

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)	Implement of modified pension scheme arrangements	Scheme Manager	<p>April 2022: Members who returned their Expression of Interest (Eoi) form by 31 December, were contacted in January 2022 to confirm their wishes had been noted and the Service is waiting for guidance from the government as to when the scheme will reopen. The second options exercise has not yet opened, and the Service were informed on 15 March that the regulations need to be drafted by the Home Office and consulted on before they become legislation. This process could take up to 18 months. Therefore, it is likely the options exercise will only open around October 2023. Communications were sent to members at the end of May 2022 with an update of the status of the project.</p> <p>November 2022: No further updates have been provided to FRA's with respect to the Matthews project. A short survey was completed in June 2022 and due to our position and the responses provided, GAD have selected the Service to provide further details on our affected members. This is due by 25 November 2022.</p>	Ongoing

Item 5

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				<p>Additionally, whilst Eol forms were sent to affected members, the LGA have notified the Service that due to the changes in legislation, it is likely the new version of the Eol will need to be sent out to all members regardless of whether they have confirmed they would like to be considered as part of the Matthews project or not. The template will be provided in due course.</p>	
<p>30 April 2020</p> <p>A16/20</p> <p>(Informal meeting due to Covid-19)</p>	<p>Action Tracker and Risk Register</p>	<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>	<p>Scheme Manager</p>	<p>Legal advice has been sought on pensionable allowances and how the allowances should be treated both historically and going forward.</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>January 2022: Calculations were completed in December 2022 for Priority Group 1 (SFRS members due to retire by end of 2023), and letters were sent to notify them of the 10% allowance and the impact this has had on their contributions. A total of 11 people were in this cohort. Calculations have also commenced for Priority Group 2 members (SFRS members who have retired between 2014 and 2020). Letters to this cohort are due to be sent by the end of January 2022.</p> <p>April 2022: After the Priority Group 1 letters were sent, the Service was contacted by the FBU who confirmed they were seeking legal advice. The Pensions Project</p>	<p>Ongoing</p>

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				<p>Team made the decision to pause communicating to other cohorts in case the FBU feedback required an alternative method or message to be adopted. A meeting with the FBU is planned to take place in April 2022.</p> <p>July 2022: A meeting has taken place with the FBU and a follow up email was received which contained their points to ensure the project benefitted those affected. Follow up advice from Weightmans is required to confirm how the Service will respond to the FBU.</p> <p>A communication was sent to all members to notify them of the current status of the project.</p> <p>November 2022: Extensive legal advice has been sought and the Service's stance has been communicated to the FBU. No feedback has been provided to the Service in response to our communication. Therefore, the project will recommence and Priority Group 1 members who have not responded will shortly be sent a communication and Priority Group 2 members will also be contacted.</p>	
<p>30 April 2020 A20/20 (Informal meeting)</p>	<p>Administration Update (1 January 2020 - 31 March 2020)</p>	<p>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.</p>	<p>Head of Data, Digital & Special Projects</p>	<p>No major changes. At this stage, Mercer are working through the GMP exercise and are 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>April 2021: Reports sent to Scheme Manager for review and decisions regarding tolerance setting levels.</p>	<p>Ongoing</p>

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due to Covid-19)				<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 for XPS to complete the GMP rectification project (XPS' quote far exceeded Mercer's quote which was politely declined).</p> <p>XPS have been working through the data needed required by Mercer to carry out the next step of the GMP exercise. Mercer provided a template to XPS which will assist with the rectification element of the project.</p> <p>November 2022: XPS were due to provide data extracts to the Service by the end of September 2022 which in turn would be provided to Mercer. XPS have not been able to finalise this piece of work and the Service are waiting for further information for an expected completion date.</p>	
25 November 2021 A7/21	XPS Administration - Surrey Fire and Rescue Service Pension Board Report	For the Head of Data, Digital & Special Projects to work with XPS to use a tracing service to confirm addresses for those past retirement or within two years of retirement.	Head of Data, Digital & Special Projects	January 2022: XPS confirmed that they were in the process of obtaining costs to undertake address tracing.	Ongoing

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				<p>April 2022: XPS have provided the cost for this Service. This has been to the Scheme Manager to review and approve.</p> <p>July 2022: The cost to proceed with the exercise has been approved and a PO has been sent to XPS to commence with the task.</p> <p>November 2022: XPS have confirmed following discussions with their existing supplier, they will not be using a new supplier. XPS will be able to commence the mortality and address cleanse towards the end of October following the payroll cycle.</p>	
25 November 2021 A9/21	XPS Administration - Surrey Fire and Rescue Service Pension Board Report	For XPS to provide an update on the suggestions for improvements in the self-service portal, and on the help line backlog.	Head of Data, Digital & Special Projects	<p>January 2022: XPS stated that they were investigating systems that can provide a “live” view of calls waiting and available team members which should help reduce missed calls further. This development will be rolled out during 2022.</p> <p>April 2022: Monthly service meetings take place between XPS and SFRS to monitor the progress of tasks and provide areas of improvement where required.</p> <p>July 2022: An update was provided in June to confirm there are only 15 tasks outstanding of those which were sent to XPS. A tracker is in place for the tasks which are currently open. Confirmation is required as to how long the tasks have been open for.</p>	Ongoing

