

Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

Date: Monday 10 February 2025

Time: 2.00 pm

Venue: Microsoft Teams

Membership

Martin Reohorn (Chair)

Councillor Andy Jenns

Caroline Jones

Sian Marsh

Paul Morley

David Vazquez

Sally Waldron

Items on the agenda: -

1. General

(1) Apologies

(2) Board Members' Disclosures of Interest

(As stipulated by the Public Sector Pensions Act 2013 and set out in Annex A of the Agreed Board Terms of Reference).

(3) Public Minutes of the Previous Meeting

5 - 8

2. Fire Pension Administration Update

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3. Governance and Policy Update

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4. Risk Register

41 - 50

5. Forward Plan

51 - 54

6. Any Other Business

Monica Fogarty
Chief Executive
Warwickshire County Council
Shire Hall, Warwick

To download papers for this meeting scan here with your camera



Disclaimers

Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. Any changes to matters registered or new matters that require to be registered must be notified to the Monitoring Officer as soon as practicable after they arise.

A member attending a meeting where a matter arises in which they have a disclosable pecuniary interest must (unless they have a dispensation):

- Declare the interest if they have not already registered it
- Not participate in any discussion or vote
- Leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests relevant to the agenda should be declared at the commencement of the meeting.

The public reports referred to are available on the Warwickshire Web
<https://democracy.warwickshire.gov.uk/uuCoverPage.aspx?bcr=1>

Observing the Meeting

Scheme members and scheme employers who wish to observe the meeting should contact Democratic Services by email (democraticservices@warwickshire.gov.uk) to request a joining link.

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Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

Monday 4 November 2024

Minutes

Attendance

Committee Members

Martin Reohorn (Chair)
Caroline Jones
Paul Morley

Officers

Nichola Vine, Head of Legal and Governance
Andy Carswell, Democratic Services Officer
Lisa Eglesfield, Pensions Administration Service Manager
Steve Robbins, Head of Finance Transformation and Transactions

Others Present

Helen Scargill (Client Relationship Manager, West Yorkshire Pension Fund)

1. General

(1) Apologies

Apologies were received from Councillor Andy Jenns, Sian Marsh and David Vazquez.

(2) Board Members' Disclosures of Interest

There were none.

(3) Public Minutes of the Previous Meeting

The minutes of the meeting held on 23 September 2024 were approved as an accurate record.

2. Risk Review

Lisa Eglesfield (Pensions Administration Service Manager) advised members that the risk register had been updated to have the same risk scoring system as the main Pension Fund, in that risks

would be calculated by multiplying likelihood by potential impact. The update later in the meeting would be the first to use the revised scoring matrix.

The risk rating for pandemic had been reduced from a rating of five to three as the likelihood had decreased. The only risk that had been given a red level related to cyber security. A risk map had also been created and would be used going forward.

Members noted the content of the update.

3. Governance and Policy Update

Lisa Eglesfield said that, since the report had been published, the 2024 Scheme Return had been requested by the Pensions Regulator. Governance data was being collected and its quality assessed before being sent on to the West Yorkshire Pension Fund. This process needed to be completed by the deadline of 18 November.

A review of the Fund's compliance with the Pensions Regulator's Code of Compliance was taking place, which looked at the governance arrangements of the Fire and Rescue Pension Fund alongside the main Warwickshire Fund. This was being conducted by AON and would help to generate an action log that would help to ensure future compliance. Responding to a question from the Chair, Lisa Eglesfield explained the Code of Compliance had brought together different codes into a single document and the Fund had already identified areas the Code of Compliance would look at. For example, protections relating to pension transfers had now been brought in. No areas of concern had therefore been raised. Further updates on this would be raised at future meetings.

The Age Discrimination Remedy had now been revised so affected members could have their contribution amounts calculated using the net amount, as the previous method of using gross was ruled to be unfair. Work was now taking place to update remediable service statements accordingly. Helen Scargill said she did not believe this would unduly affect the required timescales for the RSSs to be submitted.

New guidance had been issued by HMRC's Governance Actuary Department regarding red cases and how some of them should be processed. Lisa Eglesfield said however that the guidance did not make it clear how all red cases should be processed. The Warwickshire Fund had written to the LGA to request advice on how to proceed. This had been acknowledged but the advice had yet to be received. The deadline for processing cases was 31 March 2025; those that were not would need to be reported to the Pensions Regulator. However there were only a small number of red cases that needed to be dealt with.

Regarding the Second Retained Exercise, a number of outstanding points had been clarified by HMRC since the last Board meeting. Additional lump sums had been confirmed as being authorised payments so the previous unauthorised payment charge payable by the pension holder and the scheme sanction charge payable by the employer no longer applied. Any arrears would be charged using the current tax rates, which meant some people may be in the higher bracket. Lisa Eglesfield said for now Funds had to follow the guidance, but it was anticipated there may be further legal challenges in future.

Information relating to the 2024 Firefighter Pension Scheme valuation needed to be returned no later than 1 December. A slightly different set of data had been requested compared to previous

years. This exercise would be completed on the Warwickshire Fund's behalf by the West Yorkshire Pension Fund. Lisa Eglesfield said employer contributions increased by around eight per cent at the last valuation, which was a significant amount.

Regarding the Pensions Dashboard, a 'nudge' campaign had recently taken place as a reminder to Schemes to have the necessary infrastructure ready for the full launch of the dashboard in October 2025. The West Yorkshire Fund had already purchased its service provider. It had been confirmed that people's existing gov.uk login details would work on the pensions dashboard. Lisa Eglesfield said the amount and quality of data needed would determine how much resource would be provided. A data reconciliation had started. Lisa Eglesfield said a tracing company may be used for this as Warwickshire did not have its own tracing contract to reconcile missing address and contact information.

Members' attention was drawn to the training that was available to members. There was a log of training that members had taken part in.

Members noted the contents of the report.

4. Forward Plan

Members were told the results of the governance review would be discussed at a future meeting. It would identify if any new policies needed to be implemented.

Members noted the contents of the Forward Plan.

5. Fire Pensions Administration Update

Lisa Eglesfield said there had been 57 expressions of interest from people who wanted a calculation relating to the Second Retained Exercise. Around a third of these calculations had now taken place, and conversations with those who had requested one had been positive. Details of positive elections were being passed on to the West Yorkshire Pension Fund.

A tracing exercise had recently been undertaken of members who had been identified as being in scope for the Second Retained Exercise. Of those, 36 were confirmed as being at the address that were on the records held by the Pension Fund; 38 had new addresses and had been written to; and three had passed away. A further 31 could not be identified and two could not be traced. A report needed to be sent to the Pensions Regulator regarding those who could not be identified or traced as this amounted to a breach. Some responses had started to be received from those members who had been written to.

Two DELTA returns had been completed with the help of the West Yorkshire Pension Fund and returned to the Home Office.

Helen Scargill said there were two unmet KPIs, relating to pension estimates and death in retirement cases. This was mainly due to staff resources, with staff concentrating on work relating to the age discrimination case, and work associated with creating pension estimates being particularly labour intensive. Additionally, in some cases information from personal records was missing that would enable staff to make the calculations that led to a pension estimate being created. The number of requests for an estimate had also increased. Death in retirement cases

had increased, and they needed to be given priority in instances where there was a beneficiary and the work needed to be processed as a matter of urgency.

Helen Scargill said steps were being undertaken to give teams more specialised work to do; rather than having staff that knew something about all aspects of pensions work, they would be trained into a field of specialism and given the remit to focus on that aspect. It was hoped this would speed up dealing with pension estimates and transfers in particular, although it was anticipated in the meantime the KPI may continue to not be met.

It was confirmed the data requested by the National Fraud Initiative had been submitted by the deadline, and had been sent on 4 October. Feedback from the auditor report had been positive.

Representatives from the West Yorkshire Pension Fund had recently attended an administrators' forum. Members there had said there was confusion regarding guidance issued by HMRC about processing red FRA cases, and little confidence that staff were certain they knew what they were doing. Helen Scargill said the Local Government Association would contact the Government Actuary Department for clarification on this issue, and if template examples could be given on how to use the calculations.

There were 33 members of the Warwickshire Fire Pension Fund where home address details were not known. Attempts would be made to contact these members, all of whom were deferred members.

Paul Morley said a recent training course he had been on had been very helpful. Regarding age discrimination cases needing to update their tax return due to updated annual allowance information, he said there was only a small number of serving firefighters in Warwickshire who would be affected by this.

Members said they were concerned about the HMRC guidance, and agreed to convene a meeting to discuss this matter further.

Members noted the contents of the report.

6. Future Meeting Dates

Members were informed of the dates of future meetings, and invites were in the process of being sent out.

7. Any Other Business

There were no additional items to be discussed.

The meeting rose at 3.06pm

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Chair

Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

10 February 2025

Fire Pensions Administration Update

Recommendation

That the Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme notes and comments on the matters in this report and in the administration report provided by West Yorkshire Pension Fund (WYPF) dated December 2024 at Appendix 1.

1. Executive Summary

- 1.1 Since 1 April 2022, WYPF has provided the pension administration service for Warwickshire County Council as Fire and Rescue Authority in relation to the Firefighter's Pension Schemes. As part of this service a monthly report is provided by WYPF, which gives details of the work it has undertaken, key performance indicators, and other relevant information regarding the membership of the Firefighter Pension Schemes.

2. Financial Implications

- 2.1 None arising directly from this report.

3. Environmental Implications

- 3.1 None arising directly from this report.

4. Supporting Information

- 4.1 The latest report provided by WYPF is for December 2024 and is attached at Appendix 1.
- 4.2 The report has been shared with stakeholders at the Council.
- 4.3 In relation to Key Performance Indicators (KPI), West Yorkshire Pension Fund have achieved 100% in all measures.

