Aquila Heywood

Local Government Pension Scheme
Scheme-specific Data Quality Report
Dorset Pension Fund

September 2018

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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 'scheme-specific' 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 scheme-specific data, Aquila Heywood offers a Data Quality service.

1.2 Data Quality Service

Working with Dorset Pension Fund (Dorset), Aquila Heywood has completed a review of Dorset's scheme-specific 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. To provide focus on the key areas of scheme-specific data to be addressed, each data category is measured against an agreed benchmark.

1.3 Benchmark

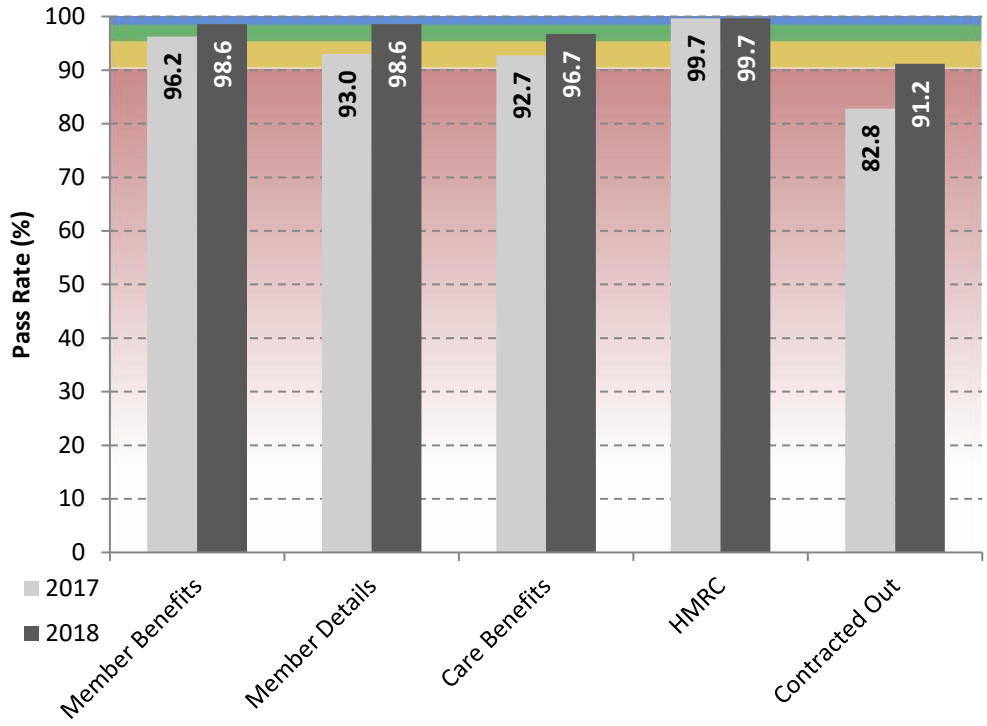
The benchmarks applied to the results presented in this report were agreed between Dorset and Aquila Heywood. The categories and thresholds are as follows:

Category	Pass Threshold
Blue	Pass rate >= 98%
Green	95% <= Pass rate < 98%
Amber	90% <= Pass rate < 95%
Red	Pass rate < 90%

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

1.4 Summary of Scheme-specific Data Results

The graph below indicates Dorset's performance for each data category against the agreed scheme benchmarks together with the results from the 2017 tests. 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's Live Altair service on 24 August 2018 for all tests. The 2017 tests were generated from data extracted on 21 August 2017. The overall percentage of tests passed for Dorset's scheme-specific data is **97.7%** an improvement over the 2017 rate of **92.7%**. The percentage of member records without a single common data failure is **88.8%** and this is the figure that TPR will be requesting on the scheme return.



The total number of member records tested is 114,501, an increase of 5,303 records from the number tested in 2017.

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 56,842 members qualified for one or more checks as part of the in-scope conditions under this category, an increase of 2,527 on 2017. The Dorset Pension Fund set a minimum 90% benchmark target and achieved a **98.6%** pass rate, placing it in the highest Blue category. This pass rate is a **2.3%** improvement on 2017. The detailed analysis of each condition is in Section 2.1, but 7 of the 10 Data Conditions specified attained the highest benchmark category (Blue, >98%), down from 8 in 2017. The lowest scoring condition was **Transfer In Details 1**, where **94.1%** of members tested passed. This represents a **34.4%** improvement on 2017. 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. The condition that has dropped below the highest benchmark is **Tranches of Pension** with a score of **97.2%** (down from 98.1%) largely due to an increase in the number of members that do not have the latest Pensions Increase date recorded. The reasons for this should be investigated.

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 77,078 members qualified for one or more checks as part of the in-scope conditions under this category, an increase of 1,968 on 2017. The Dorset Pension Fund set a minimum 90% benchmark target and achieved a **98.6%** pass rate, attaining the highest blue benchmark. This pass rate is a **5.6%** improvement on 2017. 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 **92.5%** of members passed falling within the amber benchmark. This still represents a **35.7%** increase on 2017.

1.4.3 CARE Benefits

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

A total number of 40,905 members qualified for the checks as part of the in-scope conditions under this category, an increase of 3,070 on 2017. The Dorset Pension Fund set a 90% minimum benchmark target and achieved a **96.7%** pass rate, placing CARE benefits in the green benchmark. This pass rate is a **4.0%** improvement on 2017. Failures in this category require investigation as CARE data directly affects member benefits.

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 87,569 members qualified for one or more checks as part of the in-scope conditions under this category, an increase of 4,835 on 2017. The conditions within this category have been expanded for clarity and are detailed in Appendix B.

