



Monthly Report

December 2023

Warwickshire Fire Authority



West Yorkshire Pension Fund

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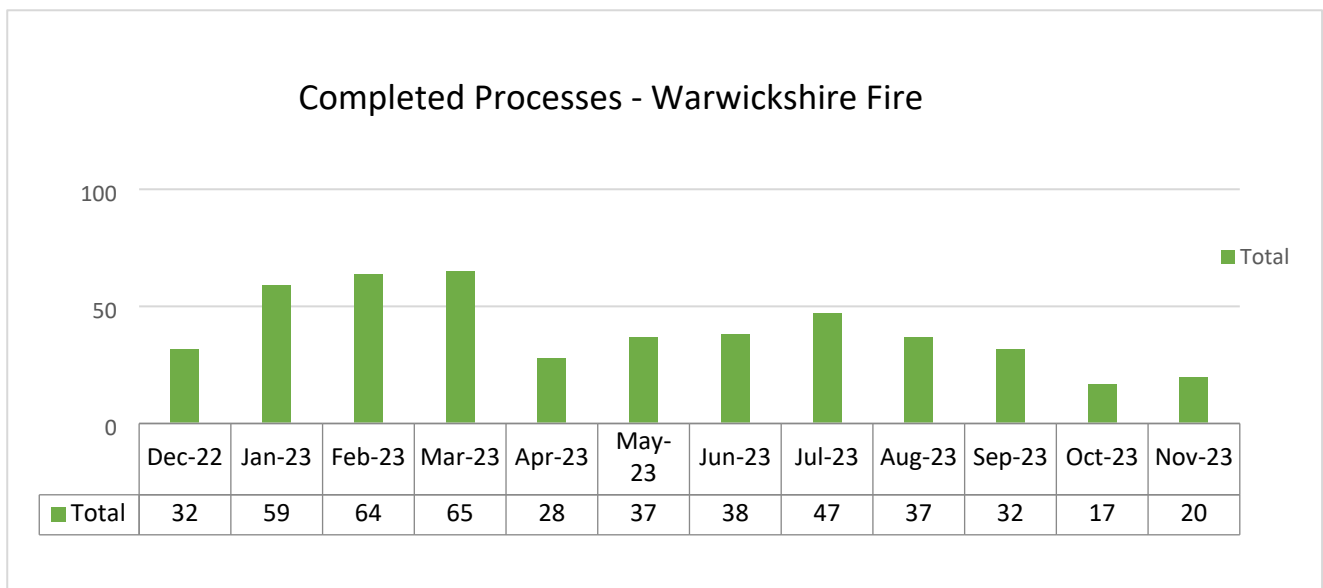