Second Retained Exercise

- 4.4 On 1 October 2023 the Firefighters’ Pension Scheme 2006 (England) (Amendment) Order 2023 came into force. This enables Retained Firefighters to buy back pension service in the 2006 scheme prior to 1 July 2000 if they meet certain set criteria.
- 4.5 Warwickshire Fire and Rescue Authority have identified 144 people in scope for the project, with 68 people having returned forms to express an interest in receiving further information on pension benefits and cost.
- 4.6 Cases are being dealt with in line with advice from the Local Government Association in respect of priority order. Pensioner cases will be processed, then deferred cases and finally active firefighter cases. The Authority has now calculated and sent further information to 32 members, of these members 15 have returned a positive election and their information has been sent to WYPF for the cases to be processed.
- 4.7 The work for this exercise must be completed by April 2025 under current regulations.
- 4.8 HM Treasury funding has been provided for each Fire Authority to enable pensioner payments to be made. Funding has been calculated per Fire Authority based on data held by Government Actuary Department.

Age Discrimination Remedy

- 4.9 The Local Government Association (LGA) is collecting monthly data on progress within the age discrimination project for each Fire Authority. Data requested includes information on estimates, retirements, and remedial service statements. WYPF is providing data to the Fire Authority each month to enable a response to the LGA data request.

5. Timescales associated with the decision and next steps

- 5.1 None

Appendices

Appendix 1 – December 2024 monthly report.

	Name	Contact Information
Report Author	Lisa Eglesfield Pension Administration Service Delivery	lisaeglesfield@warwickshire.gov.uk

Director	Purnima Kandula, Director of Finance	purnimakandula@warwickshire.gov.uk
Executive Director	Rob Powell, Executive Director for Resources	robpowell@warwickshire.gov.uk
Portfolio Holder	Cllr Peter Butlin, Portfolio Holder for Finance and Property	peterbutlin@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s): n/a

Other members: Cllrs Dahmash and Gifford

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Monthly Report

December 2024

Warwickshire Fire Authority



West Yorkshire Pension Fund

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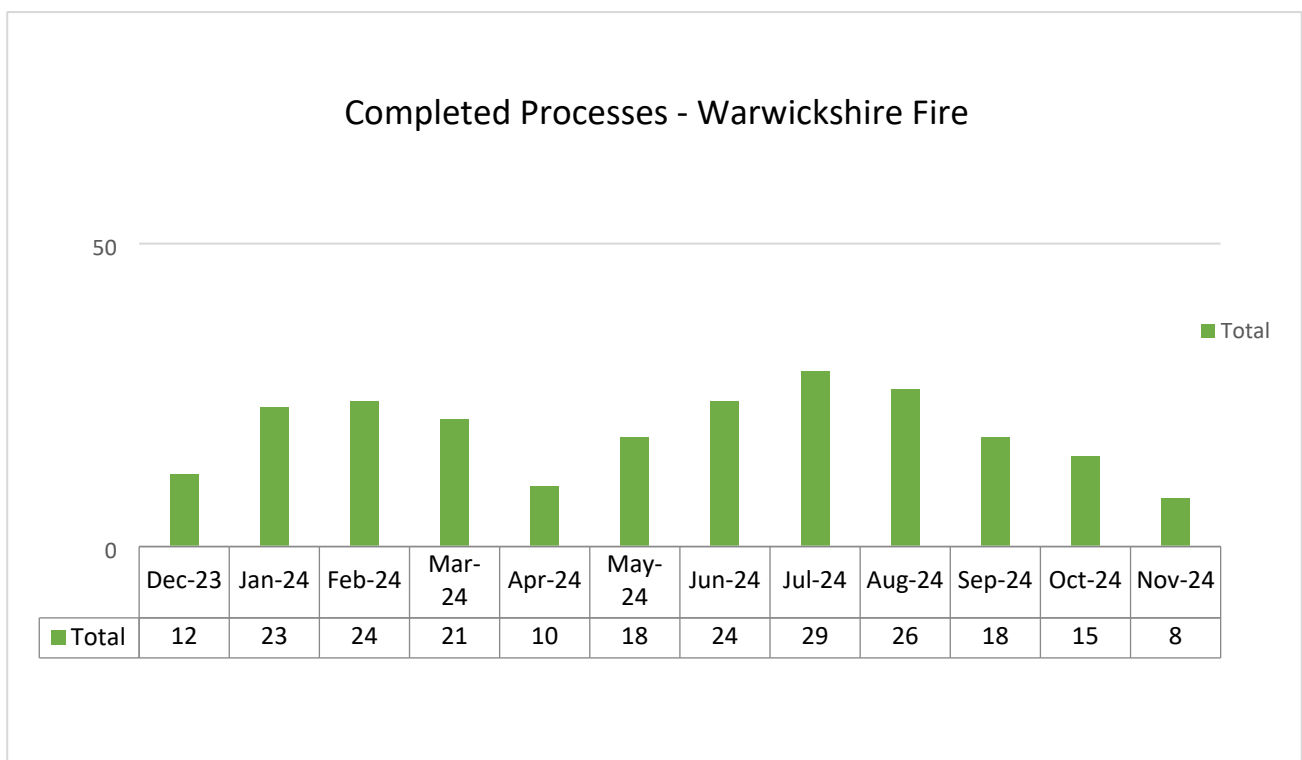


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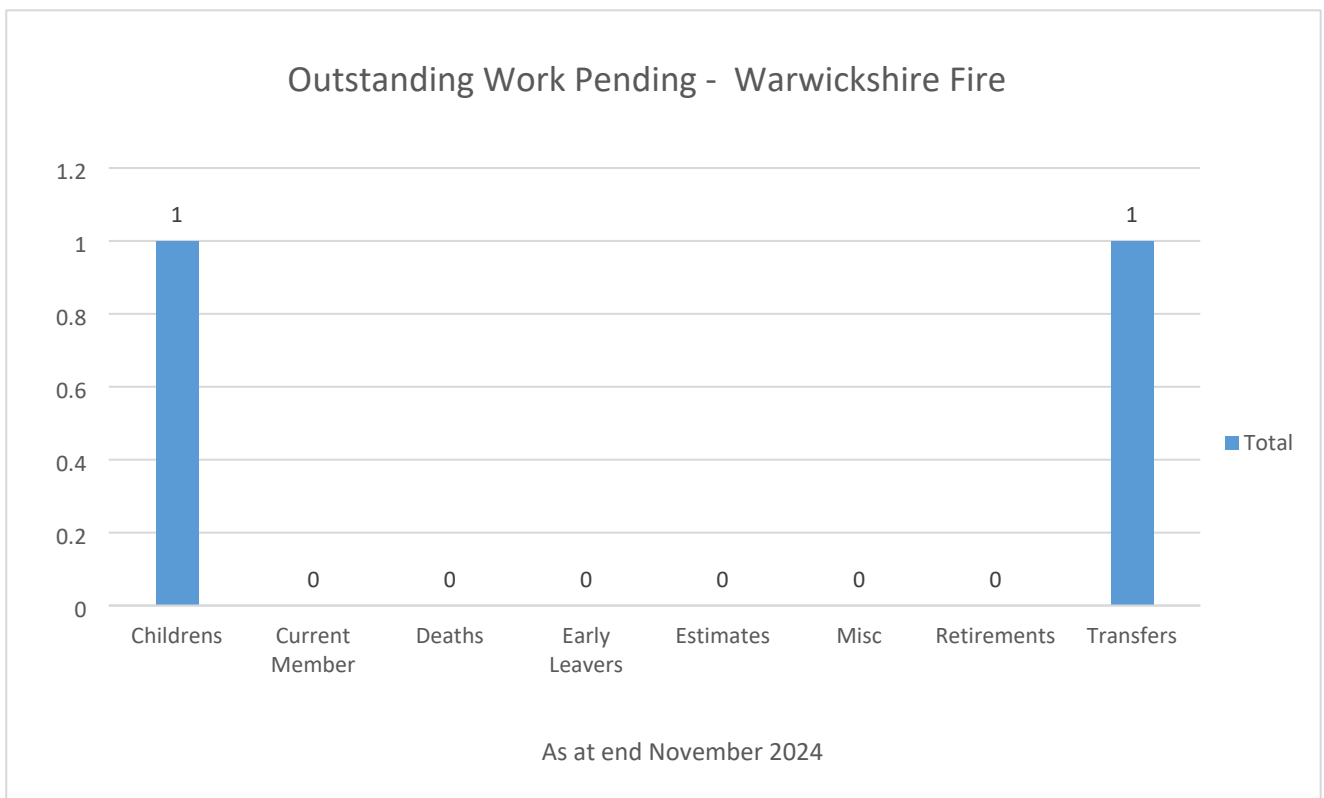
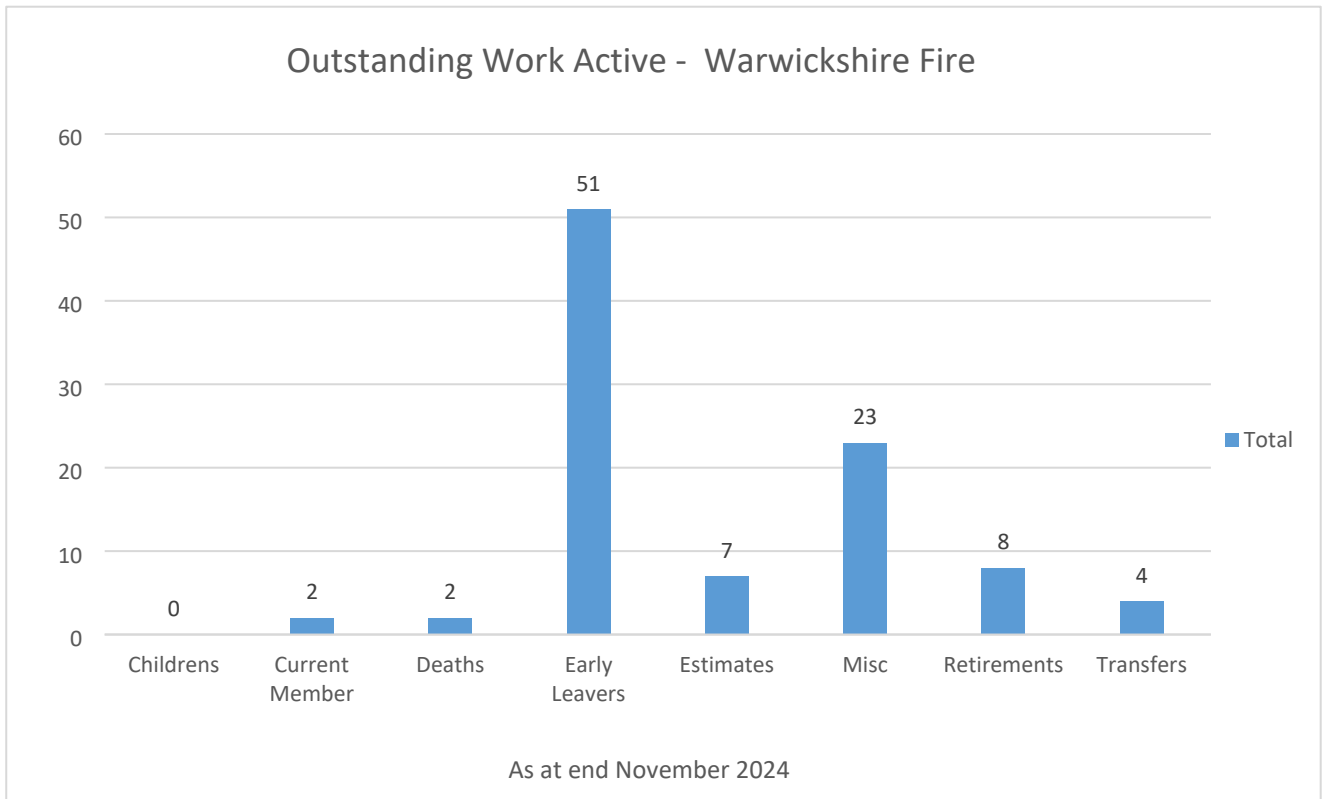
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1. Completed processes