The Dorset Pension Fund set a 90% minimum benchmark target and achieved a **99.7%** pass rate placing the category in the highest blue category. This pass rate is less than 0.02% higher than 2017. The detailed analysis of each condition is in Section 2.4. The highest benchmark was achieved in 6 of the 7 categories. The **BCE 7 (Death Benefits)** condition attaining a pass rate of **88.2%** placing the condition in the red benchmark although this is **2.4%** higher than the 2017 score. 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 72,561 members qualified for one or more checks as part of the in-scope conditions under this category, an increase of 1,204 on 2017. The Dorset Pension Fund set a 90% minimum benchmark target and achieved a **91.2%** pass rate, placing Contracting Out in the amber benchmark. This pass rate is an **8.3%** improvement on 2017. 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 **99.8%** 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:

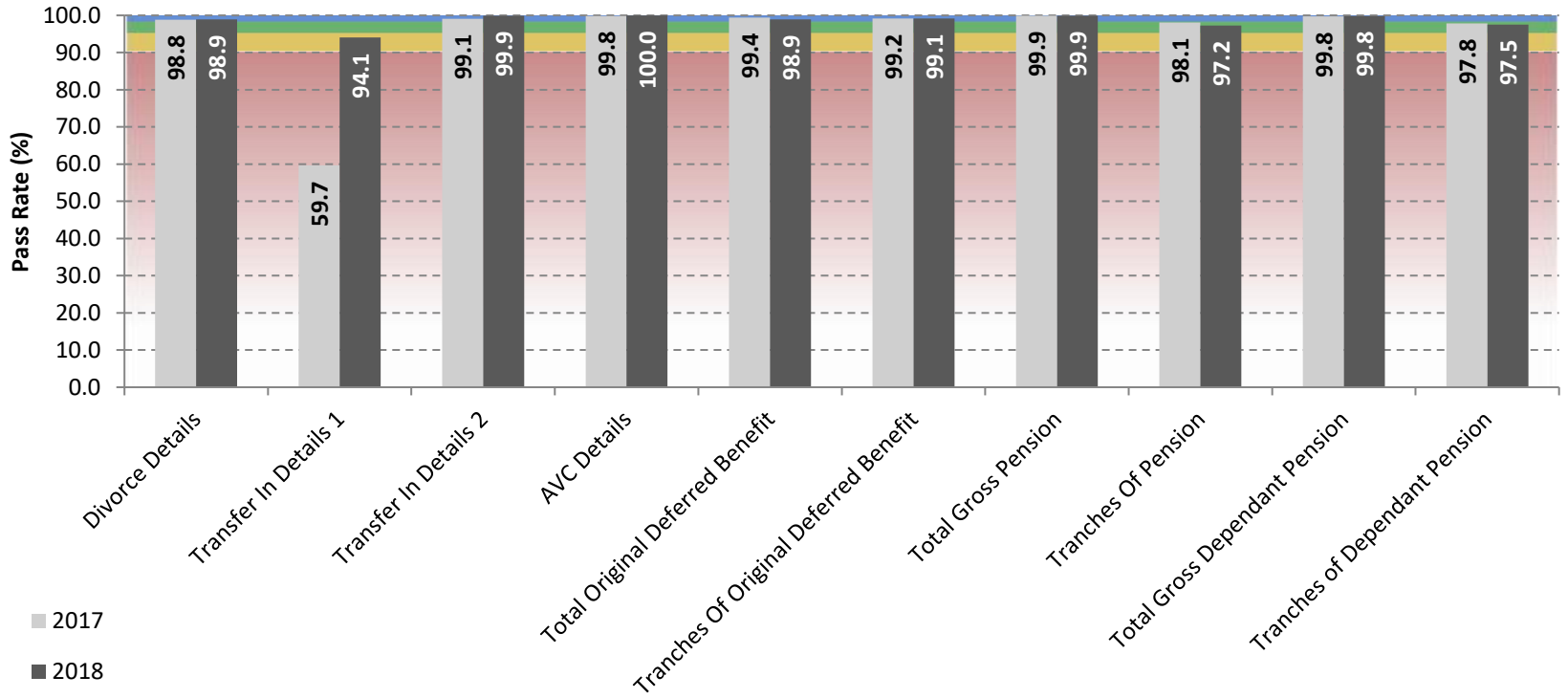
- **Scheme-specific Data Results** – results of each in-scope condition per category along with the number of members tested, main failures and suggested risks and actions
- **Appendices** – details to qualify failures against each condition, along with a list of TPR's guidance relating to the Local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

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

2 Scheme-specific 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 (change)	Passed (change)	Pass Rate (change)		
Divorce Details Eligible for Testing: Status 1, 2, 4, 5 & T where Calculation Date (DVC-CALDTE) has a value	91 (+5)	90 (+5)	98.9% (+0.06%)	Fail A: 0 Fail B: 0 Fail C: 0 Fail D: 0 Fail E: 1 Fail F: 0	1 member has a blank pension debit amount.
Transfer In Details 1 Eligible for Testing: Status 1, 2, 4, 5 & T where transfer In details exist	7947 (+193)	7476 (+2850)	94.1% (+34.41%)	Fail A: 22 Fail B: 52 Fail C: 39 Fail D: 288 Fail E: 82 Fail F: 25	2657 member records have been corrected since 2017 leading to an improvement of 34.41% in the pass rate for this condition. 82 instances concerned invalid transfer types that do not match those calculations write-back. Most of these are recorded without an entry in the field but some also appear to be manual entries that have been used fewer than 3 times. This fault may lead to incorrect reporting but will not affect benefits for these members. There are also 39 failures where there is no service credit or pension credit recorded from the transfer that will require investigation. A common fail with 288 instances where there is a service credit, but no corresponding dates on the service history that should be investigated. There were 22 fails with a missing transfer date. A further 52 cases were missing the transfer value that were largely interfund transfers. 25 cases had a transfer date that was earlier than date joined fund. Again, providing service was recorded correctly on the service history, member benefits will be correct. Incorrect data may result in incorrect benefit calculations

