9.
Date Joined Scheme <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	75110	75104 100.0%	Fail A: 5 Fail B: 1	5 members are missing their date commenced pensionable service. This should be investigated immediately as it can affect benefits paid. 1 member has a 'date joined fund' value which is earlier than or the same as their date of birth plus 15 years.
Employer Details <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	75110	75104 100.0%	Fail A: 0 Fail B: 6 Fail C: 0 Fail D: 0	6 members either lack a date for when they joined their employer or there is a date recorded but it is earlier than or equal to 01/01/1900.
Salary (Final Salary members) <u>Eligible for Testing:</u>	72608	71788	Fail A: 449 Fail B: 0 Fail C: 452	Of the 1536 failures in this condition, a proportion of them failed on more than one test. 614 members had a latest salary recorded that was earlier than the latest bulk update by Dorset CC and should be investigated to determine if they are still active members. There are some employers where every active member

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Status 1, 2, 4, 5, 9 & T		98.9%	Fail D: 6 Fail E: 15 Fail F: 614	failed this test suggesting that the information had yet to be received. These employers should be reminded to provide data as soon as possible. Members with final salary service without a pay recorded cannot be provided with accurate annual benefit statements and therefore investigation should be made to ensure no members are affected in this way. 901 members either had no pay entries at all (test A), or had a blank pay as their latest entry (test C). 15 pensioners had a blank or small pensionable pay amount. 6 deferred members and 15 pensioners either have a blank pensionable pay value or a value less than a £1 recorded on their respective benefits data view.
Contributions <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	75110	42609 56.7%	Fail A: 32437 Fail B: 1953	32437 are missing the rolled up contribution total. The bulk contribution totalling calculation will populate the rolled up contribution total for the bulk of the fails in this condition. 1953 members did not have a contribution posting for the latest bulk update by Dorset CC and these should be investigated to determine if they are still active members. Several employers failed this test for every active member suggesting that this data has yet to be received. These employers should be reminded of the importance of supplying data to the administering authority and the data requested as soon as possible. Most of those failing the second test also failed the first.
Leavers <u>Eligible for Testing:</u> Status 4, 5, 9 & T	43987	43973 100.0%	Fail A: 13 Fail B: 3 Fail C: 0	13 members are missing, or have an invalid date left, where one should be present. These should be investigated as a matter of priority as benefits cannot be calculated correctly without this information. Dorset CC should look to prioritise pensioner members initially. 3 members have either a missing or invalid date joined scheme.
Service <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	75110	74232 98.8%	Fail A: 878	There are 878 members who have service dates indicating a historical change, but there is no service history to detail the change. As this may affect the benefits for these members, these faults should be corrected as a priority

