

**Admin Metrics – October/November/December 2023**

	<b>Total Tasks</b>	<b>Within Time Frame</b>	<b>Achieved %</b>
Notify Retirement Benefits (Within One Month of Retirement)	156	147	94%
Provide Retirement Estimate/ Quote on request	195	195	100%
New Starter Notification joining the LGPS	96	96	100 %
Inform member who left scheme of leaver rights and options	142	140	94%
Obtain transfer details for transfer in, calculate and provide quote	142	132	92%
Provide transfer out (CETV) request (Three months from date of request)	134	112	84%
Calculate and notify dependants about death benefits	85	85	100 %