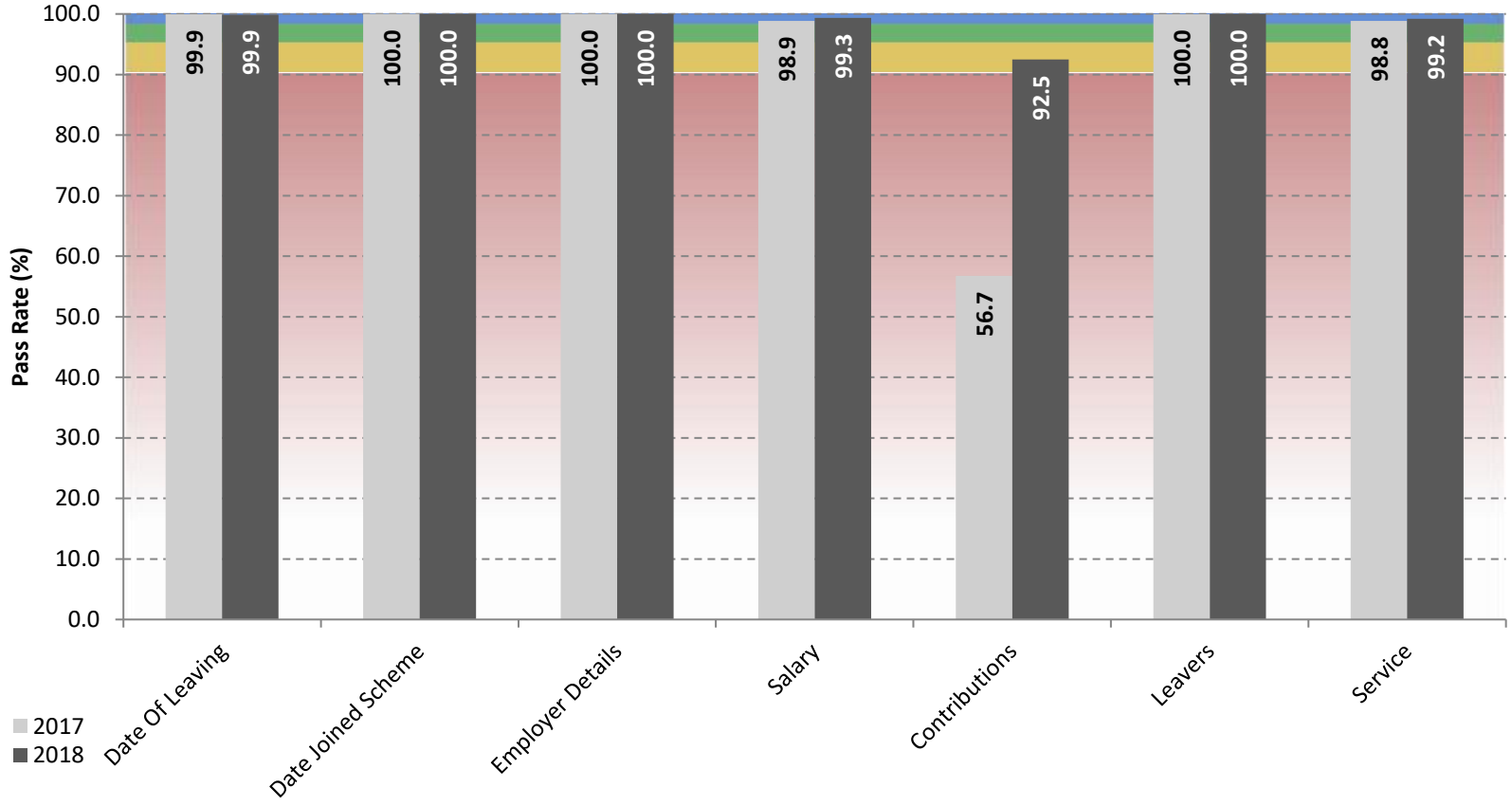
Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Transfer In Details 2 Eligible for Testing: Status 1, 2, 4, 5 & T where transfer In details exist	7947 (+193)	7941 (+260)	99.9% (+0.87%)	Fail A: 6	6 members are missing both the name and the location number of the previous scheme. In 2017, 80 transfers across 73 members had failed this test.
AVC Details Eligible for Testing: Status 1, 2, 4, 5 & T where AVC details exist	3792 (+193)	3791 (+198)	100% (+0.14%)	Fail A: 0 Fail B: 0 Fail C: 0 Fail D: 1	6 members failed tests in this condition in 2017. 1 member has an additional pension purchase contract without an amount of pension recorded. This case should be investigated as a priority as incorrect benefits may be calculated.

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Total Original Deferred Benefit Eligible for Testing: Status 4	23404 (+871)	23157 (+752)	98.9% (-0.49%)	Fail A: 17 Fail B: 9 Fail C: 17 Fail D: 8 Fail E: 3 Fail F: 236	The number of members failing tests in this condition has increased by 119 since 2017. 236 members do not have the latest Pensions Increase date recorded which is a significant increase over 2017. The reason for this should be investigated. 17 members are missing values for both the total initial and current pension. 9 members have an initial value below £1 of which 8 also have a current value below £1. 3 members have an invalid date from which pensions increase is calculated. These cases should be investigated ahead of producing deferred ABS.
Tranches of Original Deferred Benefit Eligible for Testing: Status 4	23404 (+871)	23204 (+855)	99.1% (-0.04%)	Fail A: 11 Fail B: 10 Fail C: 107 Fail D: 78 Fail E: 0 Fail F: 40	The number of members failing tests in this condition has increased by 16. 10 members had a total initial pension that did not equal the total of the protected, unprotected and tapered pensions. 40 members with pre-08 service did not have a scheme lump sum recorded. 107 failed with missing or small 60ths pension amounts, 78 with missing or small CARE pension amounts of which 33 also failed the 60th pension test. 11 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 Eligible for Testing: Status 5 & T	18963 (+1262)	18938 (+1260)	99.9% (+0%)	Fail A: 9 Fail B: 6 Fail C: 8 Fail D: 3 Fail E: 12	The number of members failing tests in this condition has increased by 2. 9 members are missing a value for the total initial pension of which 7 are also missing a current total pension and 1 has a current pension below £1. 1 member is only missing the current total pension. 6 members have an initial pension of less than £1 of which 2 also have a similar issue with the current pension There are 12 members with a date from which PI is calculated that is either missing of earlier than date joined fund. 3 of these members were also missing both total pensions