2.3 CARE Benefits

2.3.1 Data Results

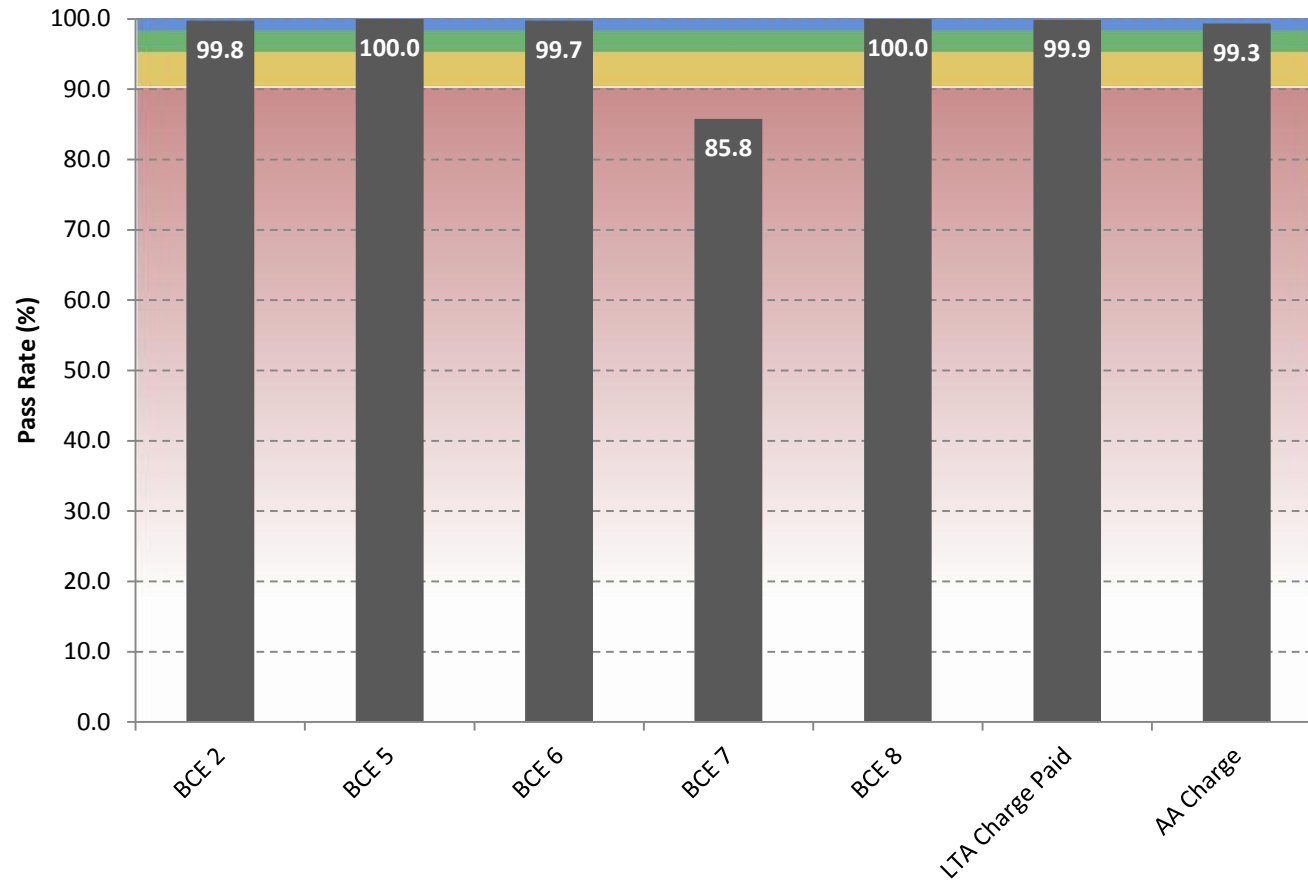


2.3.2 Analysis of Results

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
CARE data <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	37835	35084 92.7%	Fail A: 1161 Fail B: 2315 Fail C: 536	There are 1161 members without CARE data where some is expected. 622 of these members are recorded as leavers with options pending that will require addressing before processing their leaver calculations. 2315 members appear to be missing at least one year-end entry of CARE data with most of these cases missing the most recent year. There are some employers where every active member failed the test suggesting that the data has yet to be received. Some other members failing this test joined the fund in March and may not have been received payment in the scheme year of entry, but these cases represent a small proportion of the failed tests. 536 members have a contribution entry recorded for a year in which there are no CARE benefits recorded. This data is crucial to the calculation of member benefits and the employers with missing data should be reminded of the importance of providing this data as soon as possible. Annual Benefits Statements cannot be processed without this information.
CARE Revaluation <u>Eligible for Testing:</u> Revaluation Factor Table	1	1 100%	Fail A: None Fail B:	The revaluation table is present and correct

