

## 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.

<b>KEY</b>			
	No Progress Reported	Action In Progress	Action Completed

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress
17 January 2020 <b>A1/20</b>	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.	Scheme Manager	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 2<sup>nd</sup> 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 (EOI) to December 2021. This follows a number of enquires and requests for a second opportunity to express interest.</p> <p>October 2021: The period for members to submit their Expression of Interest Forms, remains open. Currently</p>	

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				one form has been received. From January 2022, the calculations will be made and communicated accordingly to those who submit their EOI	
17 January 2020 <b>A7/20</b>	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> <p>October 2021: All priority cases were completed as part of BAU. There was a push to process transfers, with 33 remaining tasks passed over to XPS. A total of 162 tasks were open at the point of transfer to XPS. It has been suggested that this action is to be closed as XPS will be managing the outstanding cases. SFRS will monitor the progress of the outstanding tasks.</p>	Closed

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30 April 2020  <b>A16/20</b>  <b>(Informal meeting due to Covid-19)</b>	Action Tracker and Risk Register	<p><b>A)</b> 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>B)</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: 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>	Ongoing

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				<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> <p>October 2021: Following a recruitment process, two new members joined the Surrey Fire and Rescue Service. Both members have commenced working on 10% allowance project. Further resource is being sourced to complete the calculations for the 10% allowance project.</p>	
<p>30 April 2020</p> <p><b>A19/20</b></p> <p><b>(Informal meeting due to Covid-19)</b></p>	<p>Risk Register</p>	<p>The Pensions Support &amp; 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.</p>	<p>Scheme Manager</p>	<p>Dec 2020: to be discussed at Jan 2021 meeting</p> <p>April 2021: A Pension Scheme Update is on the agenda for the LFPB. This is a standing agenda item, alongside the Risk Register.</p> <p>October 2021: Two new members joined the Surrey Fire and Rescue Pensions Team. Both members are working on the priority projects: 10% allowance, Age Discrimination and Modified projects, as well as other areas. XPS have taken over the role as Pension Administrators. Further resource is being sourced for two additional members to be part of the Surrey Fire and Rescue Pensions Team into 2022, to complete the calculations for the current priority projects.</p>	<p>Ongoing</p>
<p>30 April 2020</p> <p><b>A20/20</b></p>	<p>Administration Update (1 January 2020 - 31 March 2020)</p>	<p>The Pensions Support &amp; Development Manager will liaise with the Head of Data, Digital &amp; Special Projects on the next steps concerning the Guaranteed</p>	<p>Head of Data, Digital &amp; Special Projects</p>	<p>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.</p>	<p>Ongoing</p>

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(Informal meeting due to Covid-19)		Minimum Pension (GMP) reconciliation - the new Project Manager to assist.		<p>April 2021: Reports sent to scheme manager for review and decisions regarding tolerance setting levels</p> <p>August 2021: Officers confirmed that a meeting on Guaranteed Minimum Pension (GMP) reconciliation was held with XPS to agree a timeline and arrange processes following the transfer over to XPS.</p> <p>October 2021: Mercer have provided a breakdown of the information they have completed to date which has been passed to XPS to obtain a quote to complete the GMP rectification project.</p>	
15 January 2021 A1/21	Administration Update	<ol style="list-style-type: none"> <li>1. The Scheme Manager is requested to: <ul style="list-style-type: none"> <li>• send a note to all firefighters with helpdesk telephone numbers</li> <li>• to provide briefing to members on resourcing.</li> </ul> </li> <li>2. That the Board receive details of the transition plan when it is completed and before the next Board meeting in April.</li> </ol>	Scheme Manager	<p>April 2021:</p> <ol style="list-style-type: none"> <li>1) communication went out to firefighters via SharePoint</li> <li>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.</li> </ol> <p>October 2021: The administration transfer to XPS took place on 1 September 2021. All member data was successfully extracted from the SCC pension administration system and loaded into the XPS system, with two parallel payroll runs taking place throughout</p>	<p>Complete</p> <p>Completed</p> <p>Completed</p>

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				<p>July and August to provide assurance and data validation being transferred. The first payroll completed by XPS was a success, with members paid on time and all internal approvals and authorisation of payment processes completed and verified. Prior to the transition to XPS, all firefighters were sent communications that their pensions would be managed by an external provider.</p>	
<p>22 April 2021 <b>A5/21</b></p>	<p>Action Tracker</p>	<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>	<p>Committee Manager</p>		<p>Ongoing</p>

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