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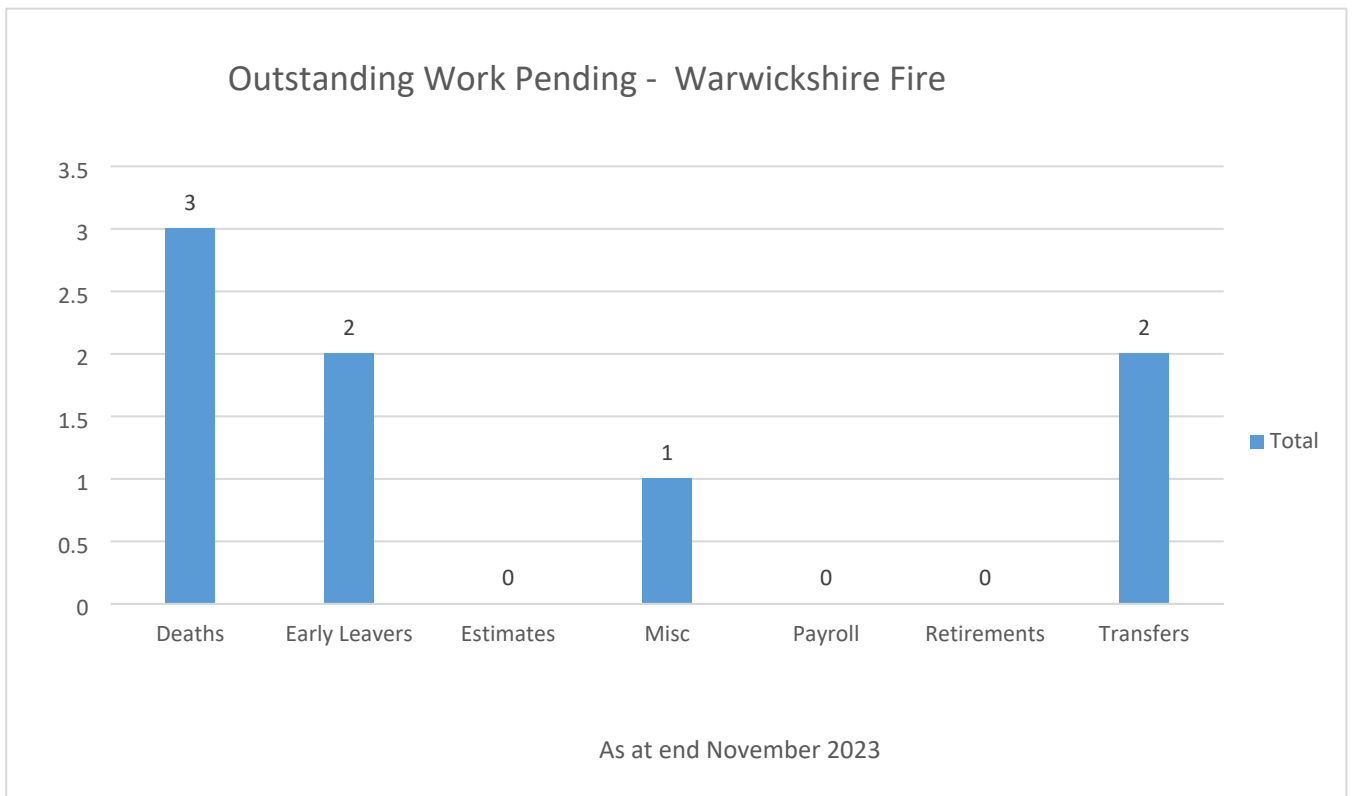
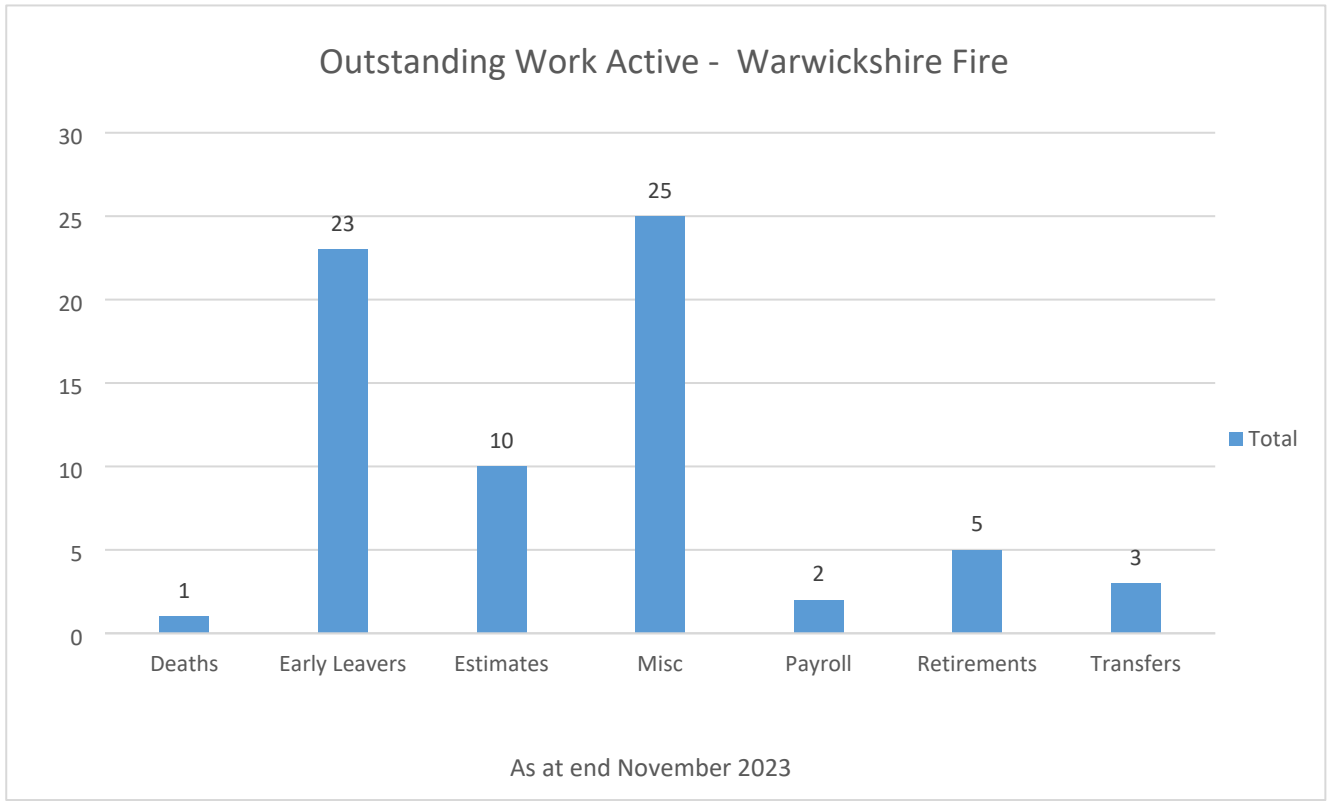
1.Completed processes