2.4 HMRC

2.4.1 Data Results



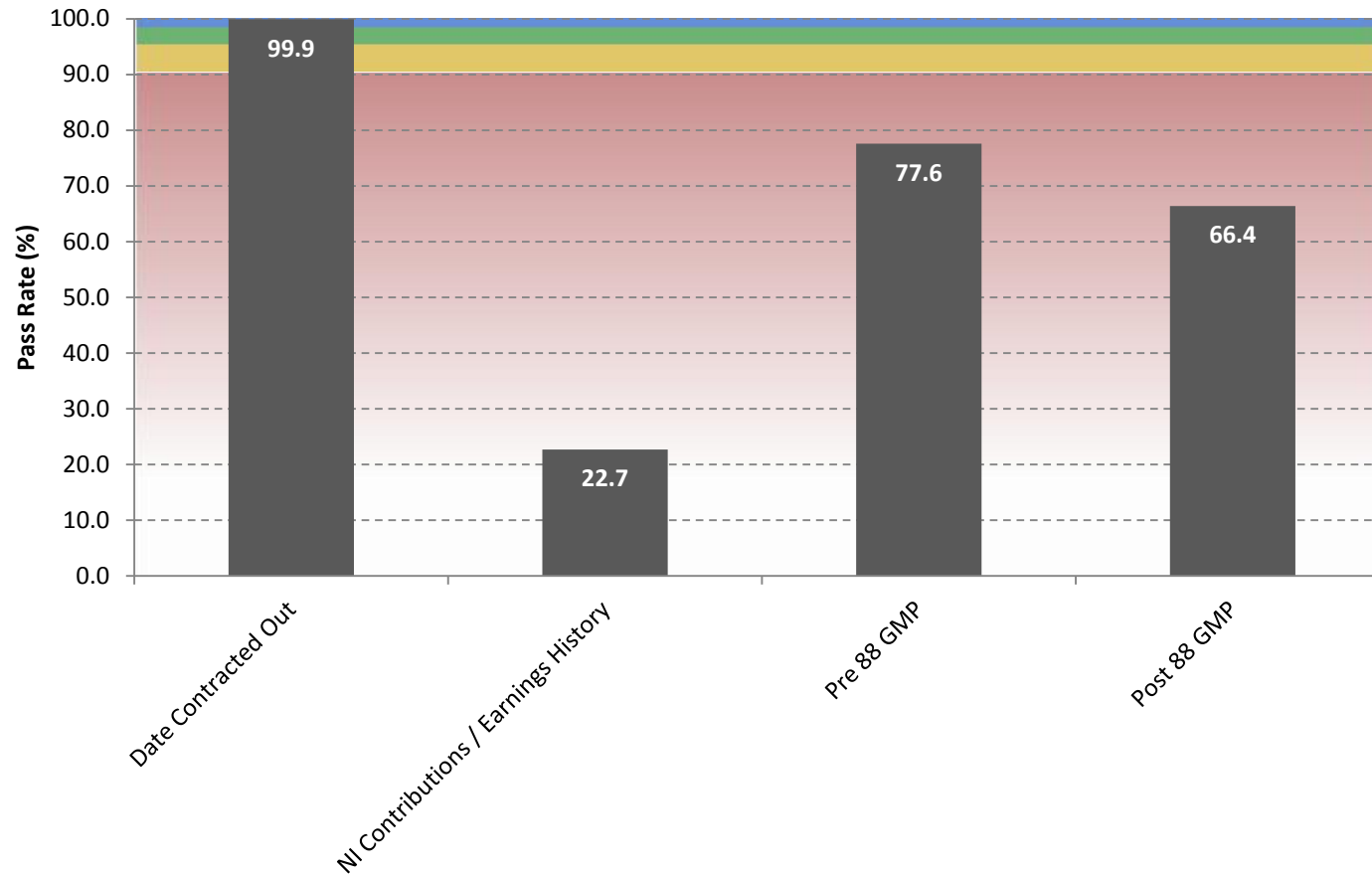
2.4.2 Analysis of Results

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
BCE 2 <u>Eligible for Testing:</u> Status 5 & T where Date Retired > 6/4/2006	11457	11431 99.8%	Fail A: 26 Fail B: 0 Fail C: 0	26 members have a crystallisation date that is either invalid or earlier than the date of leaving
BCE 5 <u>Eligible for Testing:</u> Status 4 & T	22538	22533 100.0%	Fail A: 5	5 deferred members are over the age of 75.
BCE 6 <u>Eligible for Testing:</u> Status 5 & T members where Date Retired > 6/4/2006 and Age at Date Retired < 75	11453	11422 99.7%	Fail A: 26 Fail B: 5 Fail C: 0	26 members have a crystallisation date that is either invalid or earlier than the date of leaving. 5 members do not have a PCLS recorded despite having a lump sum on the pension details. The reasons for this should be investigated prior to looking at methods for populating the data
BCE 7 <u>Eligible for Testing:</u> Status 7 members where Date of Death (from Exit Details) is after 6/4/06 and within 5 years of Date Retired	239	205 85.8%	Fail A: 29 Fail B: 5	29 members have a death grant of zero where a value was expected. The reasons for this should be investigated prior to looking at methods for populating the data. 5 deceased members have either no crystallisation value or a crystallisation value of 0 (this is despite having total death grant details).
BCE 8 <u>Eligible for Testing:</u> Status 3 members where Date Left is > 6/4/2006 and there is a value in QROPS Transfer Date	35	35 100.0%	Fail A: 0 Fail B: 0 Fail C: 0 Fail D: 0	All members tested passed all tests in this condition.

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
<p>Lifetime Allowance Charge Paid</p> <p><u>Eligible for Testing:</u> Status 5 & T where Date Retired is after 6/4/2006 (ignoring members where Date, Amount & Indicator) are ticked in either Enhanced Protection or Payment of PCLS Reportable Events (Reportable Events 1 & 2 on Crystallisation screen)</p>	11456	11440 99.9%	Fail A: 16	There are 16 members that exceeded the LTA that do not have a charge recorded
<p>Annual Allowance</p> <p><u>Eligible for Testing:</u> Status 1 members</p>	25556	25389 99.3%	Fail A: 163 Fail B: 4	<p>There are 163 members without the latest AA data recorded that was processed by Dorset CC. 4 members have inconsistent scheme pays data.</p> <p>It should be noted that this test was for the pension input period that ended on 05/04/2016 and not 2017. As a result, members that left prior to 09/07/2015 and rejoined the scheme after 05/04/2016 in addition to members that deferred prior to 31/03/2016 will be incorrectly listed as failures in this test due to the special arrangements that applied in the PIP that ended on 05/04/2016.</p>