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Tranches of Pension Eligible for Testing: Status 5& T	18963 (+1262)	18440 (+1071)	97.2% (-0.88%)	Fail A: 9 Fail B: 0 Fail C: 0 Fail D: 9 Fail E: 508	332 members failed tests in this condition in 2017. There are now 523 members failing tests. 508 members do not have the latest Pensions Increase date recorded and this is 189 more than failed this test in 2017. The reason for this should be investigated. 9 members are either missing or have a small value in the PEN tranche which is mandatory. A further 9 members with 50/50 benefits recorded are either missing or have a small value in their CP50 tranche
Total Gross Dependant Pension Eligible for Testing: Status 6	2645 (+3)	2641 (+5)	99.8% (+0.08%)	Fail A: 2 Fail B: 2 Fail C: 1 Fail D: 0 Fail E: 1	4 members now fail tests in this condition. In 2017 there were 6. 2 members have no initial total pension, 1 of which is also missing a total current pension and has a missing date from which pensions increase is calculated. A further 2 members have an initial pension of less than £1.
Tranches of Dependant Pension Eligible for Testing: Status 6	2645 (+3)	2579 (-5)	97.5% (-0.3%)	Fail A: 2 Fail B: 64	The number of members failing tests in this condition has increased by 8. 2 members are missing the PEN tranche which is mandatory. 64 members have a last PI date earlier than the latest date processed by Dorset and should be investigated as a high priority to ensure correct benefits are in payment. 54 cases failed in 2017.

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.

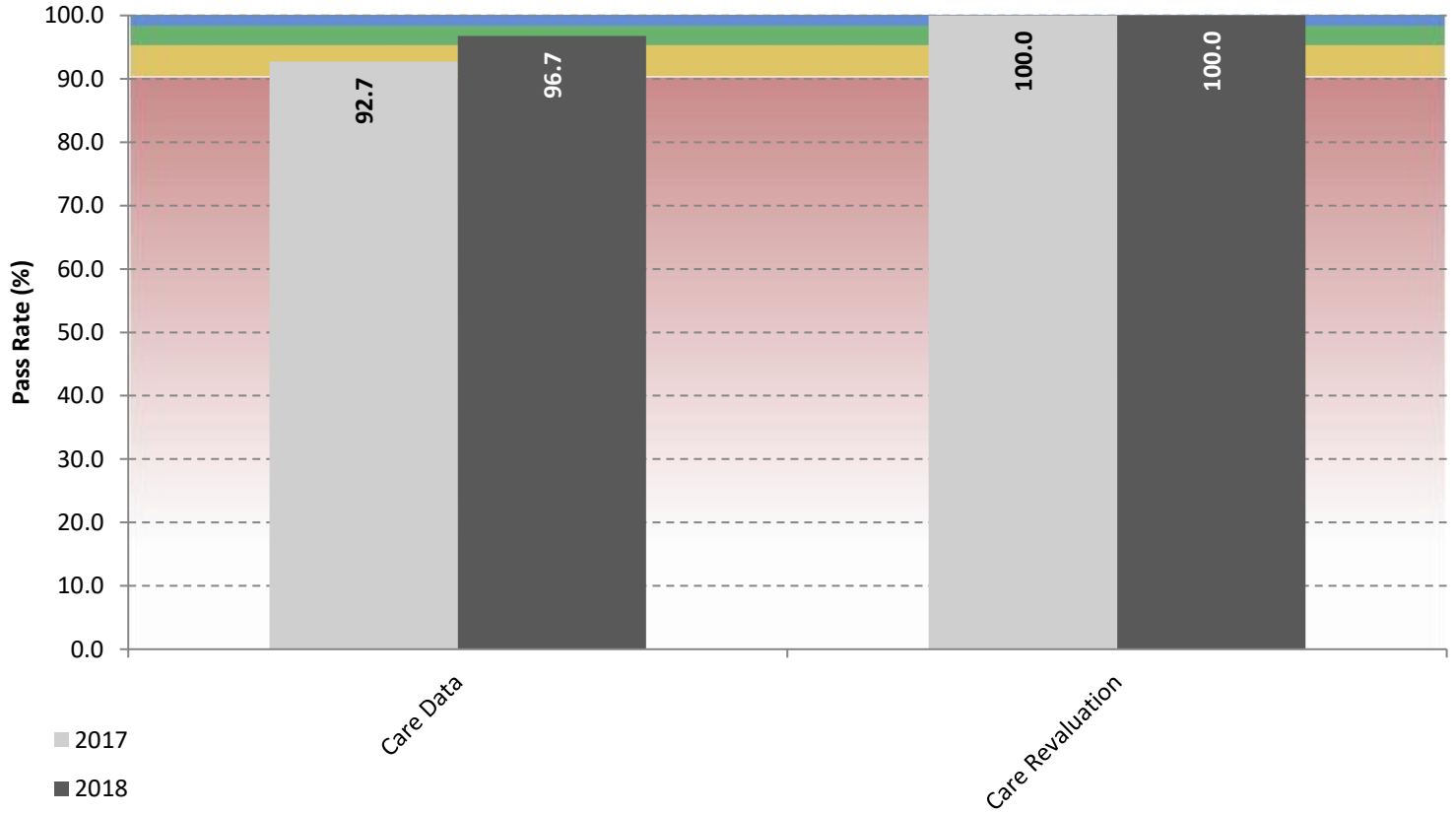
Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Date of Leaving Eligible for Testing: Status 1, 2, 4, 5, 9 & T	77078 (+1968)	76982 (+1924)	99.9% (-0.06%)	Fail A: 4 Fail B: 0 Fail C: 0 Fail D: 92	52 members failed tests in this condition in 2017. 4 non-active members are missing a date of leaving. 92 members are currently in active employment have a date left without a previous status 4 or 9. This is an increase on the 45 members in 2017 and the reason for this should be investigated.
Date Joined Scheme Eligible for Testing: Status 1, 2, 4, 5, 9 & T	77078 (+1968)	77076 (+1972)	100% (+0.01%)	Fail A: 1 Fail B: 1	6 members failed tests in this condition in 2017. 1 member is either missing one of the key service dates on the basic details or has one prior to 01/01/1900. This should be investigated immediately as it can affect benefits paid. 1 further member has a date joined fund prior to their 15th birthday.
Employer Details Eligible for Testing: Status 1, 2, 4, 5, 9 & T	77078 (+1968)	77075 (+1971)	100% (+0%)	Fail A: 0 Fail B: 3 Fail C: 0 Fail D: 0	6 members failed tests in this condition in 2017. 3 members have a date joined employer that is either blank or prior to 1900