1 to 30 November 2023						
Work Type	Total Cases	Target days for each case	Target met cases	Minimum Target Met	Target met percent	Average time taken
Divorce Settlement/Pension Sharing order Implemented	1	80	1	100	100	1
Pension Estimate	1	10	1	90	100	4
Set Up New Spouse Pension	1	5	1	85	100	2
Change of Address	2	20	2	85	100	2
Change of Bank Details	1	20	1	85	100	1
General Payroll Changes	8	20	8	85	100	2.38
Age 55 Increase to Pension	1	20	1	85	100	8
Death in Retirement	2	10	1	85	50	11.5
Dependant Pension To Set Up	1	10	1	100	100	2
Initial letter Death in Retirement	2	10	2	85	100	1
Monthly Pension	466	Pay date	466	100	100	



Death in Retirement 1 case did not meet due to a delay in receiving the marriage certificate form the beneficiary.

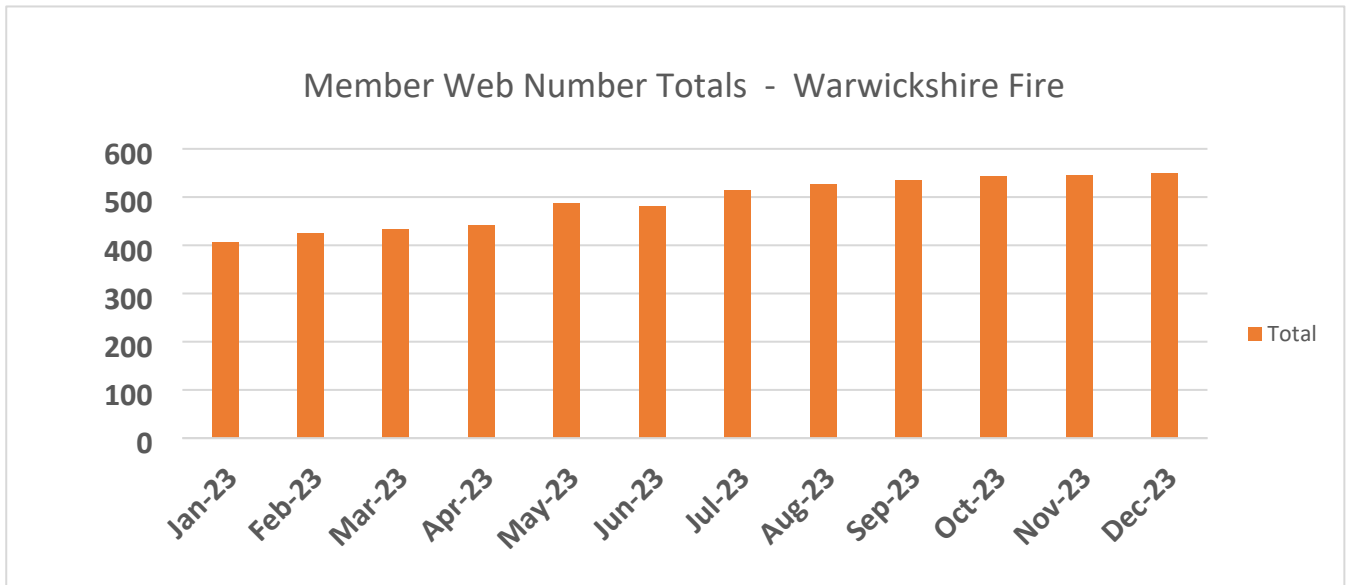
2. Work in Progress



3. Member Web Registrations

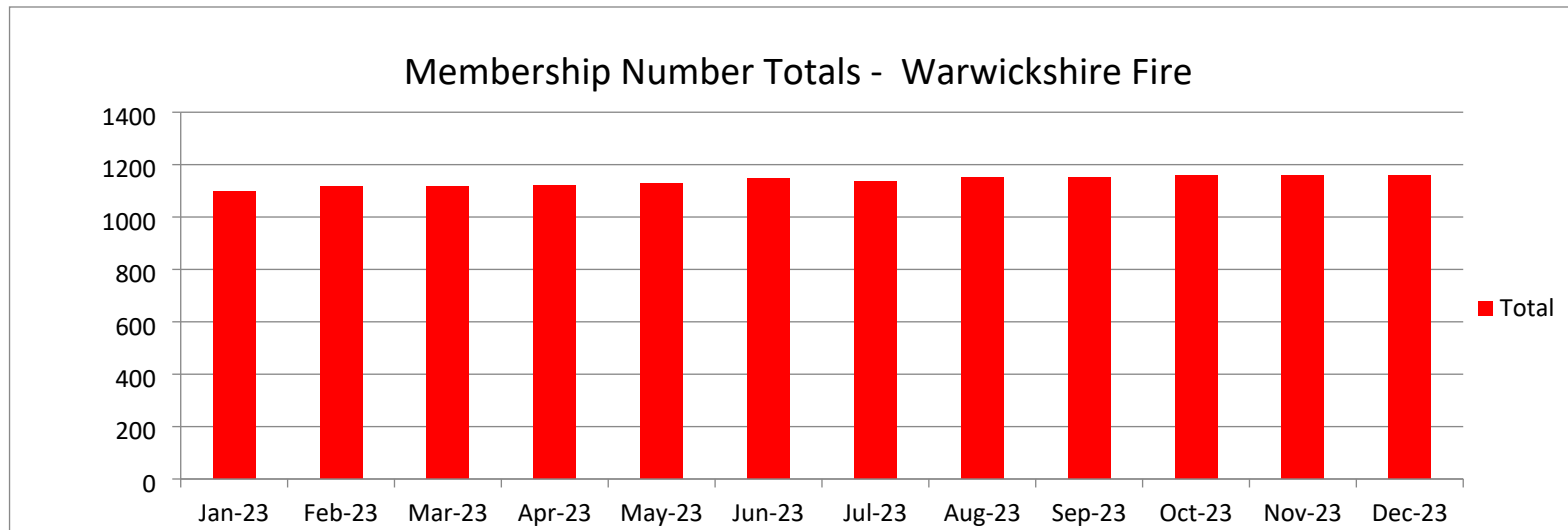
The number of members signed up to member web are:

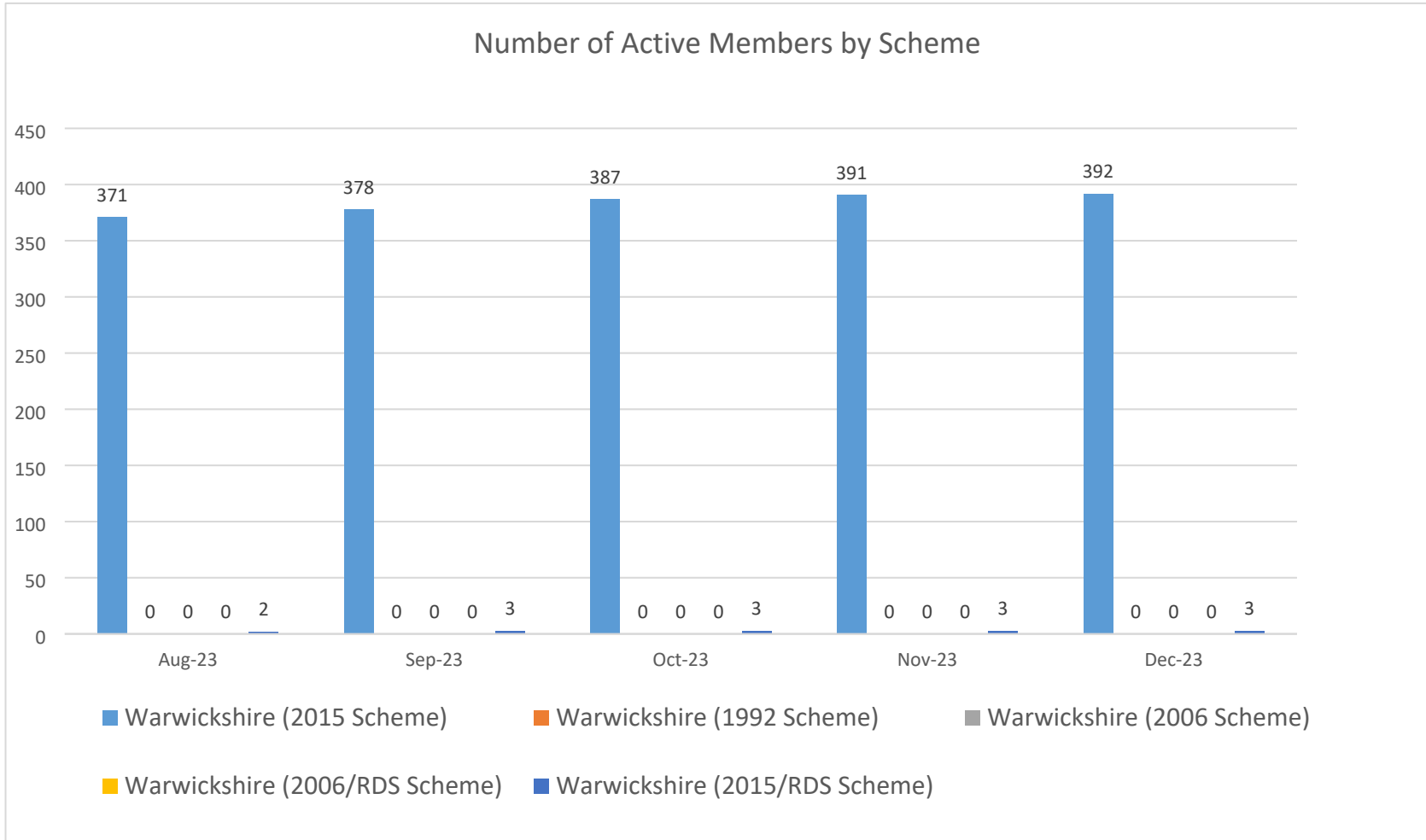
Status	Number
Active	199
Pensioner	247
Pensioner Ex-Spouse	0
Beneficiary Pensioner	22
Deferred Ex-Spouse	0
Deferred	81