2.5 Contracting Out

2.5.1 Data Results



2.5.2 Analysis of Results

Condition	Qualifying Members		Areas for Review	Comments
	Tested	Passed		
Date Contracted Out <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T members	71357	71294 99.9	Fail A: 63 Fail B: 0 Fail C: 0	63 members have a blank DCO and joined prior to 6/4/16
NI Contributions / Earnings History <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T members where NI-Table is not E and date contracted out is on or after 6/4/78 AND before 6/4/1997	15733	3574 22.7	Fail A: 0 Fail B: 11138 Fail E: 4684	11138 members do not have values that correspond with Period End Dates or are missing NI contributions data. Either data should be sought for these cases or GMP data can be uploaded. 4684 members have neither a full NI earnings history nor a GMP recorded (Failed both C and D simultaneously). Many of these members also failed the NI contributions data. This data is key for correct assessment and payment of benefits
Pre 88 GMP <u>Eligible for Testing:</u> Status 4, 5 & T members where Contract Out SSPA75 is before 6/4/88	7583	5882 77.6	Fail A: 1694 Fail B: 8 Fail C: 2	1694 members that have left with pre-1988 service are missing a GMP at exit. 8 members have a negative value once Post 88 GMP at Exit is deducted from the total GMP and 2 members have an amount that is not divisible by 52.
Post 88 GMP <u>Eligible for Testing:</u> Status 4, 5 & T members where Contract Out SSPA75 is before 6/4/97 and Date Left is after 6/5/1988	14205	9434 66.4	Fail A: 4444 Fail B: 4396 Fail C: 2	4444 members in this category are missing a value for GMP at exit and 4396 are missing a Post 88 GMP at exit. 4071 are missing both. The same 2 members that had a pre-88 GMP that was not divisible by 52 had the same issue with their post-88 GMP.

3 Data Correction Plan

The table below provides Dorset County Council with suggestions for resolving the issues identified in Section 2 and a suggested priority. This table is deliberately high-level as the detail and dates should be agreed once the results have been thoroughly reviewed. The recommendations represent a summary of the recommended actions outlined in more detail in Section 2.

Data Category	Recommendation	Suggested Priority
Member Benefits	<ul style="list-style-type: none"> • Investigate the incorrect divorce data. • Investigate incomplete Transfer In and AVC data with the very highest priority as benefits may be incorrect • Correct deferred benefit cases prior to running deferred annual benefit statements • Investigate defects in pension benefits that are linked to the PN60 and CARE tranche • Investigate members with missing or small PEN tranches. This is a mandatory amount. These cases should be investigated ahead of producing deferred ABS • Investigate cases where total initial pension does not equal the total of the protected, unprotected and tapered pensions. • Investigate cases with an incorrect pension increase date • Investigate the Pensioner and Dependant Pensioner cases with small pensions 	<ul style="list-style-type: none"> • Medium • VERY HIGH • High • High • High • High • VERY HIGH • Medium

Data Category	Recommendation	Suggested Priority
Other Member Data	<ul style="list-style-type: none"> • Investigate the cases with either an unexplained date of leaving present or no date at all • Investigate the cases with incorrect date for when they joined the Scheme • Investigate the 6 members with incorrect employer details • Investigate final salary pay issues prior to running annual benefit statements • Process the contribution totalling calculation • Investigate cases with missing contributions prior to running annual benefit statements • Investigate the cases where the date for leaving is either blank or incorrect • Investigate the 878 cases potentially missing service history • Data for the 2016/17 year should be requested from the employers that have yet to supply it 	<ul style="list-style-type: none"> • Low • High • High • High • Low • High • High • VERY HIGH • VERY HIGH
CARE Data	<ul style="list-style-type: none"> • CARE data should be requested from the employers that have yet to supply the information as soon as possible. • Investigate all other data issues in this category by status prior to issuing annual benefit statements for that status. Pensioners should be investigated as soon as possible to ensure correct benefits are in payment 	<ul style="list-style-type: none"> • VERY HIGH • High

Data Category	Recommendation	Suggested Priority
HMRC	<ul style="list-style-type: none"> • Review criteria for testing HMRC data and ensure that current processes populate this data correctly in Altair • Investigate incorrect Crystallisation Dates • Investigate missing PCLS amounts • Investigate the cases with missing death grant data • Investigate the cases with incorrect Lifetime Allowance Charge data • Investigate the cases with missing Annual Allowance data, particularly the scheme pays cases. This should be dealt with as soon as possible 	<ul style="list-style-type: none"> • Medium • Medium • Medium • Low • High • High
Contracting Out	<ul style="list-style-type: none"> • Investigate cases with incorrect Date Contracted Out data • Investigate missing and incorrect data for NI contributions and earnings history • Review and update GMP values in conjunction with the GMP Reconciliation process • Obtain and upload GMP figures for the members with missing data 	<ul style="list-style-type: none"> • Medium • Medium • Medium • Medium

