

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.

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| KEY | | | |
| | No Progress Reported | Action In Progress | Action Completed |

| Date of meeting and reference | Item | Recommendations/ Actions | To | Response | Progress |
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| 18 October 2018 A5/18 | Administration Update (1 March 2018 – 30 September 2018) | Officers are to provide members' reasons for opting out of the pension scheme. | Head of Pensions Administration | <p>The issue is to be looked at during the next phase of reenrolment.</p> <p>July 2020: No opt outs in the period.</p> <p>Oct – Nov 2020: x1 opt out. Member stated reduced salary due to sickness so unable to afford pension contributions</p> <p style="color: red;">Details of opt in and out to be included as part of the Admin quarterly report.</p> | Complete |
| 14 October 2019 A14/19 | Administration Update (1 June 2019 - 31 August 2019) | The Pensions Lead Manager is to present at the next meeting of the Board a summary of the service's findings regarding the administration and benchmarking review. | Head of Pensions Administration | <p>The Board to discuss the matter at the next meeting.</p> <p>17 Jan 2020 - Due to the recent departure of the Pensions Lead Manager, the Chairman recommended that the service's findings concerning the administration and benchmarking review by Aon, would be brought forward to the Board's next meeting.</p> | Complete |

Item 5

| Date of meeting and reference | Item | Recommendations/ Actions | To | Response | Progress |
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| | | | | <p>July 2020: The Project Manager has picked this up with the Scheme Manager.</p> <p>July 2020: This was provided by tPR at the LPB wrap up training 2020 which took place on 8 July.</p> | |
| <p>14 October 2019</p> <p>A16/19</p> | <p>Risk Register</p> | <p>The Pensions Accountant Advisor is to add a risk relating to data improvement.</p> | <p>Project Manager</p> | <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>Ongoing</p> |
| <p>17 January 2020</p> <p>A1/20</p> | <p>Administration Update (1 September 2019 - 31 December 2019)</p> | <p>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.</p> | <p>Pensions Administration team</p> | <p>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</p> | <p>Ongoing</p> |

| Date of meeting and reference | Item | Recommendations/ Actions | To | Response | Progress |
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| | | | | <p>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 Allowances now we are ready to write back out to members.</p> <p>Dec 2020: Awaiting details of 2nd options exercise.</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> | Ongoing |
| 17 January 2020 A8/20 | Administration Update (1 September 2019 - 31 December 2019) | The Pensions Support & Development Manager will populate the Scheme Calendar in more detail. | Pensions Support & Development Manager | <p>The Scheme Calendar is being populated.</p> <p>Dec 2020: scheme calendar is built and will take effect from January 2021.</p> | Complete |
| 17 January 2020 A11/20 | Administration Update (1 September 2019 - 31 December 2019) | GDPR permitting, the Board will receive data on 'Person Matches' to try and identify the individuals without a matched address. | <p>Pensions Support & Development Manager</p> <p>Vice-Chairman</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>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</p> | Ongoing |

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| | | | | successful results will be supplied in time for the EOY ABS run. | |
| 17 January 2020 A14/20 | Revised Terms Of Reference Delegation Of Attendance To Substitutes | The Pensions Finance Specialist will provide Members with a summary of the major training areas that need to be covered. | Project Manager | Members will be provided with a summary of the major training areas that need to be covered in due course. Dec 2020: to be discussed at Jan 2021 meeting | Ongoing |
| 30 April 2020 A15/20 (Informal meeting due to Covid-19) | Action Tracker | 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. | Workforce Information Officer | 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 Firefighters' Pension Scheme (FPS), which would be explored. Dec 2020: to be discussed at Jan 2021 meeting | Ongoing |
| 30 April 2020 A16/20 (Informal meeting due to Covid-19) | Action Tracker and Risk Register | 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. B) A risk to be added to the Risk Register concerning Pensionable Pay - particularly in relation to Duty Systems. | Vice-Chairman/Workforce Information Officer | 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. July 2020: The Project Manager initiated work to look at the allowances to find out what the Surrey County | Ongoing |

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| | | | | <p>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>30 April 2020</p> <p>A18/20</p> <p>(Informal meeting due to Covid-19)</p> | <p>Administration Update (1 January 2020 – 31 March 2020) and Risk Register</p> | <p>Risk F20 will be amended to Red – Residual to reflect the termination of the contract negotiations with Shropshire Council, as the contract would have provided some mitigation to risk – refer to the action under Item 5 Administration Update (1 January 2020 – 31 March 2020).</p> | <p>Project Manager</p> | <p>July 2020: The Project Manager is undertaking some best practice and benchmarking work in this area.</p> <p>A team were used at the Lewes Office prior to their TUPE back to ESCC to work through a number of cases (as reported in the last committee meeting).</p> <p>Of the 180 tasks in the systems, 78 priority cases have been completed. There are approximately 50 tasks linked to general correspondence or the modified scheme which have been reviewed and can now be closed, as these are being picked up as part of the wider project.</p> | <p>Complete</p> |
| <p>30 April 2020</p> <p>A19/20</p> <p>(Informal meeting due to Covid-19)</p> | <p>Risk Register</p> | <p>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.</p> | <p>Project Manager</p> | <p>Dec 2020: to be discussed at Jan 2021 meeting</p> | <p>Ongoing</p> |
| <p>30 April 2020</p> <p>A20/20</p> <p>(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)</p> | <p>Pensions Support & Development Manager/ Head of Data, Digital & Special</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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| due to Covid-19) | | reconciliation - the new Project Manager to assist. | Projects (Vice-Chairman) | | |
| 30 April 2020 A21/20 (Informal meeting due to Covid-19) | Administration Update (1 January 2020 - 31 March 2020) | The Pensions Support & Development Manager will continue to liaise with Weightmans on the Retained Fire Project (RFP) and the implications of the Sargeant and McCloud cases. | Pensions Support & Development Manager | July 2020: The Project Manager notes that advice is being sought from Weightmans. Dec 2020: to be included as part of Scheme Manager's report. | Complete |
| 30 April 2020 A22/20 (Informal meeting due to Covid-19) | Administration Update (1 January 2020 - 31 March 2020) and Risk Register | A) Pensions Administration will continue working with the legal team regarding the O'Brien case which was delayed until June, to await the possibility of a full options exercise rather than devising a Surrey-specific one - action under Item 5 Administration Update (1 January 2020 - 31 March 2020). B) A risk also to be added to the Risk Register concerning the O'Brien case. | Pensions Administration | Dec 2020: to be included as part of Scheme Manager's report. | Complete |
| 18 November 2020 A23/20 | Administration Update | Pensions Administration to provide Board with monthly update on backlog and recruitment | Pensions Administration | Dec 2020: update provided in Admin report for Jan 2021. | Complete |
| 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 | | |

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| 18 November 2020 A25/20 | Administration Update | That any bulletins received before a meeting be included in the papers rather than waiting until the next meeting. | Pensions Administration | Dec 2020: Due to time constraints the December bulletin will be added to the Jan 2021 agenda and officer commentary will be given verbally at the meeting. | Complete |
| 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. (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) | Scheme Manager | | |
| 18 November 2020 A27/20 | Risk Register | Regarding risk F16, the risk and control measures should be reviewed. | Scheme Manager | | |
| 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 | | |