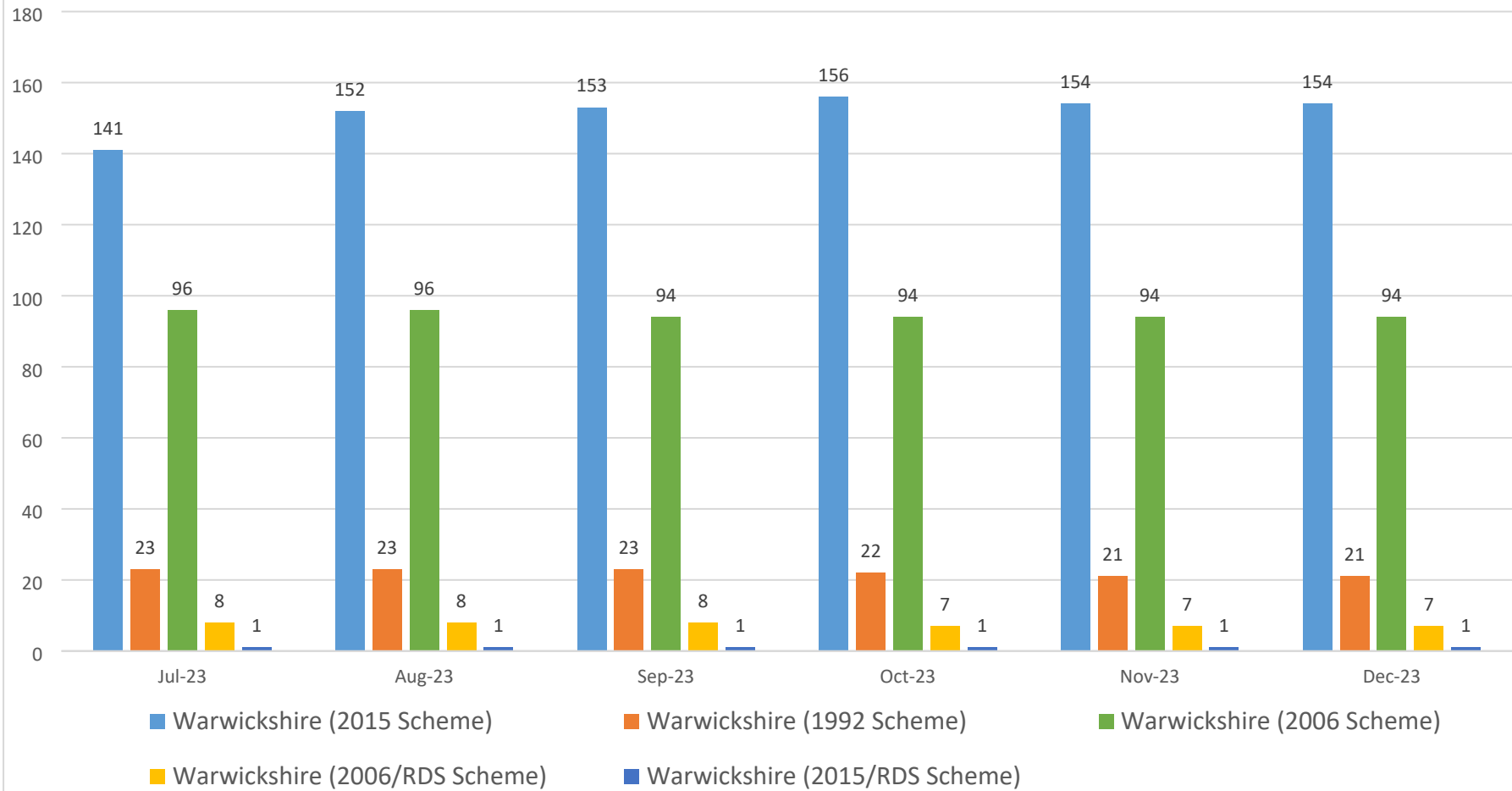
4.Membership Numbers

Scheme Name	Active Members	Deferred Members	Pensioners	Beneficiaries	Preserved Refund	Leavers Options Pending
Warwickshire (1992 Scheme)	0	21	347	68	0	0
Warwickshire (2006 Scheme)	0	94	5	3	2	0
Warwickshire (2006/RDS Scheme)	0	7	19	0	0	0
Warwickshire (2015 Scheme)	392	154	12	3	3	24
Warwickshire (2015/RDS Scheme)	3	1	0	0	0	0