4 Appendices

4.1 Appendix A – TPR Guidance (In-Scope Tests)

Member Benefits

Condition	Status Tested	TPR Guidance
Pension Sharing Details	Active, Deferred, Pensioner	If a member has had a pension sharing order, check that full details of the benefits transferred to the ex-spouse/ex-civil partner are present.
Transfer In Details	Active, Deferred, Pensioner	If benefits have been transferred in, check that all relevant details are recorded. This will include (as a minimum) the details of the previous scheme, the amount of the transfer value (split between protected rights and non protected rights and, if relevant, split between the amount received in respect of the member and employer contributions and AVCs), benefits secured, (if relevant) contracting out details.
AVC Details	Active, Deferred, Pensioner	Check that there is a history of any AVCs paid, type of investment, current provider, and (if relevant) benefits being secured
Total Original Deferred Benefit	Deferred	Check that total original deferred benefit is present (either derived or explicit).
Tranches of Original Deferred Benefit	Deferred	Check that there is a breakdown of the various tranches of the total deferred benefit. This must identify tranches with different rates of increases either in deferment or in payment, and tranches with different contingent spouse's/civil partner's benefits. Likely to include such items as pre/post 1997 splits, pre/post 2005 splits, Barber splits, VFM underpin etc. Details of the date at that any tranche is payable, if different from the scheme's normal retirement date, will also be required. The sum of the individual components must equal any total deferred pension that is recorded on the system.
Total Gross Pension	Pensioner	Check that a total pension is present (either derived or explicit).

Condition	Status Tested	TPR Guidance
Tranches of Pension	Pensioner	Check that there is a breakdown of the various tranches of the total pension, identifying tranches with different rates of increase and contingent spouse's/civil partner's benefits. The sum of the individual components must equal any total pension that is recorded on the system.

Other Member Data

Condition	Status Tested	TPR Guidance
Date of Leaving	Deferred, Pensioner	For trust-based schemes, check that member has a date of leaving that is after date joined
Date Joined Scheme	Active, Deferred	Check that the date joined scheme is present, later than date of birth, and not earlier than date joined company. False dates should be classed as missing data.
Date joined employing company	Active, Deferred	For members of multi-employer schemes check that date joined employing company is present and is later than date of birth. False dates should be classed as missing data.
Salary	Active, Deferred	Check that there is at least one relevant salary within the last 12 months of membership.
Salary History	Active, Deferred	Check that a relevant salary exists for each of the last 5 renewal periods of membership and is greater than £1.
Contributions	Pensioner	For contributory schemes check that there is a contribution amount present for each year of active membership, or that a contribution total is present.
Date of leaving (date pensionable service ended)/ date last premium/contribution paid	Deferred, Pensioner	For trust-based schemes check that member has a date of leaving which is after date joined scheme, and that member status is not active if date of leaving is present.

CARE Data

Condition	Status Tested	TPR Guidance
Accrued benefit details	Active, Deferred, Pensioner	Check that accrued benefit details are present if they are updated and recorded annually. If benefits are calculated from first principles when member leaves, all relevant salary & contribution will be required instead.
Revaluation percentage	Global Table	Check that there is a history of revaluation percentage for the accrued pension for each relevant year, if benefits have not been not uprated and recorded annually.

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Condition	Status Tested	TPR Guidance
Benefit Crystallisation Event Details	Active, Deferred, Pensioner	Check that full details of the dates and amounts paid at each benefit crystallisation event, including details of LTA percentage used, are present.
Lifetime Allowance Charge Paid	Pensioner	Check that the date and amount of any lifetime allowance charge paid is present.

Contracting Out

Condition	Status Tested	TPR Guidance
Date Contracted Out	Active, Deferred, Pensioner	Check that this is present and not earlier than 06/04/1978.
N.I. History (Contracted Out earnings & contributions)	Active, Deferred, Pensioner	Check that members have a full contracted-out history during any period contracted out on a GMP basis. A verified GMP, agreed with NISPI, would be an acceptable alternative. Not required for reduced rate females.
Pre 88 GMP	Deferred, Pensioner	Check that a member with at least one month of pre 4/88 contracted out service has a pre 88 GMP. GMP must be divisible by 52. May be derived if total GMP and post 4/88 GMP are recorded.
Post 88 GMP	Deferred, Pensioner	Check that a member with at least one month of post 4/88 service contracted out on a GMP basis has a post 88 GMP. Can be derived or explicit.

4.2 Appendix B – Benefit Crystallisation Events (In-Scope)

Benefit Crystallisation Event	Description
BCE2	Where a member becomes entitled to a scheme pension, whether from a defined benefits arrangement or a money purchase arrangement.
BCE5	Test the level of entitlements not taken by a member at age 75 under a defined benefits arrangement, by measure of the level of benefits that would come into payment at that time, if drawn.
BCE6	<p>A lifetime allowance test is triggered through BCE6 whenever a member becomes entitled under a registered pension scheme to:</p> <ul style="list-style-type: none"> • A pension commencement lump sum paid before age 75, when uncrystallised benefits are drawn under an arrangement • A serious ill health lump sum paid before age 75, where the individual falls into serious ill health • A lifetime allowance excess lump sum where a chargeable amount has been identified because the individual's lifetime allowance has been fully used up.
BCE7	Where a relevant lump sum death benefit is paid on the death of the member.
BCE8	Where a member's benefits or rights are transferred to a qualifying recognised overseas pension scheme.