1 to 30 November 2024						
Work Type	Total Cases	Target days for each case	Target met cases	Minimum Target Met	Target met percent	Average time taken
Change of Address	1	20	1	85	100	20
Deferred Benefits Into Payment / Payment of Lump Sum	1	3	1	85	100	2
General Payroll Changes	1	20	1	85	100	1
Pension Set Up/Payment of Lump Sum	1	3	1	85	100	2
Refund Quote	1	35	1	85	100	25
Retirement Actual	1	10	1	90	100	2
Update Member Details	2	20	2	100	100	1
Monthly Pension	486	Pay date	486	100	100	



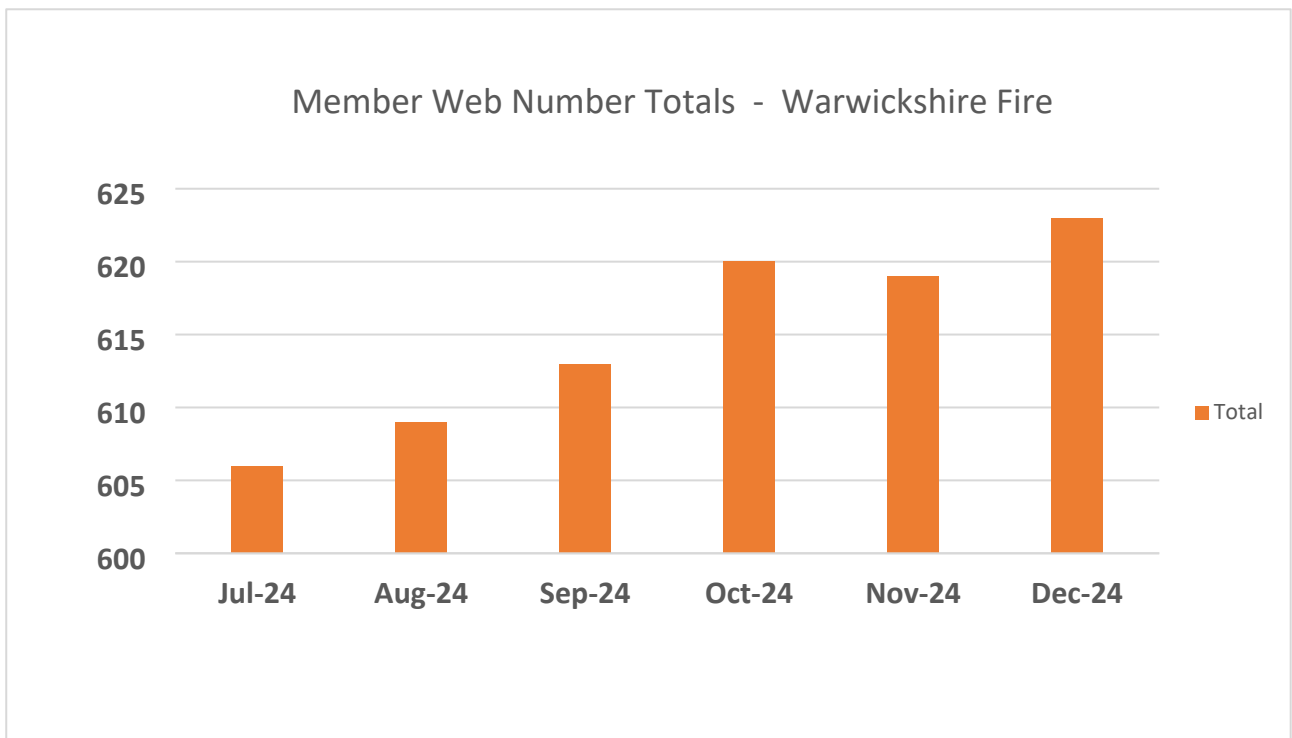
2. Work in Progress



3. Member Web Registrations

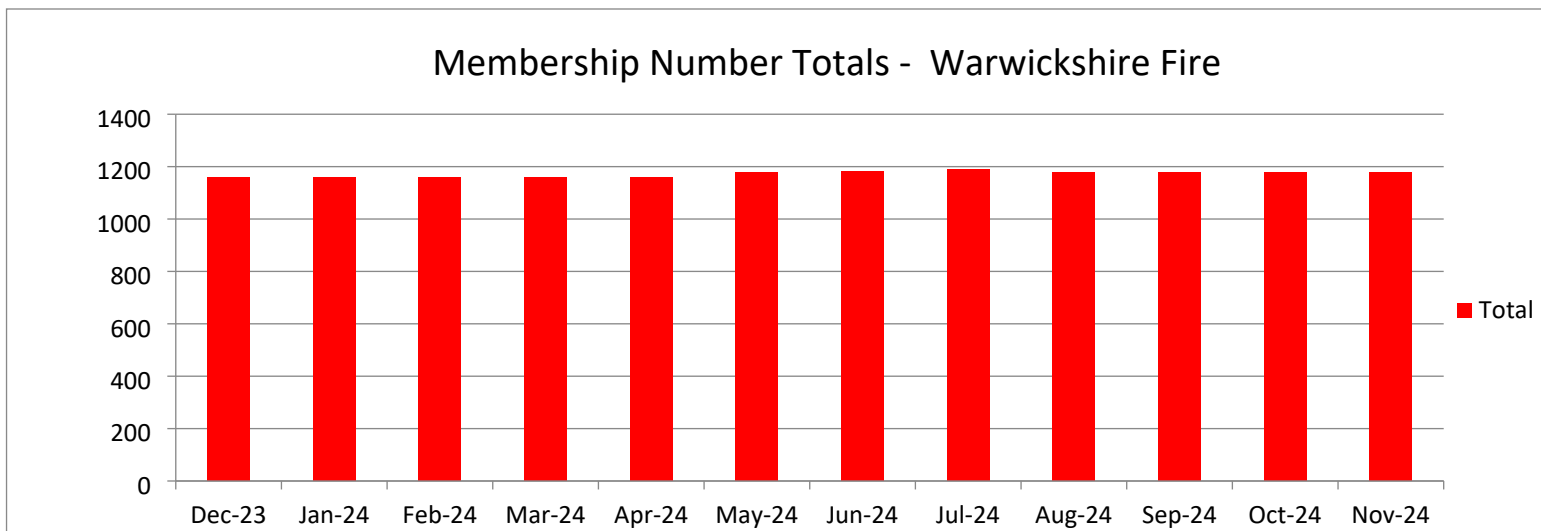
The number of members signed up to member web are:

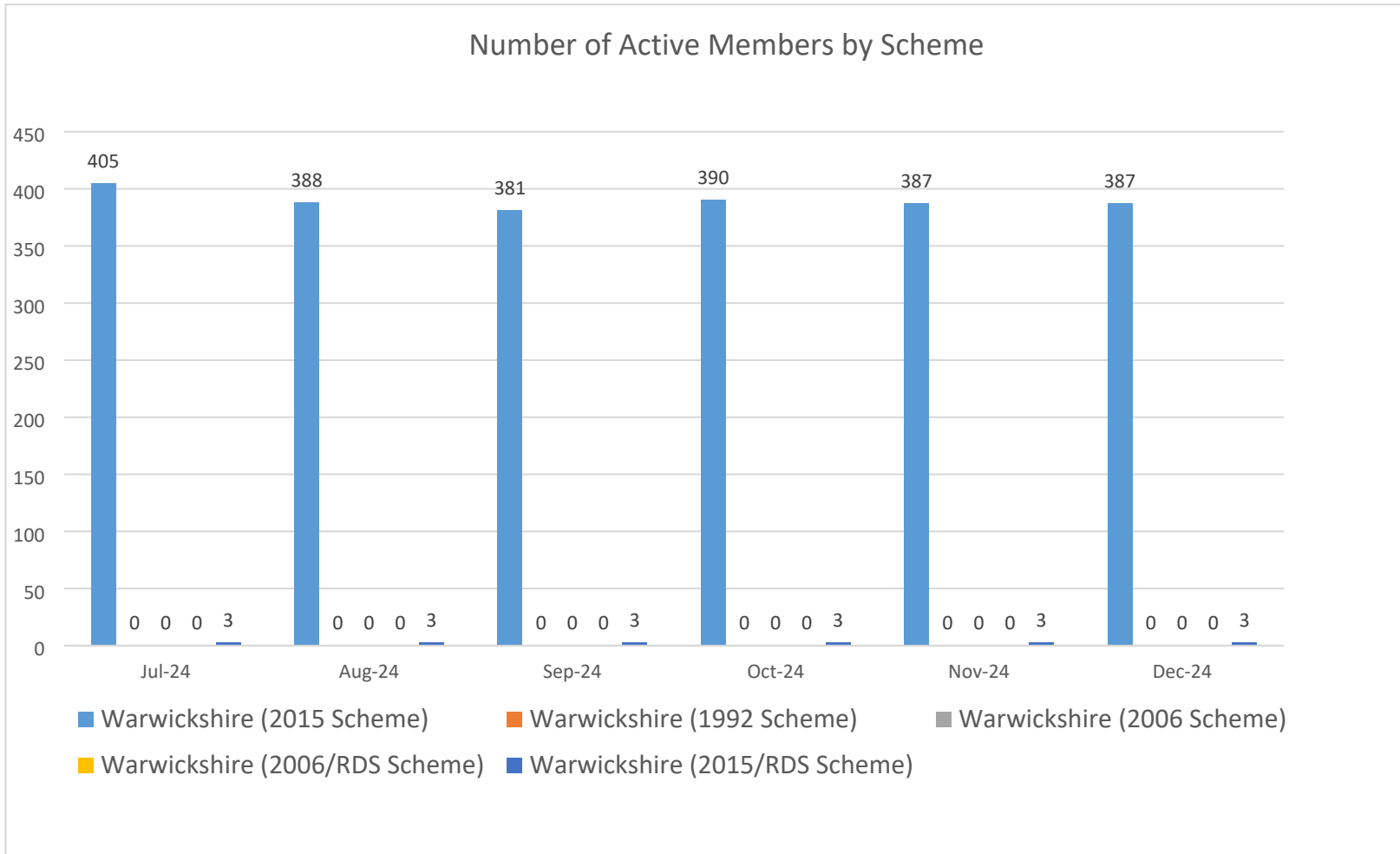
Status	Number
Active	216
Pensioner	286
Pensioner Ex-Spouse	0
Beneficiary Pensioner	24
Deferred Ex-Spouse	0
Deferred	97

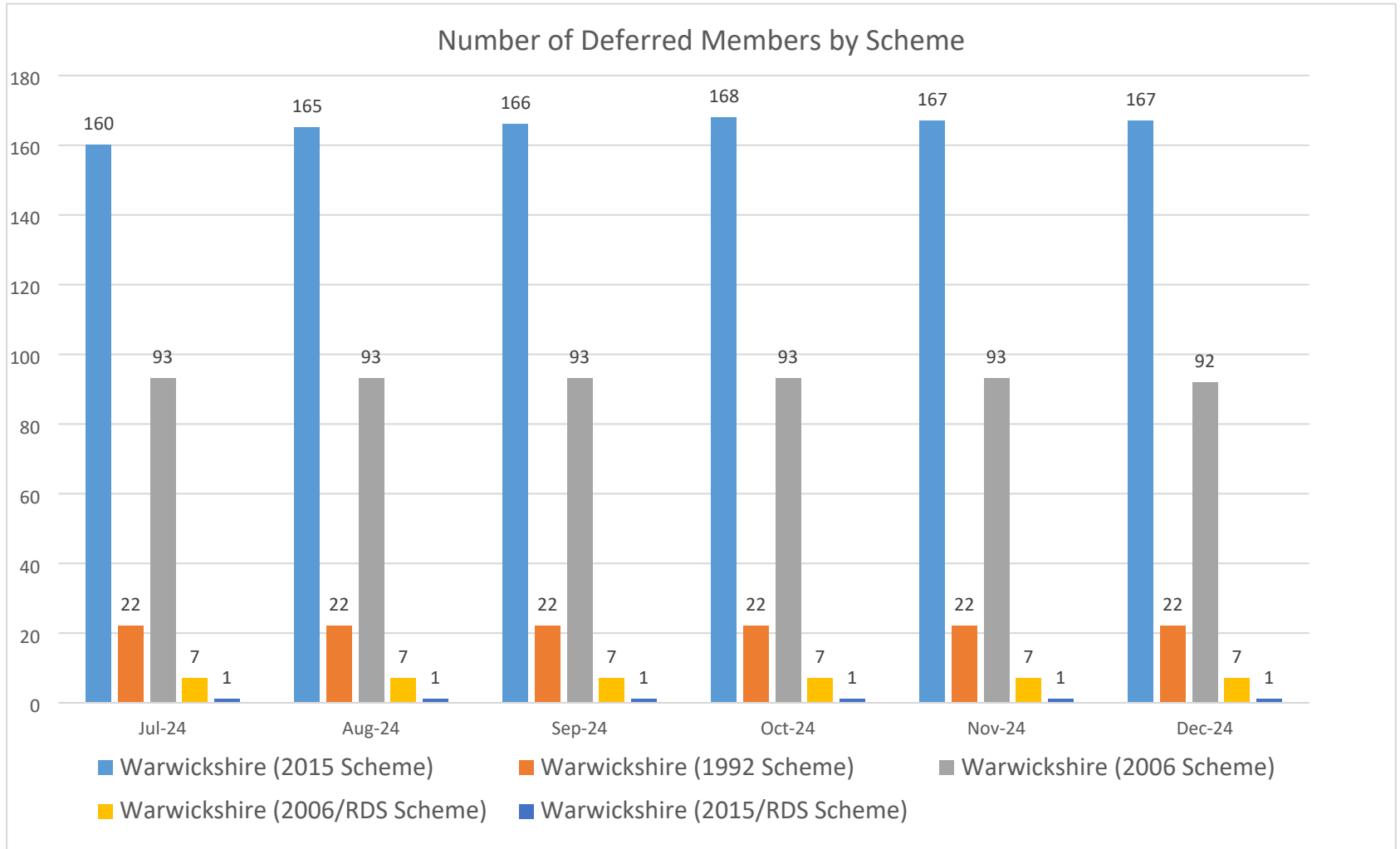


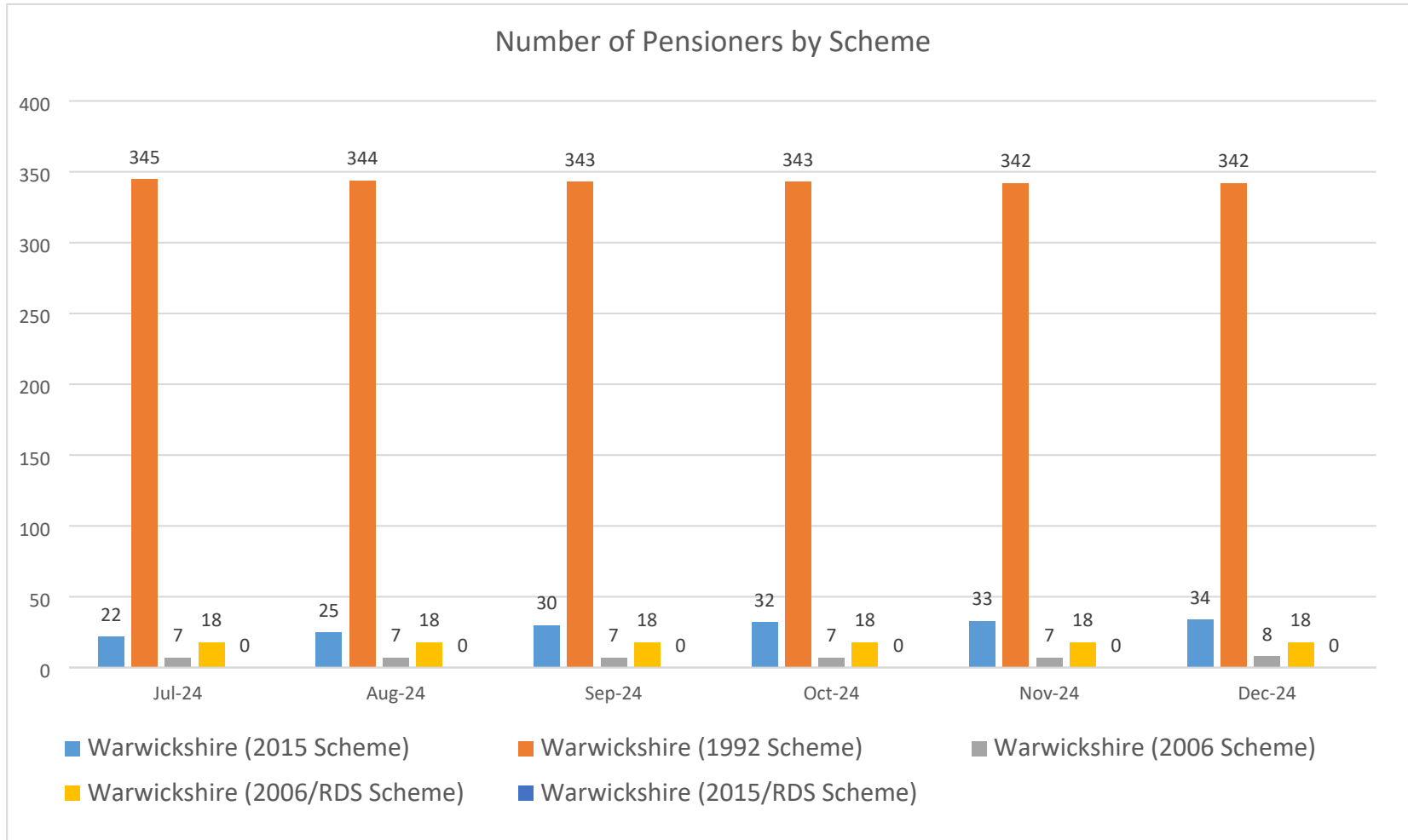
4.Membership Numbers

Scheme Name	Active Members	Deferred Members	Pensioners	Beneficiaries	Preserved Refund	Leavers Options Pending
Warwickshire (1992 Scheme)	0	22	342	72	0	0
Warwickshire (2006 Scheme)	0	92	8	3	2	0
Warwickshire (2006/RDS Scheme)	0	7	18	0	0	0
Warwickshire (2015 Scheme)	387	167	34	3	3	14
Warwickshire (2015/RDS Scheme)	3	1	0	0	0	0