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Salary (Final Salary members) Eligible for Testing: Status 1, 2, 4, 5, 9 & T	73468 (+860)	72977 (+1189)	99.3% (+0.46%)	Fail A: 186 Fail B: 0 Fail C: 188 Fail D: 15 Fail E: 17 Fail F: 297	The number of members failing tests in this condition has fallen from 820 to 491. Most of the members failing tests in this condition failed more than one test. 297 active members had a latest salary recorded that was earlier than the latest bulk update by Dorset and should be investigated to determine if they are still active members. Members with final salary service without a pay recorded annual benefit statements cannot be processed and therefore investigation should be made to ensure no members are affected in this way. 188 members either had no pay entries at all (test A), or had a blank pay as their latest entry (test C). 17 pensioners had a blank pensionable pay amount on their pension details. 15 members have a blank deferred pensionable pay value on their deferred details.
Contributions Eligible for Testing: Status 1, 2, 4, 5, 9 & T	77078 (+1968)	71268 (+28659)	92.5% (+35.73%)	Fail A: 5259 Fail B: 928	The number of failed tests in this condition has decreased from 32501 to 5810 representing an increase in the pass rate of 35.73%. 5259 are missing the rolled up contribution total. The bulk contribution totalling calculation will populate the rolled up contribution total where contributions exist. 928 members did not have a contribution posting for the latest bulk update by Dorset and these should be investigated to determine if they are still active members.
Leavers Eligible for Testing: Status 4, 5, 9 & T	46880 (+2893)	46872 (+2899)	100% (+0.01%)	Fail A: 7 Fail B: 0 Fail C: 1	14 members failed tests in this condition in 2017. 7 members are missing, or have an invalid date left, where one should be present. 1 other member has a date of leaving earlier than date joined fund. These should be investigated as a matter of priority as benefits can't be calculated correctly without this information.

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Service Eligible for Testing: Status 1, 2, 4, 5, 9 & T	77078 (+1968)	76461 (+2229)	99.2% (+0.37%)	Fail A: 617	878 members failed this test in 2017. 617 members have dates that suggest a change since joining the fund, but there is no service history to reflect the change