4.3 Appendix C – Conditions and Fail Criteria

Member Benefits

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Divorce Details <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where Calculation Date (DVC-CALDTE) has a value	Value is missing in total pension debit (DVC-TOTINI)	Value prior to 01/12/2000 is present in calculation date (DVC-CALDTE)	Value prior to 01/12/2000 is present in Payment Date (DVC-PAYDTE)	CETV (DVC-TVAMT) is blank or 0)	Pension debit (DVC-CONAMT) is blank or 0	Percentage split (DVC-PCSPLT) is blank, 0 or over 100
Tested: 86	Failed: 0	Failed: 0	Failed: 1	Failed: 0	Failed: 1	Failed: 0
Transfer In Details 1 <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where transfer In details exist	Date received (ADD-TV-DT) is blank or 0	Transfer Value is blank or 0 (ADD-TV)	Service (ADD-BD-CR) and transferred pension (ADD-RETP) are both blank or 0	If service (ADD-BS-CR) > 0, service history must be present. There must be a service history line that starts (HIST-START) on the same date as previous scheme from ADD-FROM)	Type (ADD-TYPE) is not valid ie CLUB, INTERFND, NON CLUB, PERSONAL, RESTITUTIO or some have INTRAFND	Date TV Received is invalid or < date joined fund (DJF)
Tested: 7754	Failed: 546	Failed: 71	Failed: 1534	Failed: 940	Failed: 1534	Failed: 550
Transfer In Details 2 <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where transfer In details exist	Previous scheme name (ADD-PR-SCH) or employer reference (ADD-PR-EMP) must be present					
Tested: 7754	Failed: 80					

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
AVC Details <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where AVC details exist	If AVC Details present then start date (AVC-START) must be present	If AVC Details present then contract end date (AVC-TE-DUE) must be present and equal to or later than AVC-START	If AVC Details present and type (AVC-TYPE) is A, B, G, L, P, R, S then added years (AVC-ADDY) must be greater than 0	If AVC Details present and type (AVC-TYPE) is H, M then pension (AVC-P75T) must be greater than 0 and less than or equal to the scheme maximum		
Tested: 3599	Failed: 1	Failed: 1	Failed: 0	Failed: 5		
Total Original Deferred Benefit <u>Eligible for Testing:</u> Status 4	No value in Initial Pension (DEF-TOT-IP)	The value in Initial Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	No value in total current pension (DEF-TOT-CP)	The value in total current Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	PI date (DEF-INC-DT) must be present and later than date joined fund (DJF)	Last PI date (DEF-PI-DT[1]) is earlier than last PI date processed by customer
Tested: 22533	Failed: 14	Failed: 10	Failed: 14	Failed: 9	Failed: 117	Failed: 0
Tranches of Original Deferred Benefit <u>Eligible for Testing:</u> Status 4	Member has no 'PEN' tranche (DEF-TYPE) or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer. (including negative values)	'PEN' + 'UPEN' + 'TAPE' does not equal Total Initial Pension	Member with service between 01/04/2008 (09 S&NI) and 31/03/2014 (15 S&NI) has no 'PN60' tranche or has one with a value less than a small figure (default of £1.00) agreed with customer	Member with post 31/03/2014 (15 S&NI) service has no 'CARE' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer	Member with CARE5050 or TVINLG50 CARE data has no 'CP50' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer	Member with pre 01/04/2008 (09 S&NI) service has no 'RA' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer
Tested: 22533	Failed: 12	Failed: 11	Failed: 92	Failed: 69	Failed: 0	Failed: 39

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Total Gross Pension <u>Eligible for Testing:</u> Status 5 & T	No value in Initial Pension (PEN-TOT-IP)	The value in Initial Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	No value in total current pension (PEN-TOT-C)	The value in total current Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	PI date (PEN-INC-DT) must be present and later than DJF	
Tested: 17701	Failed: 4	Failed: 3	Failed: 4	Failed: 2	Failed: 17	
Tranches of Pension <u>Eligible for Testing:</u> Status 5 & T	'PEN' tranche (PEN-TYPE) has a value less than or equal to a small figure (default of £1.00) agreed with customer	Member with service between 01/04/2008 (09 S&NI) and 31/03/2014 (15 S&NI) has no 'PN60' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer	Member with post 31/03/2014 (15 S&NI) service has no 'CARE' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer	Member with CARE5050 or TVINLG50 CARE data has no 'CP50' tranche or has one with a value less than or equal to a small figure (default of £1.00) agreed with customer	Last PI date (PEN-PI-DT[1]) is earlier than last PI date processed by customer	
Tested: 17701	Failed: 4	Failed: 0	Failed: 0	Failed: 9	Failed: 319	
Total Gross Dependant Pension <u>Eligible for Testing:</u> Status 6	No value in Initial Pension (DEP-TOT-IP)	The value in Initial Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	No value in total current pension (DEP-TOT-C)	The value in total current Pension is between £0.01 and a small figure (default of £1.00) agreed with customer	PI date (DEP-INC-DT) must be present	
Tested: 2642	Failed: 2	Failed: 4	Failed: 1	Failed: 0	Failed: 1	

