WEST SUSSEX PENSION FUND

RACHEL WOOD
HEAD OF PENSIONS
0333 222 3387
rachel.wood@westsussex.gov.uk

West Sussex County Council,
Room 244, County Hall, Chichester, PO19 1RQ
Westsussexpensionfund.org

Malcolm Llewellyn
Hurstpierpoint & Sayers Common Parish Council
Trinity Road
Hurstpierpoint
Hassocks
BN6 9UY

West Sussex Pension Fund
administered by
Hampshire Pension Services
The Castle, Winchester
Hampshire SO23 8UB
01962 845588
westsussex.gov.uk/pensions

Enquiries to	Employer Services	*Reference*	Employer Performance - 397
Telephone	01962 845588	*Email*	Pensions.EOY@hants.gov.uk

September 2026

Dear Malcolm,

Local Government Pension Scheme (LGPS) – 2025/2026 Employer Performance

At the end of each scheme year, all employers are required to submit a statutory end-of-year return for their LGPS members who contributed to the Scheme during any part of that year.

The end of year process is a critical activity to ensure that member data is accurate and up to date. Reliable information underpins our ability to deliver a high-quality administration service to all stakeholders, ensuring benefits are paid correctly and on time, and enabling accurate assessment of the pension liabilities we are responsible for.

As part of our commitment to improving the quality of membership data and to support the management of the Pension Fund, the pensions administration team have reviewed scheme employer performance following the 2025/26 annual returns process.

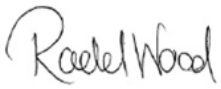
The performance of all scheme employers has been benchmarked for timeliness, financial control, and data quality, as evidenced in your annual return submission.

We are writing to thank you for your ongoing work and support to ensure that this process has achieved a positive outcome, and your organisation has been rated as showing no concerns across the three benchmarked criteria (timeliness, financial control, and data quality).

The full results of this exercise for Hurstpierpoint & Sayers Common Parish Council have been attached as an appendix to this letter.

To support the continued delivery of a high-quality administration service, the team are keen to continue to work in partnership with employers. In addition to the regular newsletters that offer guidance and share the latest updates, and the employer-focused training opportunities, the team is available to provide tailored support or to discuss any concerns related to the administration of the Scheme. You can find their contact details above.

Yours sincerely,



Rachel Wood
Head of Pensions

Description	Key	2026	2025	2024
Timeliness: The deadline for a correct and completed annual return to be submitted to the fund is 30 April.	**Performance** / **RAG** Return received before deadline. / Green Return received after the deadline, but less than one month late. / Amber Return received more than a month late. / Red	Green	Green	Green
Financial Control: The contributions due as detailed on the annual return should match the pension contributions received by the Fund and reported as part of monthly remittances. If there are genuine reasons for a discrepancy, then these should be detailed on the return so contributions can be reconciled.	**Performance** / **RAG** No reconciliation issues / Green Minor reconciliation issues quickly resolved / Amber Major reconciliation issues or slow to respond / Red	No reconciliation issues.	No reconciliation issues.	No reconciliation issues.
Data Quality: The information contained on the annual return should match the member records that we hold for that organisation e.g. notification of starters, leavers, amendments to records. Queries raised should be resolved within 10 working days of being raised.	**Performance** / **RAG** No data quality issues (below 2% of membership queried). / Green Minor data quality issues (between 2% and 5% of membership queried). / Amber Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond. / Red	No data quality issues.	Minor data quality issues quickly resolved.	No data quality issues.