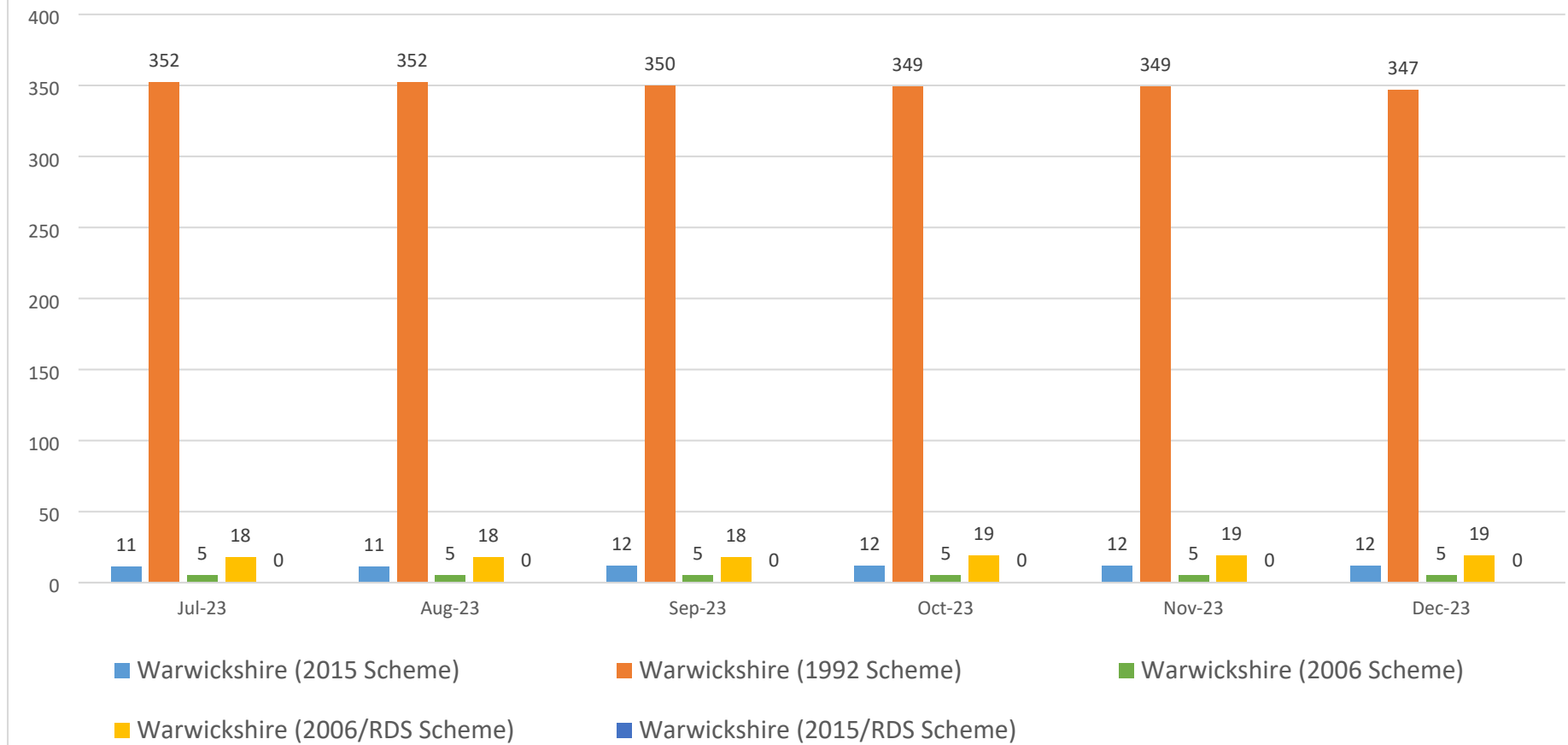




Number of Deferred Members by Scheme



Number of Pensioners by Scheme



5. Administration Update

Annual Scheme Returns

WYPF have received notifications that the Annual Scheme Returns need to be completed by **25 January 2024**.

Tracy Weaver has e-mailed all FRAs that we complete Annual Scheme Returns for to ask them to confirm their Governance (Scheme Manager & Pension Board) Details are correct.

Tracy will complete the Annual Scheme Returns for those FRAs on receipt of the information.

Governance and Administration Survey

This TPR survey has shown a fall in the number of FRAs, 74% to 67%, that are compliant in all 6 areas of scheme governance.

The [TPR six key processes](#) factsheet will be updated in due course to reflect the latest performance and give further guidance to FRAs in order to achieve a higher rate of understanding and compliance.

It would be beneficial if all FRAs share this information with appropriate colleagues and Pension Board Members. Furthermore, these key personnel should be encouraged to attend events such as the LGA Coffee Mornings, webinars and the WYPF client meetings so they are well briefed about key issues faced by the FPS in 2024.

Retirements and RSS

Retiring scheme members should have noticed no change in service post 1 October.

WYPF staff continue to develop and implement additional/manual processes (to our software UPM) to ensure all benefits options have been provided pre-retirement in accordance with amendment regulations with all payments made on time.

WYPF continue to process and prepare work with all known retiring members receiving packs for January retirements.

It is our understanding the first of the RSS' will be formally released on 13 December with others to follow shortly. LGA have been advised the ABS RSS must be released by mid-January if it is to be included in the 2024 statement.

FRAs are reminded that the RSS does not have to be provided with the 2024 ABS. If this is the case the RSS must be provided separately and no later than 31 March 2025.

Remedy GAD contribution calculator outputs

This information is required to produce the Remedial Service Statements (RSS) for active and deferred members.

Can all FRAs please provide these outputs by **31 March 2024**

