

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
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 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.	Ongoing

Item 5

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				<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 Allowances now we are ready to write back out to members.</p> <p>April 2021: Awaiting details of 2nd options exercise.</p> <p>July 2021: Follow up letters have been sent to members regarding the Modified extending the deadline for Expression of Interest Forms to December 2021. This follows a number of enquires and requests for a second opportunity to express interest.</p>	

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17 January 2020 A7/20	Administration Update (1 September 2019 - 31 December 2019)	The Pensions Support & Development Manager will address 'Outstanding' cases within the Work in Progress Report prioritising cases dating back to 2015.	Pensions Support & Development Manager	<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: It was reported that the administration team had reduced the number of open cases in the last quarter. It was important to reduce the backlog as far as possible before the transfer to XPS. The Pensions Service Delivery Manager would ensure that focus was given to priority tasks and then identify other batches of transactions – primarily transfers in and out - for attention. There would be a negative impact on performance statistics due to catching up on the backlog.</p>	Ongoing
30 April 2020 A16/20 (Informal meeting due to Covid-19)	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</p>	Scheme Manager	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.	Ongoing

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		Pay - particularly in relation to Duty Systems.		<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: The Scheme Manager updated the Board on Pensionable Pay and reported that a new project manager was now in place so this and other projects could be taken forward through a Fire Pensions Programme Steering Group. A timeline for the Pensionable Pay project would be established. The Scheme Manager explained that the Steering Group would meet monthly and this Local Firefighters' Pensions Board would receive an update following each meeting.</p> <p>July 2021: Meetings in place and papers are being shared. The previous Project Manager has left. Recruitment is underway for a Senior Pension Advisor.</p>	
30 April 2020 A19/20	Risk Register	The Pensions Support & Development Manager to provide an update to the Board on both short and long term solutions to resourcing	Scheme Manager	Dec 2020: to be discussed at Jan 2021 meeting	Ongoing

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(Informal meeting due to Covid-19)		FPS Pensions Administration. This would include the impact on the Modified Pension Scheme, Pensionable Pay and payment of scheme member benefits as a result.		April 2021: A Pension Scheme Update is on the agenda for the LFPB. This is a standing agenda item, alongside the Risk Register.	
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	April 2021: Action completed. Discussed at the LFPB in January. Copies of legal advice will not be shared with the Board, however the Pension Scheme Update will report on the progress of the projects, including the 10% allowances.	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:</p> <ol style="list-style-type: none"> 1) communication went out to firefighters via sharepoint 2) The Scheme Manager reported that the administration contract with XPS had been signed the day before and the team could now get on with detailing the transition plan. The Chairman welcomed this important step and requested that the transition plan be shared with the Board prior to the next meeting. 	Complete delayed

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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	April 2021: No information received from Richard Jones. July 2021: Action complete	
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	Ongoing
22 April 2021	Action Tracker	<p><i>The Board agreed to combine Actions A14/20 and A15/20 as they both related to Board Member training.</i></p> <p>The Board to regularly consider future training needs.</p>	Committee Manager		Ongoing