

SURREY LOCAL FIREFIGHTERS' PENSION BOARD ACTIONS AND RECOMMENDATIONS TRACKER

The actions and recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Board. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

KEY			
	No Progress Reported	Action In Progress	Action Completed

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress
14 October 2019 A16/19	Risk Register	The Pensions Accountant Advisor is to add a risk relating to data improvement.	Project Manager	<p>The data has been sent to FRSs and will be added to the Risk Register once confirmed by the CFO.</p> <p>July 2020: The Project Manager has picked this up as the risk register is not clear enough, regarding the problems with the data and what needs to be improved.</p> <p>Dec 2020: latest report included as an agenda item – to be agreed at the Jan 2021 meeting.</p> <p>April 2021: included in risk register and subject to review of data quality.</p>	complete
17 January 2020 A1/20	Administration Update (1 September 2019 - 31 December 2019)	Pensions Administration will update the Board on the backdating of the contracting out certificate to 6 April 2000 - detailing the effect on National Insurance contributions and the Modified Pension Scheme.	Pensions Administration team	As per FPS Bulletin 24 - September 2019 HMRC have now written to all FRAs with regards to backdating their FPS 2006 scheme contracting out certificate to 6 April 2000. This is to allow HMRC to process the refund of National Insurance Contributions and to correct the contracted-out status. In a few cases HMRC have informed FRAs that they do not currently have a valid	Ongoing

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				<p>contracting out certificate for the FPS 2006 and this will first need to be applied for and then backdated. The relevant form to complete has been sent to each FRA by HMRC and is form APSS155b. The backdating should be from 6 April 2000. HMRC goes on to confirm that 'a notice of intention or explanation must be given to all employees and recognised trade unions and the notice period of up to 3 months must have expired'. On the assumption that some form of consultation took place with employees following the ruling about backdating membership HMRC will accept that as having given the necessary notice of intention or explanation.</p> <p>It has been confirmed that DCLG (now Home Office) consulted on changes to the scheme under the retained firefighters pension settlement consultation, so there is no need to issue anything further.</p> <p>In order to reduce the burden on FRAs with regards to providing information for these refunds to be made, it has been agreed with HMRC that only name, date of birth, NI number and period bought back needed to be provided. FPS Bulletin 2 and FPS Bulletin 3 provide more information. This topic was also covered at the special members refresher workshop [slides 52 and 53] to clarify that there was no discretion to not provide this information because it was needed for the HMRC GMP reconciliation project.</p> <p>July 2020: Weightmans are providing advice as part of other work given to them on Modified and 10% Scheme</p>	

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				<p>Allowances now we are ready to write back out to members.</p> <p>April 2021: Awaiting details of 2nd options exercise.</p>	
<p>17 January 2020</p> <p>A7/20</p>	<p>Administration Update (1 September 2019 - 31 December 2019)</p>	<p>The Pensions Support & Development Manager will address 'Outstanding' cases within the Work in Progress Report prioritising cases dating back to 2015.</p>	<p>Pensions Support & Development Manager</p>	<p>The Pensions Administration team will discuss with the service on how to address the backlog.</p> <p>30/04/20 (informal meeting) - To be progressed in due course taking into account the national situation around Covid-19.</p> <p>January 2021: Plans for clearing the backlog of cases were shared in the previous admin update</p> <p>April 2021: Conversations are taking place with the Scheme Manager to determine the priority work over the next 6 months pre-migration to XPS. All key work areas will be covered and undertaken using bank staff who are employed to carry out Fire Scheme work.</p>	<p>Ongoing</p>
<p>17 January 2020</p> <p>A11/20</p>	<p>Administration Update (1 September 2019 - 31 December 2019)</p>	<p>GDPR permitting, the Board will receive data on 'Person Matches' to try and identify the individuals without a matched address.</p>	<p>Pensions Support & Development Manager</p>	<p>Data on 'Person Matches' have been included in Annex 3 to the Administration Update 1 January 2020 – 31 March 2020 under 'Scheme Address Tracing'.</p> <p>The full trace exercise is due to be complete and results returned by ITM by the end of April.</p> <p>30/04/20 (informal meeting) - An update will be provided on the results of ITM's full trace exercise regarding 'Scheme Address Tracing', due in the first week of May 2020.</p>	<p>Complete</p>

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				<p>The member extract reports have been requested from the Systems Team which will then be supplied to our appointed tracing company ITM, once the agreement has been signed.</p> <p>It will then take up to 12 weeks from the date we send the information to ITM, which we expect to be by mid January. Based on the time lines, we are confident any successful results will be supplied in time for the EOY ABS run.</p> <p>April 2021: Follow up to be included in future Admin reports.</p>	
<p>17 January 2020</p> <p>A14/20</p>	<p>Revised Terms Of Reference Delegation Of Attendance To Substitutes</p>	<p>The Pensions Finance Specialist will provide Members with a summary of the major training areas that need to be covered.</p>	<p>Project Manager</p>	<p>Members will be provided with a summary of the major training areas that need to be covered in due course.</p> <p>Dec 2020: to be discussed at Jan 2021 meeting</p> <p>April 2021: Training session happened. Board to discuss future training needs.</p>	<p>Ongoing</p>
<p>30 April 2020</p> <p>A15/20</p> <p>(Informal meeting)</p>	<p>Action Tracker</p>	<p>The Board to explore training offered by the Local Government Association (LGA) through its annual conferences and would look to reschedule the postponed Local Pension Board refresher training as soon as possible.</p>	<p>Workforce Information Officer</p>	<p>30/04/20 (informal meeting) – Due to the national situation around Covid-19 the Chairman postponed any Local Pension Board refresher training - discussions were had for possible sessions in June - until changes to the current restrictions. The Chairman discussed that the Local Government Association (LGA) offered training through annual conferences including the</p>	<p>Ongoing</p>