FRA emails

We have been receiving emails from FRAs relating to multiple scheme members.

As the information has to be put on records can we ask all FRAs to please send an individual email for each scheme member.

Data breaches

None

6. Communication & Training

Pre-Retirement Courses

After the success of the first Affinity Connect Pre Retirement Course a second course took place at the end of November again very positive feedback was received.

With members having the following to say:

- “Good course, informative and well paced. Plenty of good information and clearly presented.”
- “A really interesting course providing food for thought.”
- “An invaluable session. Brilliant, thank you!”

Spaces are still available for next year’s events which can be booked via our website at www.wypf.org.uk/events/

Pension boards

- Northamptonshire – 2 November 2023
- Warwickshire – 6 November 2023
- Staffordshire – 15 November 2023
- Leicestershire -16 November 2023
- Buckinghamshire – 22 November 2023
- Cambridgeshire – 22 November 2023
- Lincolnshire – 23 November 2023

National / regional meetings

- P&F Stakeholders – RSS – 15 November 2023
- HMT meeting on Pensions Dashboards – 15 November 2023
- Matthews TWG – 20 November 2023

Client training delivered by WYPF

- Durham & Darlington (on site) – Pre retirement – 7 November 2023
- Derbyshire, Leicestershire, Nottinghamshire – Age Discrimination/Remedy presentation – 13 November 2023
- West Yorkshire Fire – Pre retirement – 20 November 2023
-

7. Member Update

None

8. IT Update

None

9. Five Year Audit Plan 2023 – 2027

West Yorkshire Pension Fund Five Year Audit Plan 2022 - 2027	Fr q	Last Audit	Rcmnd	Days	23/24	24/25	25/26	26/27	27/28
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		✓		✓	

West Yorkshire Pension Fund Five Year Audit Plan 2022 - 2027	Fr	Last	Rcmn	Days	23/2	24/2	25/2	26/2	27/2
	q	Audit	d		4	5	6	7	8
Global Bonds	5	11/12/18	0	15	✓				
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	0
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	0
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

Please take a few minutes to read the Firefighters' Pension (England) Scheme Advisory Board Bulletin (Link to Bulletin below) and take any action required.