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				November 2022: It has been confirmed that the inherited tasks have all been cleared. An updated in the report from XPS confirms the number of outstanding tasks XPS have for our members. Confirmation is required from XPS regarding the number of days the outstanding tasks are overdue by.	
13 January 2022 A1/22	Surrey Local Firefighters' Pension Board Actions and Recommendations Tracker	Regarding the 10% pensionable pay, the Scheme Manager agreed to circulate details on the communication timeline for each priority group to members of the Board.	Head of Data, Digital & Special Projects	<p>April 2022: A timeline of when members are due to be contacted was sent to the Fire Officer Association (FOA) employee representative on 21 January 2022. After this date the Service heard from the FBU and the communications to members was placed on hold (FOA were informed).</p> <p>July 2022: The communications with the FBU are still underway. Therefore, the timeline has not been updated since January 2022.</p> <p>November 2022: Legal advice has been sought and the Pension Project Team will recommence with contacting members. The project timeline will be updated and circulated to the Board shortly.</p>	Ongoing
28 July 2022 A4/22	Scheme Management Update Report	That the Board be provided with an annual update on work related to the Pension Regulator – “six processes” factsheet.	Head of Data, Digital & Special Projects	November 2022: The Pensions Project Team has noted this request and will send an update by the end of January 2023 as this will be one year since the first version of the six processes was analysed and provided to the Board.	Ongoing

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28 July 2022 A7/22	XPS – Surrey Fire & Rescue Pension Board Report	The Board suggested for work to be carried out to try and obtain email addresses for all members, allowing for information to be circulated when needed and potentially reducing the risk of losing contact when members move to a different address. The Scheme Manager agreed to consider this and report back to the Board.	Head of Data, Digital & Special Projects	November 2022: The Pensions Project Team will shortly be assessing the feasibility of this. The Board is asked to note this will be an extensive task as the current database systems within the Service do not necessarily contain personal email addresses.	Ongoing
22 April 2021 A5/21	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	<p>November 2021 Update: For Head of Data, Digital & Special Projects to consider options for pensions training for Spring 2022.</p> <p>January 2022: The LGA have been contacted and have confirmed they can provide training in March 2022. A date for the training to go ahead needs to be confirmed by the Board and the SFRS Pensions Project Team. The LGA also confirmed training on the age discrimination remedy will be facilitated as part of the LGA's remedy project implementation. Details of this and any other future events will be advertised via the monthly FPS bulletins. The Pensions Project Team will monitor the website accordingly.</p> <p>April 2022: Training took place with the LGA which took on 29 March 2022. The Pensions Team, Scheme Manager and Local Pension Board members all attended.</p>	Completed

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				November 2022: The LGA will be contacted again in early 2023 to arrange another training session for the Local Pension Board members.	
28 April 2022 A3/22	XPS Administration - Surrey Fire and Rescue Service Pension Board Report	The representative from XPS agreed to circulate the correct data on 'membership movements within the schemes' to the Board.	Head of Data, Digital & Special Projects	<p>July 2022: XPS provided the Pension Board Report on 30 June 2022 and section 4 contained up-to-date membership information which illustrates the movements of members in the three pension schemes. Further investigation is required in this area as there are still outstanding queries on the figures provided.</p> <p>November 2022: An update was provided by XPS in their report for the Local Pension Board in July 2022. There was an error with the reporting which caused the initial concern with the membership data. The figures have been updated accordingly.</p>	Completed
28 July 2022 A5/22	Scheme Management Update Report	The Board requested for a list be circulated of the fire services continuing to apply immediate detriment, and of those that were not, be circulated to the Board members outside of the meeting.	Head of Data, Digital & Special Projects	November 2022: This has now been circulated to the Board. Feedback is required from the Board as to whether further actions are required.	Completed
28 July 2022 A6/22	Scheme Management Update Report	Regarding the 10% Pensionable Allowances, the Chairman asked for confirmation on the number of priority groups and members within each group. The Scheme Manager agreed to circulate a response outside the meeting.	Head of Data, Digital & Special Projects	November 2022: This has now been circulated to the Board. Feedback is required from the Board as to whether further actions are required.	Completed