2.3 CARE Benefits

2.3.1 Data Results

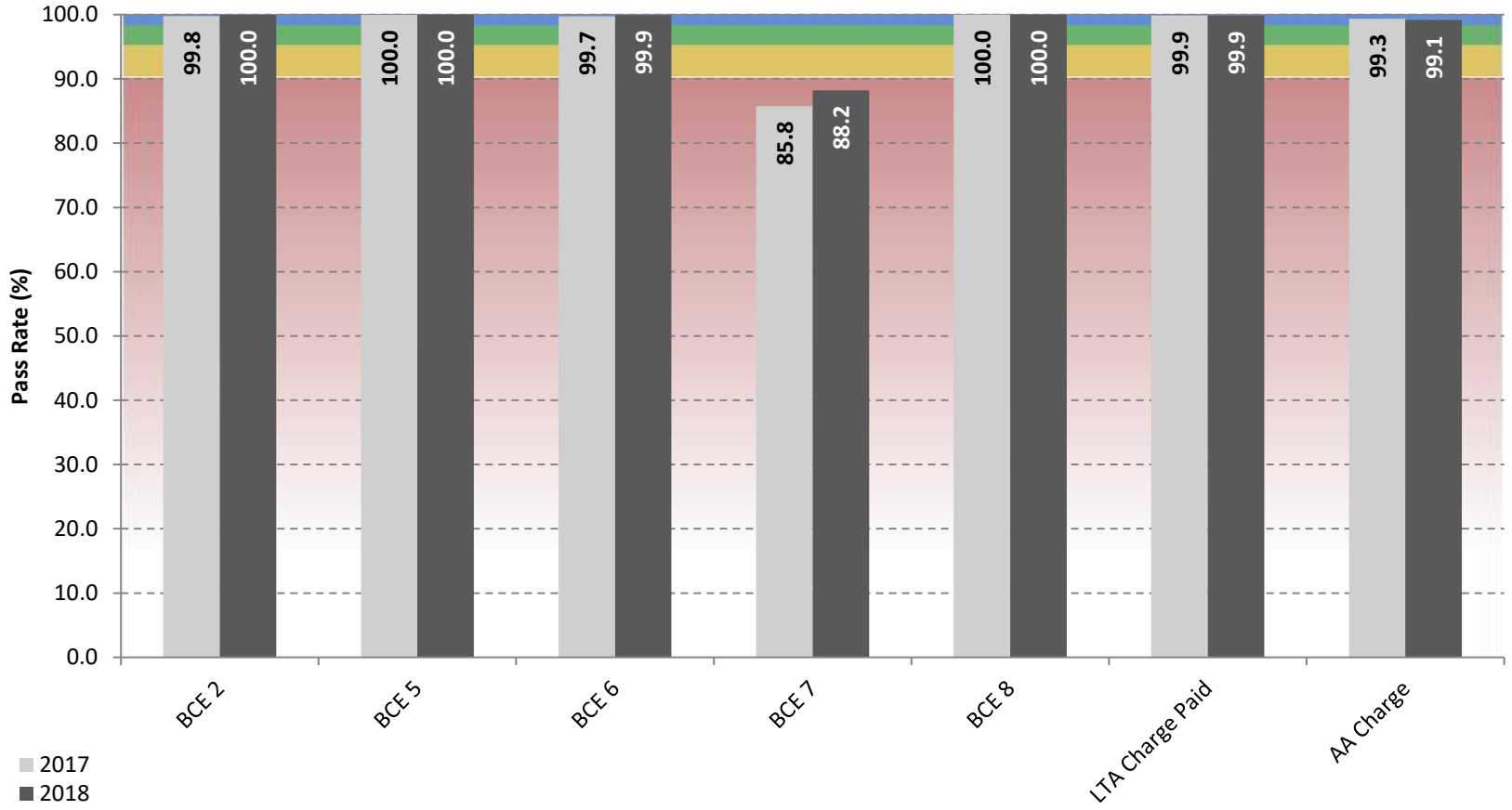


2.3.2 Analysis of Results

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
CARE data Eligible for Testing: Status 1, 2, 4, 5, 9 & T	40905 (+3070)	39573 (+4489)	96.7% (+4.01%)	Fail A: 845 Fail B: 850 Fail C: 182	The number of failed tests in this condition has fallen from 2751 to 1332. There are 845 members without CARE data where some is expected. Some of these members are frozen refund cases that will only require the CARE data if they choose to transfer. 850 members appear to be missing at least one year-end entry of CARE data. 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. 182 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 Eligible for Testing: Revaluation Factor Table	1	1		None	The revaluation table is present and correct