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Tranches of Dependant Pension <u>Eligible for Testing:</u> Status 6	'PEN' tranche (DEP-TYPE) has a value less than or equal to a small figure (default of £1.00) agreed with customer	Last PI date (DEP-PI-DT) is earlier than last PI date processed by customer				
Tested: 2642	Failed: 4	Failed: 54				

Other Member Details

Pension Credit members are excluded from tests in this category.

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Date of Leaving <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T	A non-Status 1 member has a blank entry or an invalid date in Date Left (DATE-LEFT)	Date Joined Fund (DJF) is either blank or earlier than or equal to 1/1/1900	Date Joined Fund is later than or equal to Date Left if Date Left present	Date left is present for a status 1 member who does not have a previous status of 4 or 9		
Tested: 75110	Failed: 2	Failed: 5	Failed: 0	Failed: 45		
Date Joined Scheme <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	Any of Date Joined Scheme (DJF), Date of Birth (DOB) and/or Date commenced current service (DCCPS) Joined Fund are either blank or earlier than or equal to 1/1/1900	Date Joined Fund (DJF) is earlier or equal to Date of Birth (DOB) plus 15 years				
Tested: 75110	Failed: 5	Failed: 1				
Employer Details <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	Location (LOCATION) is blank	Date Joined employer (DT-JOIN-EM) is either blank or earlier than or equal to 1/1/1900	Date Joined employer must be earlier than date of birth (DOB) plus 15 years	Employment type (CLASS) is blank		
Tested: 75110	Failed: 0	Failed: 6	Failed: 0	Failed: 0		

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F	
Salary (Final Salary members) <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	A member with pre-01/04/2014 (2015 in S&NI) service has an invalid or blank date in the latest instance of Pensionable remuneration (PEN-REM)	For non-status 1 or 2 members, the latest instance of Pensionable remuneration does not equal the member's DATE-LEFT	The latest instance of Pensionable remuneration contains a valid date (PEN-REM-DT) but there is no corresponding amount	Status 4 member does not have a value in DEF-PENREM or a value less than a small figure (default of £1.00) agreed with customer	Status 5 or T member does not have a value in PEN-PS-REM or a value less than a small figure (default of £1.00) agreed with customer	For status 1 members the latest pensionable remuneration date must be equal to or later than the customer's last posting date	
Tested: 72608	Failed: 449	Failed: 0	Failed: 452	Failed: 6	Failed: 15	Failed: 614	
Contributions <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	Total Paid Including Interest (TCI-TOTAL) is blank or less than a small figure (default of £1.00) agreed with customer	For status 1 members the latest date must be equal to or later than the customer's last posting date and have a corresponding figure					
Tested: 75110	Failed: 32437	Failed: 1953					
Leavers <u>Eligible for Testing:</u> Status 4, 5, 9 & T	Date Left (DATE-LEFT) is either blank or is earlier than or equal to 1/1/1900	Date Joined Scheme (DJF) is either blank or is earlier than or equal to 1/1/1900					Date Left is earlier than Date Joined Scheme
Tested: 43987	Failed: 13	Failed: 3					Failed: 0
Service <u>Eligible for Testing:</u> Status 1, 2, 4, 5, 9 & T	If DCCPS > DJF, and DJF < 01/04/2014(15 S&NI)), service history must be present						
Tested: 75110	Failed: 878						

CARE Benefits

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
CARE data <u>Eligible for Testing:</u> All status 1 and status 2, 4, 5, 9 & T where Date Left is after 31/03/14 (31/03/15 in S&NI)	If member has post-31/03/2014 (2015 in S&NI) service then at least one of LGPSMAIN or LGPS5050 must be present if the member joined before the start of the current scheme year	Every 31/03 from later of DJF or 2015 (2016 in S&NI) to earlier of date-left or current date must be present as an end date on at least one of LGPSMAIN, LGPS5050, TVINLGMN or TVINLG50	If contributions at any 31/03 from later of DJF or 2015 (2016 in S&NI) to earlier of date-left or current date are > 0, there must be an entry on at least one of LGPSMAIN or LGPS5050 for the same date with a pay figure > 0			
Tested: 37835	Failed: 1161	Failed: 2315	Failed: 536			
CARE revaluation <u>Eligible for Testing:</u> Revaluation Factor Table	Every 31/03 from 2015 (2016 in S&NI) to date must be present on factor table 000/B/00/684/2014/0101 2012	The rates on the table do not match the record of HM treasury rates				
	Failed: 0	Failed: 0				

