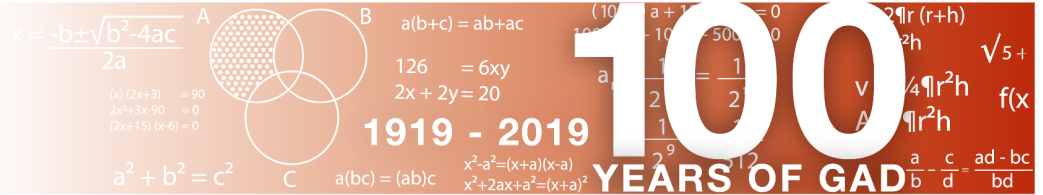




Government  
Actuary's  
Department



Pension Managers  
LGPS (E&W) Administering Authorities

Finlaison House  
15-17 Furnival Street  
London  
EC4A 1AB

18 October 2019

[www.gov.uk/gad](http://www.gov.uk/gad)

Dear Sir/Madam

### Local Government Pension Scheme - Data collection exercise as at 31 March 2019

As part of the Local Government Pension Scheme (England and Wales) cost management arrangements, I would be grateful if you could provide us with membership data as at 31 March 2019 for your fund, in accordance with the agreed universal data specification (i.e. as used to provide data to your Fund Actuary for the 2019 fund valuations) by **18 November 2019**.

Our aim to ensure that we have appropriate data required to undertake the work LGPS cost management process. Valuation data as at 2019 will allow us to appraise any data issues in good time and inform how to request data as at 2020. (We anticipate requesting the latter mid-2020.)

### Purpose

Under Regulations 114(4) and 116(8) of the Local Government Pension Scheme Regulations 2013 (SI 2013/2356), administering authorities are required to provide GAD (as Scheme Actuary) with such data as we require in order to carry out valuations under HM Treasury Directions and for the Scheme Advisory Board's corresponding scheme cost assessment.

After consultation with MHCLG and the Cost Management, Benefit Design and Administration sub-committee of the Local Government Pension Scheme Advisory Board, GAD are minded to submit LGPS mortality data to the actuarial profession's Continuous Mortality Investigation (CMI). Please see [Letter from GAD to CMBDA Committee](#), [Letter from CMI to GAD 23 July 2019](#) and [CMI SAPS data information for pension schemes July 2019](#) on the LGPS SAB website for further information. We would welcome feedback from funds on the three questions set out in the letter from GAD to CMBDA committee. Please provide any feedback by 18 November 2019 to [datazone@gad.gov.uk](mailto:datazone@gad.gov.uk).

In addition the CMI has offered to produce and provide benchmarking analysis to Funds and/or their actuarial advisors subject to there being a reasonable take-up. There would be no additional charge for any such analysis. If you would be interested in receiving such analysis for you Fund please email us at [datazone@gad.gov.uk](mailto:datazone@gad.gov.uk) by 18 November 2019.

At the request of MHCLG, we may also use the data provided for other purposes connected to the operation of the Scheme and the development of policy within government. If you have any concerns about this use of the data, please let us know.



## Detailed data requirements

We require membership data as at 31 March 2019. Data should cover all membership classes, including actives, deferred and pensioners (including dependent pensioners). It should also include movements over the period 1 April 2016 to 31 March 2019. Please provide this in the universal data specification (i.e. the same process as you use when providing data to the local Fund Actuary), and by **18 November 2019**.

We have a secure online data transfer facility available to facilitate the data collection process. This has been updated from the process used for the actuarial valuation as at 31 March 2016 to ensure that we comply with our responsibilities under General Data Protection Regulation<sup>1</sup>. We will send you an email invitation to submit your funds data to the GAD Central Data Zone by 31 October 2019. If you would prefer to nominate an alternative contact in your organisation to receive this email please provide us with their contact details including email address by **25 October 2019**. Further information about the GAD Central Data Zone is available on our [website](#).

## Next Steps

*By 25 October 2019*

1. Provide us with any alternative contacts details for data submission **via email**

*By 18 November 2019*

2. Submit full membership data for your fund **via the GAD Central Data Zone**.
3. Let us know if you would like CMI to provide their benchmarking analysis for your fund **via email**
4. Send us any feedback on the three questions set out in the letter from GAD to CMBDA committee **via email**

You can contact us at the email address [datazone@gad.gov.uk](mailto:datazone@gad.gov.uk). Please also use this address if you have any questions about the data collection process, or have not received an invitation to the GAD Central Data Zone by 31 October 2019.

Please do not send any membership data to us via email. Only send us data using the GAD Central Data Zone which is accessible from the email invitation we will send by 31 October.

Yours faithfully,



**Brian Allan**

Actuary

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A [Privacy Notice](#) is available on GAD's website explaining how we protect, process and store personal information.<sup>1</sup>