5. Administration Update

Matthews

Notice of Appointment Forms:

Following on from the November update and feedback, we can confirm the Notice of Appointment Form is now editable. This can be found at: <https://www.wypf.org.uk/fra-zone/fra-forms-guides-and-factsheets/>

Requests for Data to complete GAD Calculator:

WYPF has not yet received a response from GAD regarding the item below; a reminder was sent on 6 December 2024 and we will feedback once we receive a response.

We have received a handful of requests for the lump sum commuted at retirement where the member now has the option to convert standard to special membership and the member left after 31/03/2015.

We have referred a query to GAD regarding the calculation of this amount and are currently waiting for a reply.

If you can make a list of the cases you require this information for and hold them at your end that would be helpful. We will then be happy to receive a list once we let you know the GAD guidance has been received.

GAD Calculator:

FPS Bulletin 87 informs us that GAD will be releasing an updated version of the calculator in December. Please see the excerpt and action from the bulletin:

Calculator forthcoming update

GAD will be releasing an updated version of the calculator alongside the December interest file update. This will include:

- The impact on Matthews first exercise purchased pension of a new standard to special conversion election (via the associated change in final pensionable pay)
- Expansion of the outputs for without-commutation to include pension amount at calculation date for pensioners
- Allowing cases where deferred members accessed unreduced benefits early due to ill health
- Improvements to validations, in-calculator text and user guide (including many of those recommended by First Actuarial in their review of the calculator earlier in 2024)

ACTION: Scheme managers: Should recalculate any cases processed to date where pension was purchased in the Matthews first exercise, but standard to special conversion was not chosen until this Matthews second exercise, using this new Matthews 2 Calculator (version 2.5)

ABS-RSS update

On Monday 9 December we issued an update to your strategic and administration contacts setting out the latest position regards the 2024 ABS-RSS for in-scope members. You should ask your contacts for a copy of this this.

In summary we explained that following our initial communications in the summer when we informed you that we wouldn't be able to produce ABS-RSS by the usual 31 August deadline, that although we now have all the necessary system developments to proceed with ABS-RSS we're still in the testing phase which will likely continue past 31 December.

As a result, we'll now aim to produce your members' ABS-RSS early in the new year, but before the statutory deadline of 31 March 2025. Our member website has been updated to reflect this and we will be writing to your members individually later this month explaining the situation.

Data Checks

Please can we remind all FRAs to ensure they double check any data/forms they are sending to us.

1. Ensuring that any medical certificates are sent to WYPF at the same time as the Retirement Notification.
2. To make sure when dealing with an ill health retirement they check whether Assumed Pensionable Pay should apply
3. When sending the IDF Retirement Spreadsheet that the pay figures are checked before supplying. The spreadsheet highlights in red where the pay figure goes down. Where this happens, the figures should be checked and if the reduced pay is correct then a note explaining why should be added. This will ensure no query is generated by WYPF and will stop both parties looking at the case more than once

6. Communication & Training

Pension boards

1. Warwickshire– 4 November 2024
2. Staffordshire – 14 November 2024

National / regional meetings

1. PLSA Budget webinar – 6 November 2024
2. Administrator Forum – 11 November 2024
3. NPCC/LGA meeting on HMRC Offsetting provisions
4. Fire Technical Working Group – 25 November 2024
5. North East Region Pensions Officer Group – 27 November 2024

Other

1. Cambridgeshire Pre Retirement Seminar – 8 November 2024
2. West Yorkshire Pre Retirement Seminar – 12 November 2024

7. Member Update

None

8. IT Update

Systems Update

All system developments and amendments have been received from Civica.

Currently data is being uploaded into the test system and checks are being carried out on accuracy of data, processes and calculations.

Rollback has been successful in test and we are now uploading to the live system with data from the first 7 FRAs. Testing has begun in live and will continue through December and into January.

Pensions Dashboard

We have begun a series of monthly comms for FRAs, a countdown to October 2025 and we are just finalising a communication to all FRAs regarding our current understanding of the process, timings and responsibilities for delivery of Dashboard. It will also include information about our data testing exercise. We expect this to be distributed in the next week or two.

9. Five Year Audit Plan 2023 – 2027

West Yorkshire Pension Fund Five Year Audit Plan 2022 - 2027	Fr q	Last Audit	Rcmn d	Days	23/2 4	24/2 5	25/2 6	26/2 7	27/2 8
Annual Accounts Verification	1	20/09/21	1	50	✓	✓	✓	✓	✓
Audits Per Year					1	1	1	1	1
Local Government Scheme Contributions	2	01/11/21	2	50					
New Pensions and Lump Sums - WYPF									
- Normal and Early Retirements	5	09/10/19	1	25	✓			✓	
- Death in Service, Post Retirement Widow and Dependent Benefits	5	08/10/21	0	25		✓			
- Ill Health Pensions	5	11/07/23	0	25				✓	
- Flexible Retirements	5	30/11/20	2	25	✓				
- Deferred Pensions	5	28/06/22	0	25			✓		
Transfers Out	5	07/10/20	0	20					✓
Transfers In	5	17/05/21	0	20			✓		
Reimbursement of Agency Payments	5	10/03/23	0	20		✓		✓	
Life Existence / Certificates	5	11/08/21	3	20					✓
AVC Arrangements	5	21/12/22	0	20			✓		
Admission of New Bodies	5	07/02/20	0	20					✓
Pensioners Payroll	2.5	17/11/20	0	50		✓			
Purchase of Additional Pension	5	29/03/22	0	20	✓		✓		
Annual Benefits Statements	2.5	30/09/22	0	40				✓	
Fire Service New Pensions and Lump Sums			1						
- Normal and Early Retirements	3	17/12/20	0	33.3		✓			✓
- Ill Health and Death Benefits	3	23/06/22	0	33.3			✓		✓
- Deferred Pensions	3		0	33.3	✓			✓	
Audits Per Year					4	5	5	5	5
UK and Overseas Equities	1	01/02/23	0	75	✓	✓	✓	✓	✓
UK Fixed and Index Linked Public and Corporate Bonds	3	18/08/22	0	25		✓			✓
UK and Overseas Unit Trusts (Property and Other)	3	06/02/23	1	25		✓			✓
Fund of Hedge Funds	5	09/06/16	1	15			✓		
UK and Overseas Private Equities	3	31/03/22	3	25		✓		✓	
Global Bonds	5	11/12/18	0	15	✓				

West Yorkshire Pension Fund Five Year Audit Plan 2022 - 2027	Fr q	Last Audit	Rcmn d	Days	23/2 4	24/2 5	25/2 6	26/2 7	27/2 8
Treasury Management (Short Term Cash Lending)	1	18/12/22	0	75	✓	✓	✓	✓	✓
Stock Lending	5	24/11/21	1	15				✓	
Compliance with IAP Investment Decisions and Policies	5	22/02/21	0	15	✓		✓		
Verification of Assets	5	01/03/21	0	15			✓		
Verification of Assets	5	01/03/21		15	✓				
Listed Alternatives	5	00/01/00		15			✓		
Audits Per Year					5	5	5	4	4
Additional work outside plan									
Transfer of Data to New Pensions System		02/07/12	0						
Monthly Contribution Data Usage		20/08/15	6						
Information Governance Including GDPR		01/05/19	7						
Transfer of Data From Outside Bodies		10/06/19	6						
Pooling Arrangements		20/03/19	1						
Custodial Transfer Arrangements		01/07/20	0						
Accuracy of Contributions Recorded on Member Records		10/02/20	7						
GLIL		30/07/20	1						
Accuracy of Contributions Recorded on Member Records - Follow Up (i)		05/11/21	2						
NLGPS Collaborative Work - Common Custodian Arrangements		30/04/21	1						
Business Continuity		17/01/22	5						
Shared Service Admission		07/04/22	6						
NLGPS Collaborative Work - NPEP		29/06/22	3						
NLGPS Collaborative Work - GLIL Infrastructure		18/04/23			1				1
Exiting Employers		25/04/23			1				1
No of audits					12	11	11	10	12
Audit days over five years				885	177	177	177	177	177
Resourced days				1,225	245	245	245	245	245
Headroom				340	68	68	68	68	68

10. Overriding Disclosure Time Limits

Disclosure Requirement	Time Limit	Number of breaches in month
Material alterations to basic scheme information	Within 3 months of the change taking effect	0
Transfer Credits (quote)	Within 2 months	0
Annual Benefit Statements	By 31 August each year	Breach for in scope scheme members
Annual Benefit Statement (upon request)	Within 2 months of request, if not already provided within previous 12 months	0
Deferred Benefit Statements	By 31 August each year	Breach for in scope scheme members
Deferred Benefit Statement (upon request)	Within 2 months of request, if not already provided within previous 12 months	0
Pension Savings Statements	By 6 October each year	0
Cash Equivalent Transfer Value Out	Within 3 months of request	0
Accessing Benefits before Normal Pension Age	2 month of benefits becoming payable	0
Accessing Benefits on or after Normal Pension Age	1 month of benefits becoming payable	0
Notification of Deferred Benefit entitlement	2 months of being notified of leaver	0

