

City of London: Police Pension Scheme – Pensions Record Keeping.

Member Data

Member data is held using software supplied by Heywood. The system [Altair] holds records, calculates benefits, supplies reports and provides a workflow/ performance system.

Documents for active members are held electronically using Sharepoint. Older deferred and pensioner documents are held off-site by London Metropolitan Archives who provide a retrieval service.

Data held for a member is comprehensive and includes:

- Personal Details.
- Contributions record.
- Additional Contribution details
- Nomination details.
- Pay
- Annual Allowance
- For leavers, deferreds and pensioners details also include exit payments and pension details.

Interfaces from payroll are used where possible for yearly updates.

The Pensions Team have a high level of checking when records are set up and amended to ensure accuracy against payroll and member data and documentation.

As part of the annual updates the Pensions Team will check for correct contribution rates and that accurate pay data is posted to a member's record. Tolerance checks are used to investigate any potential anomalies.

When benefits are paid again a high level of checking exists to ensure that the member data held is correct, that exit details entered are accurate and that the benefit calculations produced are accurate and compliant.

A mortality screen service is used to ensure deceased pensioner cases are identified. Life Certificates are issued annually to pensioners resident abroad.

Data accuracy is checked annually as part of the annual update/ benefit statement production exercise.

The City of London Police Pension Scheme is part of the National Anti-Fraud Network (NAFN). The NAFN tests highlight any pensioner records we hold for which a death certificate has been recorded nationally; cases of re-employment with another authority; and Injury Pensions where an injury benefit is being paid by the state. These cases are investigated by the team to ensure there is no fraudulent activity. These tests are carried out every 2 years.