HMRC

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
BCE 2 <u>Eligible for Testing:</u> Status 5 & T where Date Retired > 6/4/2006	Crystallisation Date (CRYS-CRYSYSD) is not a valid date or is earlier than date left	PLA Value (CRYS-PLA) is blank	PLA% (CRYS-PLAPC) is blank			
Tested: 11457	Failed: 26	Failed: 0	Failed: 0			
BCE 5 <u>Eligible for Testing:</u> Status 4 & T	Any member of these deferred statuses where the member is over the age of 75					
Tested: 22538	Failed: 5					
BCE 6 <u>Eligible for Testing:</u> Status 5 & T where Date Retired > 6/4/2006 and Age at Date Retired < 75	Crystallisation Date is not a valid date (CRYS-PPD) or is earlier than date left	PCLS amount (CRYS-PPA) is blank if PEN-TOT-AL is > zero	There is a date in Serious Ill Health Lump Sum Payment (CRYS-ILLD) but no corresponding amount (CRYS-ILLA) OR There is an amount in Serious Ill Health Lump Payment but no corresponding date			
Tested: 11453	Failed: 26	Failed: 5	Failed: 0			

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
BCE 7 <u>Eligible for Testing:</u> Status 7 where Date of Death (from Exit Details) is after 6/4/06 and within 5 years of Date Retired	Total death grant (CDTC-TOTLS) is blank (To be checked in first run and removed if deemed not relevant.)	There is a value >0 in Total death grant but one or more of the following fields is blank or 0: Crystallised Value at Date of Death (CDTC-CVAL) Crystallised % Value at Date of Death (CDTV-CVALP)				
Tested: 239	Failed: 29	Failed: 5				
BCE 8 <u>Eligible for Testing:</u> Status 3 where Date Left is > 6/4/2006 and there is a value in QROPS Transfer Date	QROPS Transfer Date (CRYS-TFRD) is not a valid date or is earlier than date left	QROPS Transfer Amount (CRYS-TFRA) is blank	Date of Birth (DOB) is not a valid date	Age at QROPS Transfer Date is over 75		
Tested: 35	Failed: 0	Failed: 0	Failed: 0	Failed: 0		

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Lifetime Allowance Charge paid <u>Eligible for Testing:</u> Status 5 & T where Date Retired is after 6/4/2006 (ignoring members where Date, Amount & Indicator) are ticked in either Enhanced Protection or Payment of PCLS Reportable Events (Reportable Events 1 & 2 on Crystallisation screen)	Value in Used PLA% (CRYS-TPPC) is greater than 100% and there is no value in any of LTA Charge (CRYS-LTACH), 25% LTA Charge (CRYS-LTA25) or 55% LTA Charge (CRYS-LTA55)					
Tested: 11456	Failed: 16					
Annual Allowance <u>Eligible for Testing:</u> Status 1	Latest annual allowance PIP end date is earlier than the latest run by the customer					
Tested: 25556	Failed: 163	Failed: 4				

Contracting Out

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Date Contracted Out <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T	Contract-Out SSPA75 is blank and DJF is prior to 6/4/16	Contract-Out SSPA75 is blank and DJF is prior to 6/4/16	The date in Contract-Out SSPA75 is later than 5/4/16			
Tested: 71357	Failed: 63	Failed: 0	Failed: 0			
NI Contributions/Earnings History <u>Eligible for Testing:</u> Status 1, 2, 4, 5 & T where NI-Table is not E and date contracted out is on or after 6/4/78 AND before 6/4/1997	A Status 4 member is missing Date Left Active Service or a Status 5 member is missing both Date Left Active Service and Date of Retirement	For one or more of the Period End Dates, there is not a corresponding value in Amount	There is not a separate entry in Period End Date (NI) for each April 5th between Date Contracted Out and 5/4/97 (or Date Left/Date Ret if earlier for Status 4 & 5 respectively) (non-reportable – see fail E)			
Tested: 15733	Failed: 0	Failed: 11138	Failed: 0	Failed: 0	Failed: 4684	
Pre 88 GMP <u>Eligible for Testing:</u> Status 4, 5 & T where Contract Out SSPA75 is before 6/4/88	There is no value provided for total GMP at exit	Deducting Post 88 GMP at Exit from Total GMP at Exit results in a negative number	The result of deducting Post 88 GMP at Exit from Total GMP at Exit is not divisible by 52.			
Tested: 7583	Failed: 1694	Failed: 8	Failed: 2			

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Post 88 GMP <u>Eligible for Testing:</u> Status 4, 5 & T where Contract Out SSPA75 is before 6/4/97 and Date Left is after 6/5/1988	There is no value provided for total GMP at exit	There is no value provided for Post 88 GMP at Exit	Post 88 GMP at Exit is not divisible by 52			
Tested: 14205	Failed: 4444	Failed: 4396	Failed: 2			