Divorce Time limits

Type of request	Time limit	Number of breaches in month
Request for divorce information only.	3 months from receipt of the request.	0
Request for divorce information where you are notified that the information is required in connection with divorce proceedings that have already commenced.	6 weeks from receipt of the request.	0
Request for divorce information where a Court Order imposes a deadline.	Within the deadline specified by the Court.	0
Request for divorce information where you are notified that a Pension Sharing Order may be issued.	Within 21 days of receiving notification that a Pension Sharing Order may be issued or a date outside 21 days as specified by the Court.	0
Where the request is for information which does not include a Cash Equivalent Transfer Value	1 month from receipt of the request.	0
Pension Sharing Order received but some information* and/or charges are still outstanding.	A letter to both parties needs to be sent out within 21 days of receiving the Order to explain the Order cannot be implemented and request the missing information and/or charges.	0
Pension Sharing Order received including all relevant information* and charges.	A letter** must be sent to both parties within 21 days of the start of the implementation period notifying them of the deadline.	0
Pension Sharing Order Received including all relevant information and charges.	4 months to implement the Order of the date of receipt of the final information which allows calculation	0
PSO has been implemented.	A letter* must be sent to both parties within 21 days of implementing the PSO to notify both parties their entitlement.	0

11. Calendar of Events

January	February	March	April
Life Certificates HMRC Event Reporting Payment of Unauthorised Lump Sum and Scheme Sanction Charge to HMRC	Life Certificates Review of DWP benefits for Injury cases GAD Data Collection Spreadsheet	Life Certificates	Apply Pensions Increase Apply Care Revaluation Issue P60's Life Certificates Pensioner Newsletter
May	June	July	August
Life Certificates	Active Newsletter Life Certificates Issue Deferred Annual Benefits Statements	Life Certificates Issue Deferred Annual Benefits Statements Issue active Annual Benefits Statements	Issue active Annual Benefits Statements Life Certificates
September	October	November	December
Pension Estimates Assumption Exercise Life Certificates Pension Savings Statement	Life Certificates Participate in NFI tPR Scheme Returns	tPR Annual Survey Life Certificates	IAS19 Data capture exercise for Actuaries Life Certificates

12. Regulations/Fire Scheme Update

Age Discrimination Remedy updates

GAD Tax and Contributions calculator

On 7 November 2024, we [emailed](#) scheme managers, internal pension, finance and HR contacts, to inform them that GAD had published a new version of the GAD calculator.

The calculator allows for periodical payments for opted out contingent decisions.

This should only be used for opted out service within the remedy period. As a reminder pre and post remedy periods can only be repaid as per the pension regulations in place and cannot be paid in periodical payments.

As with previous updates, we ask that you use the version published on the [GAD Tax and Contributions Calculator](#) section of the [FPS regulations and guidance](#) website, and do not make a local copies of the calculator, to ensure you are using

the most up to date version.

Action: Scheme Managers should ensure that they are using the correct version of the calculator

Immediate Detriment

Readers will recall that in [FPS Bulletin 50 – October 2021](#) we made you aware of the [FBU and LGA's joint statement](#) to announce the agreement of a [Memorandum of Understanding and Framework](#) for managing immediate detriment cases arising from the McCloud/Sargeant age discrimination judgment and supporting guidance was published.

Now that both the [Public Service Pensions and Judicial Officers Act 2022](#) and the [Firefighters' Pensions \(Remediable Service\) Regulations 2023](#) are in force. FRAs may have begun to receive queries from members regarding how this may affect their benefits that are in payment.

We are currently working with Bevan Brittan to review their position and establish what guidance may be required. We would therefore recommend that you currently do not take any steps to rectify their position, but please do let us know through bluelightpensions@local.gov.uk if you are being approached by members in the meantime.

Action: Scheme Managers and administrators are encouraged not to take any actions to rectify members benefits where they are affected by immediate detriment, until we have provided further guidance

FPS

GAD 2024 Valuation

This is a reminder that in [FPS Bulletin 84 - August 2024](#) we made readers aware of GAD's request to provide membership data extracts for the 2024 valuation no later than **1 December 2024**.

Should you have any issues relating to this please contact GAD via email Fire.2020Valuation@gad.gov.u

WYPF have an agreement with GAD to provide data by 31 December 2024

FPS England SAB updates

Age Discrimination Remedy – request for data

As introduced in [FPS Bulletin 86 – October 2024](#) the Scheme Advisory Board is keen to have oversight of the production of Remediable Service Statements (RSS), in the run up to 31 March 2025.

Thank you to those who have provided a response already, to those who have not yet we would encourage you to do this as a priority, and by Monday 9 December 2024, to allow us to give a verbal update to the figures we already have at the SAB meeting on 12 December 2024.

We are now requesting the next month's data. The scheme manager for each FRA will need to work with their administrator to collate this information.

Please therefore populate the RSS spreadsheet and return to bluelightpensions@local.gov.uk by 3 January 2025.

ACTION: Scheme managers: should liaise with their administrator to obtain the outstanding information requested in FPS Bulletin 86 – October 2024 by 9 December 2024 and ensure that this month's data is provided by the deadline of 3 January 2025.

Administrators should ensure that they make this information available to their FRAs by 9 December 2024 if they have not yet already done so, and then by 3 January 2025 for this month's data

WYPF: Intend to provide this month's data by 20 December

Local Pension Boards: may wish to consider monitoring this as part of their meetings if they are not already

Events

Local Pension Board (LPB) Training Sessions

Further to [FPS Bulletin 77 – January 2024](#) where we let readers know that we launched our new LPB training.

We are pleased to confirm our 2025 dates as follows:

Full training

- Thursday 23 January 2025 10:00 – 14:00 (MS Teams) (Fully booked)
- Tuesday 25 March 2025 10:00 – 14:00 (MS Teams) (Fully booked)
- Monday 16 June 2025 13:00 – 17:00 (MS Teams) (Fully booked)
- Wednesday 17 September 2025 11:00 – 15:30 (in person – 18 Smith Square)

- Thursday 22 January 2026 10:00 – 14:00 (MS Teams)

The full training is aimed as LPB members who have not been on the board for long, and who require knowledge of history of the Firefighters' pension schemes, introduction of the Scheme Advisory Board (SAB) and Local Pension Boards, as well as the overall governance of the role of the LPB.

Attendees will hear from a range of speakers including:

LGA – to provide an overview of the FPS scheme(s) and current pension related hot topics e.g. Matthews and McCloud

SAB (England) Chair – to give an introduction and overview of the work that SAB are involved in.

Fire LPB Effectiveness Committee Chair – to provide input on LPB effectiveness and what the committee have been working on.

The Pensions Regulator – to provide an update on the Administration and Governance survey and how the results relate to Fire, as well as covering the importance of the Public Sector Pensions toolkit and any current developments e.g. the General Code.

The Pensions Dashboard Programme (PDP)/ The Pensions Regulator (TPR) – to provide an update on the programme and requirements on scheme managers/to provide detail of the tools that scheme managers can use to help them prepare for dashboards e.g. checklists.

Refresher training

- Tuesday 11 February 2025 10:00 – 13:00 (MS Teams)

The refresher training session is aimed at LPB members who have already received LPB training, as they have been a LPB member for a period already, and just require a bit of a refresher in their knowledge.

This training is provided by the LGA Team, and will cover the current hot topics, management, and governance and the six key principles.

If you have booked onto the full training, and think that this would be more suitable, please contact us and we can transfer your booking.

To book: Please email bluelightpensions@local.gov.uk for the MS Teams sessions and we will announce when the booking link goes live for the 2025 in-person session at the LGA offices, 18 Smith Square, Westminster, SW1P 3HZ

Legislation

Statutory Instruments

[Firefighters' Pension Schemes \(England\) \(Amendment\) Order 2023](#) [SI2023/986]

Directions Orders

[Public Service Pensions \(Valuations and Employer Cost Cap\) Directions 2023](#)

Useful links

- [The Firefighters' Pensions \(England\) Scheme Advisory Board](#)
- [FPS Regulations and Guidance](#)
- [FPS Member](#)
- [Khub Firefighters Pensions Discussion Forum](#)
- [FPS1992 guidance and commentary](#)
- [The Pensions Regulator Public Service Schemes](#)
- [The Pensions Ombudsman](#)
- [HMRC Pensions Tax Manual](#)
- [LGA pensions website](#)
- [LGPS Regulations and Guidance](#)
- [LGPC Bulletins](#)

Pensions Dashboards

[TPR guidance and checklist](#)

[DWP guidance on connection](#)

[PASA connection readiness guidance](#)

Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

10 February 2025

Governance and Policy Update

Recommendation

That the Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme notes and comments on the governance and regulatory updates affecting Firefighter Pension Schemes set out in this report.

1. Executive Summary

- 1.1 This report provides a summary of governance issues relating to the firefighter pension schemes and policy updates.

2. Policy Updates

TPR Code of Practice review

- 2.1 The Pension Administration Service is currently undertaking a review of the Firefighters' Pension Scheme's governance arrangements to check compliance against the Pension Regulator's Code of Practice. This review will be completed using the AON Code of Practice modeler tool. West Yorkshire Pension Fund have also been working with the AON tool to complete their own compliance review.
- 2.2 The Pensions Administration Service will be working with West Yorkshire Pension Fund to complete the review. Due to pressures from both the age discrimination remedy project and the Matthews project, results of the review will be reported in mid-2025.
- 2.3 The Terms of Reference and Conflicts of Interest policies that are currently scheduled for review on the forward plan will be completed and reported back as part of the wider general code of practice review.