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due to Covid-19)				<p>Firefighters' Pension Scheme (FPS), which would be explored.</p> <p>Dec 2020: to be discussed at Jan 2021 meeting</p> <p>April 2021: Training session happened. Board to discuss future training needs.</p>	
<p>30 April 2020</p> <p>A16/20</p> <p>(Informal meeting due to Covid-19)</p>	Action Tracker and Risk Register	<p>A) Pensionable Pay particularly concerning Duty Systems will be added to the action tracker and key headlines and milestones from Weightmans regarding the project, will be shared with the Board once received.</p> <p>B) A risk to be added to the Risk Register concerning Pensionable Pay - particularly in relation to Duty Systems.</p>	Scheme Manager	<p>30/04/20 (informal meeting) - In response, the Vice-Chairman explained that she had approached Jane Marshall from Weightmans legal service who helped scope that work project, for a report. She noted that the Workforce Information Officer had recently chased a reply from legal colleagues who were not in receipt of Weightmans' report. The Vice-Chairman agreed that once the report was received, the Board would receive key headlines and milestones in relation to that project.</p> <p>July 2020: The Project Manager initiated work to look at the allowances to find out what the Surrey County Council situation looked like. He was mandated with a task to prioritise current members and gone back to Weightmans for further advice.</p> <p>An update on pensionable allowances was given to the November Board and a risk has been added to the risk register. The Scheme Manager update will provide the Board with regular updates.</p> <p>April 2021: verbal update to be given at the meeting</p>	Ongoing

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30 April 2020 A19/20 (Informal meeting due to Covid-19)	Risk Register	The Pensions Support & Development Manager to provide an update to the Board on both short and long term solutions to resourcing FPS Pensions Administration. This would include the impact on the Modified Pension Scheme, Pensionable Pay and payment of scheme member benefits as a result.	Scheme Manager	Dec 2020: to be discussed at Jan 2021 meeting	Ongoing
30 April 2020 A20/20 (Informal meeting due to Covid-19)	Administration Update (1 January 2020 - 31 March 2020)	The Pensions Support & Development Manager will liaise with the Head of Data, Digital & Special Projects on the next steps concerning the Guaranteed Minimum Pension (GMP) reconciliation - the new Project Manager to assist.	Pensions Support & Development Manager/ Head of Data, Digital & Special Projects	No major changes. At this stage Mercer, our outsource company dealing with GMP, is still awaiting final data cut for SFRS. We are expecting to receive the project plan for rectification in January 2021 so we can begin planning our side. April 2021 - Reports sent to scheme manager for review and decisions regarding tolerance setting levels	Ongoing
18 November 2020 A24/20	Action Tracker	The Board concurred with the Member's request for copies of Weightman's reports which the Scheme Manager agreed to consider.	Scheme Manager		
18 November 2020 A26/20	Risk Register	That the issues of 10%, resources and the O'Brien case show as separate risks and be rated accordingly.	Scheme Manager	(that the 10% is included as F24 on the Risk Register and the O'Brien case is included as F25 on the Risk Register, and resources should be added as a new risk in the Risk Register as they are to be addressed as part of the new outsourcing arrangements)	complete

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18 November 2020 A27/20	Risk Register	Regarding risk F16, the risk and control measures should be reviewed.	Scheme Manager		complete
18 November 2020 A28/20	Pensionable Pay Update	That the Scheme Manager update the Board outside the Board meeting as well as to the next Board meeting.	Scheme Manager		complete
15 January 2021 A1/21	Administration Update	<ol style="list-style-type: none"> 1. The Scheme Manager is requested to: <ul style="list-style-type: none"> • send a note to all firefighters with helpdesk telephone numbers • to provide briefing to members on resourcing. 2. That the Board receive details of the transition plan when it is completed and before the next Board meeting in April. 	Scheme Manager	<p>April 2021: 1) communication went out to firefighters via sharepoint. 2) Awaiting signing of contract before transition plan is available</p>	Complete delayed
15 January 2021 A2/21	Scheme Management Update Report	Richard Jones to provide details of members that had not received communication in relation to pension contributions to the Scheme Manager to look into.	Scheme Manager	<p>April 2021: No information received from Richard Jones.</p>	

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15 January 2021 A3/21	Risk Register	That the Scheme Manager review: <ul style="list-style-type: none"> • Risk F8 • Risks F16 and F24 be reviewed after discussion with Richard Jones • Risk F24 scoring be reviewed • Addition of new risks concerning the transfer to a new administrator, the loss of East Sussex as a back-up, and around cyber security. 	Scheme Manager	April 2021: All risks were reviewed, and actions updated	