2.4 HMRC

2.4.1 Data Results



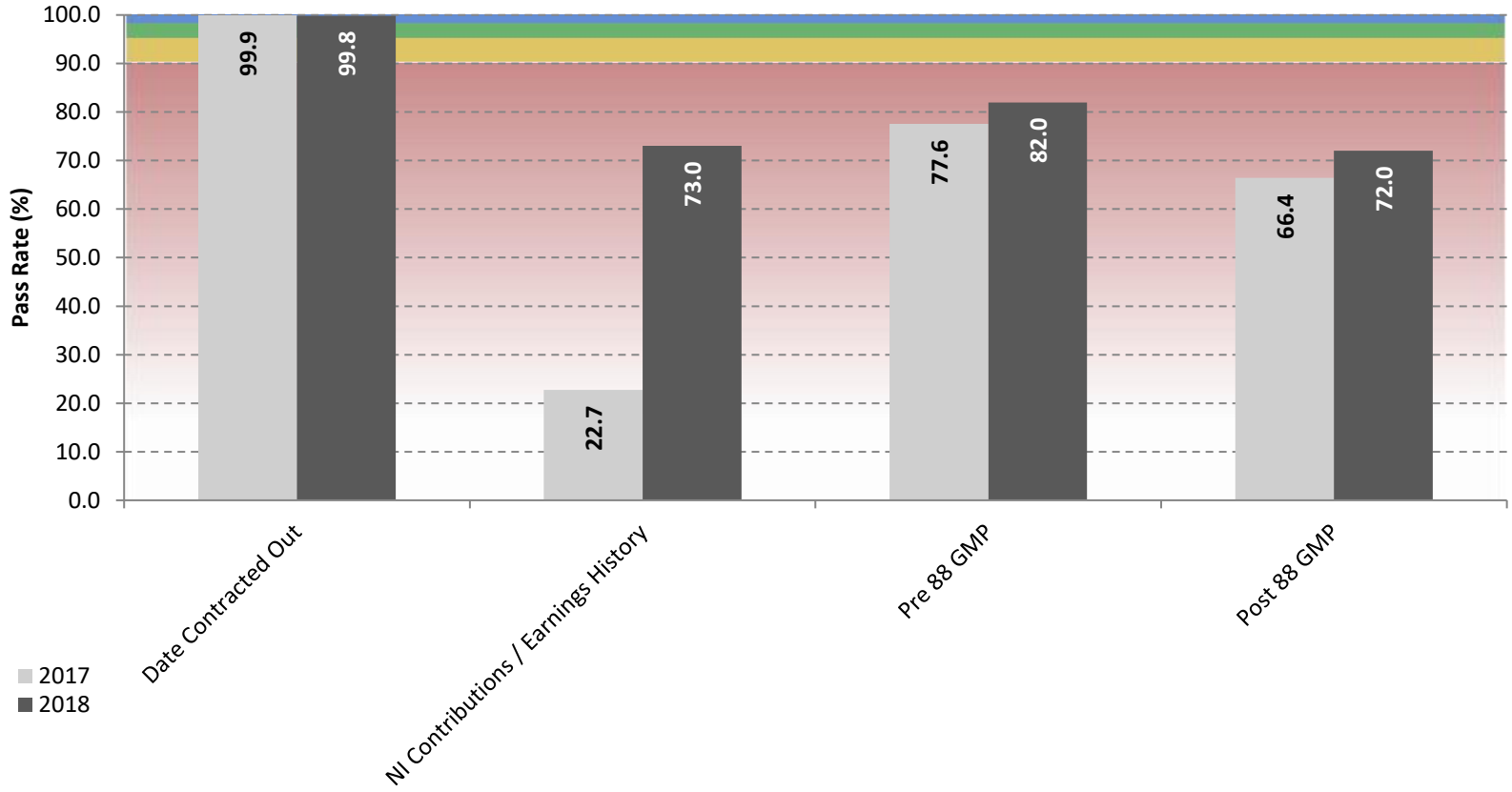
2.4.2 Analysis of Results

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
BCE 2 Eligible for Testing: Status 5 & T where Date Retired > 6/4/2006	12886 (+1429)	12880 (+1449)	100% (+0.18%)	Fail A: 6 Fail B: 0 Fail C: 0	26 members failed tests in this condition in 2017. 6 members have a crystallisation date that is either invalid or earlier than the date of leaving
BCE 5 Eligible for Testing: Status 4 & T	23410 (+872)	23406 (+873)	100% (+0.01%)	Fail A: 4	There are 4 deferred members over the age of 75. There were 5 in 2017.
BCE 6 Eligible for Testing: Status 5 & T members where Date Retired > 6/4/2006 and Age at Date Retired < 75	12880 (+1427)	12868 (+1446)	99.9% (+0.18%)	Fail A: 6 Fail B: 6 Fail C: 0	31 members failed tests in this condition on 2017 6 members have a crystallisation date that is either invalid or earlier than the date of leaving. 6 other 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 Eligible for Testing: Status 7 members where Date of Death (from Exit Details) is after 6/4/06 and within 5 years of Date Retired	254 (+15)	224 (+19)	88.2% (+2.41%)	Fail A: 30 Fail B: 0	34 members failed tests in this condition in 2017. 30 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.

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
BCE 8 Eligible for Testing: Status 3 members where Date Left is > 6/4/2006 and there is a value in QROPS Transfer Date	36 (+1)	36 (+1)	100% (+0%)	Fail A: 0 Fail B: 0 Fail C: 0 Fail D: 0	All members tested passed all tests in this condition as they did in 2017. 1 more member was tested in 2018.
Lifetime Allowance Charge Paid Eligible for Testing: 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)	12885 (+1429)	12868 (+1428)	99.9% (+0.01%)	Fail A: 17	16 members failed tests in this condition in 2017. There has been an increase of 1 in the number of members failing the test, but the increase in the number of members tested means that the percentage of members passing the test has increased. There are now 17 members that exceeded the LTA that do not have a charge recorded
Annual Allowance Eligible for Testing: Status 1 members	25218 (-338)	25003 (-386)	99.1% (-0.2%)	Fail A: 214 Fail B: 1	167 members failed tests in this condition in 2017. There are 214 members without the latest AA data recorded that was processed by Dorset. 1 member has inconsistent scheme pays data recorded and should be addressed as soon as possible

2.5 Contracting Out

2.5.1 Data Results



2.5.2 Analysis of Results

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Date Contracted Out Eligible for Testing: Status 1, 2, 4, 5 & T members	72561 (+1204)	72444 (+1150)	99.8% (-0.07%)	Fail A: 117 Fail B: 0 Fail C: 0	63 members failed tests in this condition in 2017. 117 members now have a blank DCO and joined prior to 6/4/16
NI Contributions / Earnings History Eligible for Testing: 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	15835 (+102)	11565 (+7991)	73% (+50.32%)	Fail A: 2 Fail B: 804 Fail C: 0 Fail D: 0 Fail E: 3699	The number of members failing tests in this condition has fallen from 12159 to 4270. This represents an increase in the pass rate of 50.32%. 2 members are missing a date of leaving 804 members do not have values that correspond with Period End Dates. In 2017, 11138 failed this test. A further 3699 members have neither a full NI earnings history nor a GMP recorded (Failed both C and D simultaneously). The number failing this test has decreased by 985. This data is key for correct assessment and payment of benefits
Pre 88 GMP Eligible for Testing: Status 4, 5 & T members where Contract Out SSPA75 is before 6/4/88	7452 (-131)	6110 (+228)	82% (+4.42%)	Fail A: 1339 Fail B: 14 Fail C: 2	The number of members failing tests in this condition has fallen from 1701 to 1342. There has also been an overall reduction in the number of members qualifying for tests in this condition. 1339 members that have left with pre-1988 service are missing a GMP at exit. 14 members have a negative value once Post 88 GMP at Exit is deducted from the total GMP. 2 members have a GMP that is not divisible by 52.

Condition	Qualifying Members			Areas for Review	Comments
	Tested (change)	Passed (change)	Pass Rate (change)		
Post 88 GMP Eligible for Testing: Status 4, 5 & T members where Contract Out SSPA75 is before 6/4/97 and Date Left is after 6/5/1988	14350 (+145)	10338 (+904)	72% (+5.63%)	Fail A: 3775 Fail B: 3669 Fail C: 2	The number of members failing tests in this condition has reduced from 4771 to 4012. 3775 members in this category are missing a value for GMP at exit and 3669 are missing a Post 88 GMP at exit. 3434 are missing both. 2 members have a post-88 GMP that is not divisible by 52

3 Data Correction Plan

The table below provides Dorset 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 milestones represent a summary of the recommended actions outlined in more detail in Section 2.