3. Regulatory Updates

Age Discrimination Remedy

- 3.1 Guidance has now been prepared by the Local Government Association

(LGA) and shared with scheme administrators for applying the age discrimination to non club transfers and cross border transfers. A non club transfer is moving your pension outside of the public sector schemes

- 3.2 At the last pension board meeting, we updated that HMRC had published its offsetting guidance for the unauthorised payment charge that is to be used for Immediate Choice (IC) members who previously received an unauthorised payment. Following feedback from administrators, LGA held a joint working group with selected administrators across both police and fire, Government Actuary Department (GAD), and Home Office to help identify any potential gaps within the guidance. LGA has confirmed that the Home Office has agreed to commission GAD to work with the working group to consider these potential gaps in the guidance, and if identified, produce a note to feedback to HMRC. If it is considered that there are not any gaps in the guidance, they will work to establish what additional guidance is needed for the sector to compliment the HMRC guidance and publish this.
- 3.3 LGA has published scheme manager guidance on the remediable powers that they have to reduce or waive liabilities arising from remedy. The guidance illustrates what powers scheme managers have and provides some example scenarios of when scheme managers may consider using this discretion.

Second Retained Exercise

- 3.4 On 23rd December the Home Office published its consultation on the policy changes for the Matthews second options exercise. Responses must be received by 17th February 2025. Warwickshire representatives will be attending meetings with the Home Office to discuss the consultation ahead of decisions around a response.
- 3.5 The consultation covers a number of points, including -
- The payment of a missed pension lump sum / survivor's missed pension payment in respect of a deceased individual who would have been entitled to a pension (or a higher pension) under Matthews remedy.
 - The extension of the eligibility criteria for an 'additional death grant' payment, so that it is also payable in respect of those individuals who did not join (or did not get an opportunity to join) the modified scheme during the 2014 Options exercise.
 - Individuals who joined the modified scheme as special deferred members the option to convert relevant standard service in the 2006 Scheme to special service in the modified scheme.
 - For a minor clarification to be made to an existing reference to 'additional death grant'.
 - Eligible individuals with periods of 'opted out' service in the standard 2006 Scheme to count this towards their special service.
 - Flexibility to apply new provisions beyond 31 March 2026.
 - The closure deadline of the 2023 Options exercise to be extended by 12 months to 31 March 2026.

- Members who join the modified scheme as special pensioner members, and who are in receipt of a 'member initiated early payment of pension', the ability to convert their standard service to special service.

Member Contribution Consultation

- 3.6 On 21st November 2024, the Home Office launched a 10-week consultation around proposed updates to the member contribution structure.
- 3.7 The consultation looks at changes required to achieve the target member contribution yield. Currently there is a 0.2% shortfall in expected return versus required return for this valuation period. Proposals also look at the definition of pay that is used to appoint members to a contribution rate and changes to the contribution band structure.
- 3.8 The consultation aims to:
- Achieve the target yield over 1st October 2025 to 31st March 2027, and over future valuation periods.
 - Update the member contribution structure to encourage scheme participation and reduce opt outs.
 - Ensure the member contribution structure is administratively sustainable.
 - Ensure due regard to the public sector equality duty.

Pension Dashboards

- 3.9 In December 2024, The Pensions Regulator (TPR) published updated pension dashboard guidance. This includes a new section on registration codes which outlines the action trustees need to take.
- 3.10 The update also incorporates DWP's guidance on staged connection. The expectation is for schemes to connect in line with this guidance, and to consider and mitigate the risk if they delay connection.
- 3.11 The draft data standards, reporting standards and Code of Connection have been updated, following industry feedback and experience with the voluntary participants for testing.
- 3.12 Ongoing developments: while testing is ongoing, and with further developments, the guidance highlights where schemes need to be alert to these developments and to speak regularly to providers to ensure they are up to-date.
- 3.13 On 22nd October 2024, Emma Reynolds, Minister for Pensions, issued a written ministerial statement reiterating the government support for pensions dashboards and reported that the Pensions Dashboards Programme (PDP)

is making good progress.

Pension Board Training

3.14 The Local Government Association has launched Local Pension Board Training. Available dates are -
Wednesday 17 September 2025 11:00 – 15:30 (in person – 18 Smith Square, London)
Thursday 22 January 2026 10:00 – 14:00 (MS Teams).

3.15 If Board members are interested in attending, please contact Lisa Eglesfield who will arrange the booking.

3.16 The sessions are aimed at members of Fire Local Pension Boards with attendees hearing from a range of speakers including:

- Local Government Association;
- Scheme Advisory Board;
- Fire LPB Effectiveness Committee Chair;
- The Pensions Regulator; and
- The Pensions Dashboard Programme.

4. Financial Implications

4.1 There are no financial implications arising directly from this report.

5. Environmental Implications

5.1 There are no environmental implications arising directly from this report.

6. Timescales associated with the decision and next steps

6.1 None

Appendices

None

Background Papers

None

	Name	Contact Information
Report Author	Lisa Eglesfield,	lisaeglesfield@warwickshire.gov.uk

	Pension Administration Service Manager	
Director	Purnima Kandula Director of Finance	purnimakandula@warwickshire.gov.uk
Executive Director	Rob Powell, Executive Director for Resources	robpowell@warwickshire.gov.uk
Portfolio Holder	Peter Butlin, Deputy Leader and Portfolio Holder for Finance and Property	peterbutlin@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s): n/a

Other members: Cllrs Dahmash and Gifford

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Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

10 February 2025

Risk Register

Recommendation

That the Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme considers and comments upon this report and the risk register at Appendix 1.

1. Executive Summary

- 1.1 The Pensions Administration Service within the Council maintains the risk register that exists in order to manage the risks facing the administration of the Firefighters' Pension Schemes.
- 1.2 Risks are identified and responsibility is allocated to either Warwickshire County Council as the Scheme Manager or West Yorkshire Pension Fund as the third-party administrator.

2. Financial Implications

- 2.1 None arising directly from this report.

3. Environmental Implications

- 3.1 None arising directly from this report.

4. Supporting Information

- 4.1 The risk register has been updated for risk 9, Dashboard Readiness. The update has not changed the score of the risk. It relates to actions taken by West Yorkshire Pension Fund to update the Fire Authority on a monthly basis with details of their dashboard preparation including timetables, actions and decisions needed by the Authority.
- 4.2 To aid the reading of the full risk register a risk map has been created –

Impact	5					
	4			5. Cyber security		
	3		3. Inability to act as competent scheme manager 4. Business Interruption 7. Fraud/corruption 8. Governance failure. 9. Dashboard readiness	1. Pandemic. 2. Inability to meet demand 10. Matthews project		
	2			6. Data Quality		
	1					
		1	2	3	4	5
		Likelihood				

5. Timescales associated with the decision and next steps

5.1 None

Appendices

1. Appendix 1 – Risk Register

Background Papers

None

	Name	Contact Information
Report Author	Lisa Eglesfield, Pension Administration Service Manager	lisaeglesfield@warwickshire.gov.uk
Director	Purnima Kandula Director of Finance	purnimakandula@warwickshire.gov.uk
Executive Director	Rob Powell Executive Director for Resources	robpowell@warwickshire.gov.uk
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The report was circulated to the following members prior to publication:

Local Member(s): n/a

Other members: Cllrs Dahmash and Gifford

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FIRE PENSIONS ADMINISTRATION - RISK SHARING PROPOSAL

Feb-25

Risk No.	Risk Description	Risk Identification				Inherent Risk Scoring			Existing Risk Controls		Residual Risk Scoring			Further Risk Controls	
		Outsourcing Risk Allocation	Risk appetite	Risk Causes	RISK Consequences (Effect)	Likelihood	Impact	Risk Score	Control	Responsibility	Likelihood	Impact	Risk Score	Control	Responsibility
1	Pandemic (Administration and People Related)	Shared	Averse	pandemic (financial pressure on individuals and institutions, and more transactions being made online)	Members do not receive a high quality service	3	5	15	Office presence for processes that require it (e.g. physical post)	Both	3	3	9	Use of extraordinary committee or board meetings where necessary	WCC
				Further restrictive lockdowns	Business interruption				IT systems supporting remote and flexible working	Provider (Pensions system) WCC (Other feeder systems)				Continue to develop flexible and remote working practices	WCC
				Staffing capacity impacted by both short and long term health implications of infection	High costs in order to maintain service resilience				Flexible working policies for staff	WCC				Review electronic signatory processes	Both
				Staff health, wellbeing and productivity					Health and safety protocols for staff	Both					
				Impairment of the financial situation of employers					Policies that account for the scenario experienced	Both (e.g. business continuity)					
				Inability to make quick decisions in an emergency					Business continuity arrangements in place	Both					
				Non-payment of pensions					Ensure provider has satisfactory business continuity arrangements in place	WCC					
2	Inability to meet demand for activity	Provider	Averse	Taking on too many new customers / too quickly	Quality of services reduces	4	3	12	Medium term forecasting of demand and planning for the capacity and resources required	Provider	3	3	9		
				Growth in complexity	Governance failures				Investing in quality and productivity of staff through training and development	Provider					
				New and complex regulations (e.g. Sargeant (Age discrimination, Matthews retained Modified cases)	Reputational Risk				Investing in systems development	Provider					
				Erosion of staff capacity/resilience due to long term remote working	Key administration performance measures not met				Use of management information to monitor and manage performance	Provider					
				Inability to recruit / retain appropriately skilled staff					Succession planning arrangements are in place	Provider					
				Inability of the officers to keep up with demand (capacity or skills)					Data quality reviewed at least annually	Provider					
				Persistently increasing customer expectations					KPI and workload monitoring	Provider					
				Increased Demand on pension services due to cost of living crisis					Member portal	Provider					
Unpopular government decisions impacting on Fire Pension Schemes															

3	Lack of capacity or competence to act as intelligent client and effective Scheme Manager	WCC	Averse	Outsourcing of delivery	• Quality of services reduces	5	3	15	Medium term forecasting of demand and planning for the capacity and resources required	provider	2	3	6	Collaboration with other Fire Authorities using same provider for continuous improvement	WCC
				Growth in complexity	• Governance failures				Investing in quality and productivity of staff through training and development	provider					
				New and complex regulations (e.g. Sargeant (Age discrimination, Miller retained Modified cases)	• Key administration performance measures not met				Use of management information to monitor and manage performance	both					
				Erosion of staff capacity/resilience due to long term remote working					Succession planning	both					
				Inability to recruit / retain appropriately skilled staff					Data quality reviewed at least annually	WCC					
				Inability of the officers to keep up with demand (capacity or skills)					Maintain strong working relations with provider and other key stakeholders	WCC					
				Persistently increasing customer expectations					Attending national meetings with LGA and both relevant parties to promote best practise						
4	Business interruption	Both	Averse	Pandemic (financial pressure on individuals and institutions, and more transactions being made online)	Delays in decisions or their implementation	3	4	12	Building resilience requirements into service contracts	Both	2	3	6		
				Industrial action	Failure to meet performance targets				Digital record keeping	Both					
				Small specialist teams with single person risks	Reputational damage				Storing data back ups off site	Both					
				Significant changes in adviser and consultant personnel	Data quality deterioration				Maintaining close links with advisers, consultants, and external organisations	Both					
				Lack of systems maintenance	Significant restoration costs				Implementation of Cyber Security policy	Both					
				Systems failure	Workload Backlogs				Review and update disaster recovery plan	Both					
				Disaster event - fire, flood, etc	Litigation from unions, empl				Use of IT systems to work remotely	Both					
				Lack of remote working facilities					Training for board members on Pension scams/ Cyber Security	WCC					
5	Cyber security	Both	Averse	Systemic cybersecurity events (e.g. taking down financial trading institutions globally)	Loss of data and/or data disruption	4	5	20	Use of scheme administrator systems and system security	Both	3	4	12		
				Local cyber security events (e.g. targeting the Council)	Reputational damage				Staff training	Both					
				Personal cyber security events (e.g. phishing emails targeting staff)	Breaches of the law				Bespoke Scheme cyber security policy	Both					

				Inadequate system security	Fines				Implementation of Cyber security policy	Both					
				Inadequate staff training and staff vigilance	Costs of fixing issues				Review and update disaster recovery plan	Both					
					Litigation from unions, employees, employers or members										
					Business interruption										
6	Data Quality	Both (WCC as data controller and provider as data processor)	Averse	McCloud/Sargeant impact	Incorrect benefit payments to scheme members	3	3	9	Review data quality and agree action plan to address issues highlighted	Both	3	2	6	Audit of data quality management arrangements	WCC
				Persistently increasing customer service expectations	Complaints and disputes from scheme members				SLA with Council payroll service	WCC					
				External events impacting on member health and wellbeing - increasing the adverse impact of any problems with pensions	Negative reputational impact				Maintenance of Scheme website and sign posting to the new LGA Fire Pension scheme members website	Both				reconciliation of data required for age discrimination remedy has meant that an audit of pay information has been undertaken on pay and contributions for the period 1st April 2015 to 31st March 2022	WCC
				Member benefits paid incorrectly	Breaches resulting in fines from tPR				Staff training	Both				training for fire service managers on payroll requirements for post changes	WCC
				Inadequate administration systems and processes	Inability to manage complaints				Performance monitoring of employer data quality	Both					
				Poor data provided by employer					Performance monitoring of administration team KPIs	Both					
				Data provided by previous administrator in consistent, with data on both administration and pensioner payroll not matching	over/underpayment of pensions loss of reputation with stakeholders				reconciliation of data to be done on a regular basis to ensure consistency	WY				data matching exercise underway between admin and pensioner payroll to look at data transferred as at March 2022	WCC/WY
				Inadequate payroll services											
7	Fraud or corruption	Both	Averse	Poor application of controls by the Employer or Provider	Members lose benefits to fraudsters	3	3	9	Application of Authority code of conduct for officers, fraud strategy, and whistleblowing policy	Both	2	3	6	Fraud risk review in 2022/23	WCC
				Increased financial pressure on individuals due to geo political activity and its impact on the economy and jobs	Reputational risk				Application of division of duties and signatory processes for financial transactions and administration	Both				Training on pension scams for pension board members	Wcc
				The passing of time since any previous targeted review of Fraud and corruption risk	Time spent unpicking the fraud				Periodic independent internal audit reviews of administration controls and activity	Both					
				Fraud or corruption instigated by any Fund stakeholders	Fraudulent members gain benefits they are not entitled to				Annual external audit reviews	Both					
									Actively sharing information about potential scams with members	both					

				Scams carried out by fraudsters. E.g masquerading as private financial advisors or as members	Breaches resulting in fines from tPR				Ongoing training to staff	Both					
8	Governance Failure	Both	Averse	Lack of capacity to service governance requirements	Adverse impact on service reputation	3	4	12	Training needs analysis and plans for Committees and Board	WCC	2	3	6	Audit of governance arrangements	WCC
				Lack of training	Breaches of the Law				Training needs analysis and plans for staff	Both				Look at best practice to create training plan	Both
				Lack of continuity in staffing, advisers, or committee / board members	Exposure to unplanned risks				Quarterly committee and Board meeting cycles	WCC					
				Inadequate checking/review of standards compared to requirements and best practice	Poor Decisions that are not appropriately authorised				Monthly meetings between Scheme Administrator and provider (moving to quarterly after 6 months)	Both					
				Complacency in light of recent governance improvements	customer dissatisfaction				All training provision to be made available to all committee and Board members	WCC					
				Out of date policies and contracts	Incorrect benefit payments to scheme members				Management of a policy schedule	WCC					
				Local government elections impact on committee and Board continuity	Litigation from unions, employees, employers or members				Use of digital technology - remote working and remote meetings	Both					
				Pandemic - impact on officer, adviser, and committee/board personnel health and availability					Responding to government consultations	Both					
				Uncertainty around overall governance structure and responsibility for decision making and actions					ensure mandatory scheme police documents are reviewed and updated on a regular basis or when regulatory changes are introduced	WCC				the schedule for policy documents needs to be shared with key personnel who are responsible for decision making with an indicator for who is responsible for the review and update of each document	WCC
				Lack of attendance at meetings					Quarterly risk monitoring at committee and board	WCC					
Unpopular government decisions impacting on Fire Pension Schemes		Review requirements of tPR Single Code of Practice													
9				Poor Data Quality	Poor Data quality leading to low number of matches for members looking for lost pensions . The Fund will need to comply with standards published by the Money and Pensions Service (MaPS) and have				Monthly data extract to be provided by WCC payroll sense checking and validation will take place before data can be uploaded to member records for active members, work on data				West Yorkshire and WCC payroll to work together to ensure monthly extracts are accurate and sent by 19th of following month to ensure records are kept up to date for active members		

	Dashboard readiness	Both	Adverse			3	4	12	West Yorkshire Pension Fund have purchased an Isp to connect to dashboard that meets MAPs regulatory requirements.	Both	2	3	6	West Yorkshire Pension Fund are sending monthly updates to the Fire Authority to update on actions, timelines and decisions needed	both
10	2nd modified exercise	both	Adverse	resource and data required to deliver the project	A review of calculations completed for the first exercise will also need to be undertaken as there was a query over pay used for these. retained officers not provided with the information required within timescales set in regulations.	3	4	12	project team within WCC to be established, this will include payroll/HR/pensions admin staff. In scope members have been identified and contacted. Communication sent to all retained staff to spread the word for any retained staff that may have left the service and contact has been lost.	WCC	3	3	9	The pensions administration team are attending training and collaboration meetings to learn how to use the calculators and pay information supplied by GAD, these are being used to complete the project. The team are using wording for member letters supplied by the LGA. We will use a tracing service provided by ITM for any communications returned 'goneaway' to ensure every effort is made to communicate with lost members.	WCC

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Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

10 February 2025

Forward Plan

Recommendation

That the Warwickshire Fire and Rescue Local Pension Board considers and comments on this report and the Forward Plan at Appendix 1

1. Executive Summary

- 1.1 The Forward Plan is attached at Appendix 1. The purpose of the Plan is to consider items to be reviewed and discussed by the Board at future meetings, and to set out the training plan to be undertaken by Members of the Board.

2. Financial Implications

- 2.1 None arising directly from this report.

3. Environmental Implications

- 3.1 None arising directly from this report.

4. Supporting Information

- 4.1 The forward plan has been updated to include items scheduled for future meetings.
- 4.2 Members of the Board are encouraged to complete the Pensions Regulator's training toolkit if they have not done so already, and officers can help access if required.
- 4.3 A training log for Board Members is held and members are asked to liaise with officers to confirm training attended, watched or undertaken.

5. Timescales associated with the decision and next steps

5.1 None

Appendices

1. Appendix 1 – Forward Plan

Background Papers

1. None

	Name	Contact Information
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The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

Warwickshire Fire Local Pension Board Forward Plan items

Q4 10 February 2025	Q1 2 June 2025	Q2 29 September 2025	Q3 3 November 2025
Monthly administration report from West Yorkshire	Monthly administration report from West Yorkshire	Monthly administration report from West Yorkshire	Monthly administration report from West Yorkshire
Governance and Regulatory update	Governance and Regulatory update – Compliance with General code of Practice report	Governance and Regulatory update	Governance and Regulatory update
Risk monitoring	Risk monitoring	Risk Monitoring	Risk monitoring
Forward Plan	Forward Plan	Forward plan	Forward Plan
	Chair's Report		
Policies	Policies	Policies	Policies
	Conflict of Interest Terms of Reference Abatement		Discretions
Training	Training	Training	Training

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