Data Category	Milestone	Suggested Priority
Member Benefits	• Investigate the 1 incorrect divorce record	• **High**
	• Investigate incomplete Transfer In and AVC data with the very highest priority as benefits may be incorrect	• **VERY HIGH**
	• Correct deferred benefit cases prior to running deferred annual benefit statements	• **High**
	• Investigate defects in pension benefits that are linked to individual tranches	• **High**
	• Investigate cases with an incorrect pension increase effective date	• **VERY HIGH**
	• Investigate the 11 Pensioner and Dependant Pensioner cases with missing pensions as a high priority	• **High**

Data Category	Milestone	Suggested Priority
Other Member Data	• Investigate the 96 cases with either an unexplained date of leaving present or a missing date of leaving • Investigate the 2 cases with an incorrect date for when they joined the Scheme • Investigate final salary pay issues prior to running annual benefit statements • Investigate cases with missing contributions prior to running annual benefit statements • Investigate the 8 cases where the date for leaving is either blank or incorrect • Investigate the 617 cases that appear to have a service change not reflected on their service history. Prioritise the 30 active members	• Low • **High** • **High** • **High** • **High** • **VERY HIGH**
CARE Data	• Investigate all 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	• **High**
HMRC	• Review criteria for testing HMRC data and ensure that current processes populate this data correctly in Altair • Investigate the 6 incorrect Crystallisation Dates • Investigate the 6 missing PCLS amounts • Investigate the 30 cases with missing death grant data • Investigate the 17 cases with incorrect Lifetime Allowance Charge data • Investigate the 215 cases with missing Annual Allowance data prioritising the 1 member with scheme pays.	• Medium • Medium • Medium • Low • **High** • **High**

Data Category	Milestone	Suggested Priority
Contracting Out	• Investigate the 117 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 as a high priority	• Medium • Medium • Medium • **High**

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.

HMRC

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	A lifetime allowance test is triggered through BCE6 whenever a member becomes entitled under a registered pension scheme to: • 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 Eligible for Testing: 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: 91	Failed: 0	Failed: 0	Failed: 0	Failed: 0	Failed: 1	Failed: 0
Transfer In Details 1 Eligible for Testing: 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: 7947	Failed: 22	Failed: 52	Failed: 39	Failed: 288	Failed: 82	Failed: 25
Transfer In Details 2 Eligible for Testing: 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: 7947	Failed: 6					

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
AVC Details Eligible for Testing: 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: 3792	Failed: 0	Failed: 0	Failed: 0	Failed: 1		
Total Original Deferred Benefit Eligible for Testing: 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: 23404	Failed: 17	Failed: 9	Failed: 17	Failed: 8	Failed: 3	Failed: 236
Tranches of Original Deferred Benefit Eligible for Testing: 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: 23404	Failed: 11	Failed: 10	Failed: 107	Failed: 78	Failed: 0	Failed: 40

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Total Gross Pension Eligible for Testing: 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: 18963	Failed: 9	Failed: 6	Failed: 8	Failed: 3	Failed: 12	
Tranches of Pension Eligible for Testing: 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: 18963	Failed: 9	Failed: 0	Failed: 0	Failed: 9	Failed: 508	
Total Gross Dependant Pension Eligible for Testing: 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: 2645	Failed: 2	Failed: 2	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: 2645	Failed: 2	Failed: 64				

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 Eligible for Testing: 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: 77078	Failed: 4	Failed: 0	Failed: 0	Failed: 92		
Date Joined Scheme Eligible for Testing: 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: 77078	Failed: 1	Failed: 1				
Employer Details Eligible for Testing: 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: 77078	Failed: 0	Failed: 3	Failed: 0	Failed: 0		

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Salary (Final Salary members) Eligible for Testing: 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: 73468	Failed: 186	Failed: 0	Failed: 188	Failed: 15	Failed: 17	Failed: 297
Contributions Eligible for Testing: 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: 77078	Failed: 5259	Failed: 928				
Leavers Eligible for Testing: 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: 46880	Failed: 7	Failed: 0	Failed: 1			
Service Eligible for Testing: Status 1, 2, 4, 5, 9 & T	If DCCPS > DJF, and DJF < 01/04/2014(15 S&NI)), service history must be present					
Tested: 77078	Failed: 617					

CARE Benefits

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
CARE data **Eligible for Testing:** 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: 40905	Failed: 845	Failed: 850	Failed: 182			
CARE revaluation **Eligible for Testing:** 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:	Failed:				

HMRC

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
BCE 2 Eligible for Testing: Status 5 & T where Date Retired > 6/4/2006	Crystallisation Date (CRYS-CRSYSD) is not a valid date or is earlier than date left	PLA Value (CRYS-PLA) is blank	PLA% (CRYS-PLAPC) is blank			
Tested: 12886	Failed: 6	Failed: 0	Failed: 0			
BCE 5 Eligible for Testing: Status 4 & T	Any member of these deferred statuses where the member is over the age of 75					
Tested: 23410	Failed: 4					
BCE 6 Eligible for Testing: 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: 12880	Failed: 6	Failed: 6	Failed: 0			

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
BCE 7 Eligible for Testing: 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: 254	Failed: 30	Failed: 0				
BCE 8 Eligible for Testing: 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: 36	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 Eligible for Testing: 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: 12885	Failed: 17					
Annual Allowance Eligible for Testing: Status 1	Latest annual allowance PIP end date is earlier than the latest run by the customer	If a scheme pays indicator is ticked, the scheme pays amount is not present OR a scheme pays amount is present, but the scheme pays indicator is not ticked				
Tested: 25218	Failed: 214	Failed: 1				

Contracting Out

Condition	Fail A	Fail B	Fail C	Fail D	Fail E	Fail F
Date Contracted Out **Eligible for Testing:** Status 1, 2, 4, 5 & T	Contract-Out SSPA75 is blank and DJF is prior to 6/4/16	Contract-Out SSPA75 is prior to 6/4/78	The date in Contract-Out SSPA75 is later than 5/4/16			
Tested: 72561	Failed: 117	Failed: 0	Failed: 0			
NI Contributions/Earnings History **Eligible for Testing:** 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)	GMP is not present on the NI details for status 1 and 2 and on GMP details for status 4, 5 & T (non-reportable – see fail E)	Fail C and Fail D both occurred	
Tested: 15835	Failed: 2	Failed: 804	Failed: 0	Failed: 0	Failed: 3699	
Pre 88 GMP **Eligible for Testing:** 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: 7452	Failed: 1339	Failed: 14	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: 14350	Failed: 3775	Failed: 3669	Failed: 2			

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