[FPS Bulletin 68 - April 2023 \(fpsregs.org\)](#)

Some key issues to highlight:

FPS

Matthews – GAD calculator

On 13 November 2023 we emailed you to announce that following the [Matthews GAD calculator launch and demo](#) coffee morning on 31 October 2023, the Matthews second options exercise – GAD calculator and user guide has been released.

These documents have been added to our existing [Special members of FPS 2006 - GAD Calculator](#) webpage within the member area of the FPS regulations and guidance website.

The calculator (first live version) can be used to assist contribution calculations relating to the second options exercise. Please note:

- This calculator can be used for calculations with effective dates in November 2023
- The calculator will need to be updated each month to allow for the latest applicable interest rates. GAD will make a monthly interest file available through their Egress portal which you will need to register for on an individual basis by emailing Firematthewscalculator@gad.gov.uk
- The types of cases covered by this calculator are set out in the user guide. A second version of the calculator, covering a wider group of categories, is being tested and is expected to be released by the end of the year.

The user guide provides detailed instructions on how to use the calculator. The guide details the cases which are covered by the calculator, data inputs required (both bulk and individual), and the output produced by the calculator. The guide also includes some worked examples and troubleshooting comments.

If you have any initial questions using the calculator, it is recommended that you contact the super users in the first instance. Their details are in the ['Super Users'](#) tab on the webpage.

We are aware that FRAs will have to save a version of the calculator locally when they upload the interest file each month. We do however recommend that you check the website first to ensure that you are uploading interest to the most recent version of the calculator in case there have been any amendments.

Please ensure that you share this information with anyone who is carrying out the Matthews second options exercise on behalf of your Fire and Rescue Service.

Should you require access to the member area of the FPS regulations and guidance website, please email bluelightpensions@local.gov.uk.

ACTIONS: FRAs;

1. Should read the user guide.
2. Should ensure that they have the most up to date version of the calculator when they update the spreadsheet at the beginning of the month to allow for the latest interest rates.
3. Should share this information with anyone who is carrying out the Matthews second options exercise.

Matthews – Deceased members

Readers may be aware that there are specific provisions in the [Firefighters' Pension Schemes \(England\) \(Amendment\) Order 2023](#) which provide remedy for deceased cases:

[Special death grant](#) – Individuals who have died in the period 7 April 2000 to 5 April 2006.

[Additional death grant](#) - Individuals must have joined the modified scheme as part of the first options exercise, purchased their past service to 1 July 2000 and would also have been entitled to purchase pre-July 2000 service as part of the 2023 Options exercise but for the fact that they have died prior to having the opportunity to make a positive election.

The LGA have alerted the Home Office to the following scenario:

An individual who was not identified under the first options exercise, so therefore were never given the opportunity to join the modified scheme but have since died and are therefore unable to make an election under the second options exercise - Presently the regulations do not provide any remedy for such cases.

The Home Office is currently considering this issue and will provide an update in due course.

It is recommended that until further clarity has been provided FRAs stockpile any cases which they identify meeting this specific set of criteria.

ACTION – FRAs to stockpile any cases which are currently not covered by the regulations until an amendment is in place.

Matthews – Monitoring and reporting

As we are now in the implementation phase of the Matthews remedy both the Home Office and GAD have confirmed that there are some key areas that they will require FRAs to report on.

The first area is in respect of overall project implementation. It has been agreed that FRAs will be asked by the LGA to provide the following data on a quarterly basis:

1. Total number of cases
 - a. Identified and individual located i.e. have an address on file
 - b. Identified but not located i.e. no address on record
2. Total number of cases which have been sent the initial expression of interest letter.
3. Total number of individuals who have replied and expressed an interest.
4. Total number of cases which cannot be run through version one or two of the calculator and will need to be sent to GAD.
5. Total number of statements issued.
6. Total number of individuals who have elected to join, to be broken down as follows:
 - a. Special members
 - i. Periodical
 - ii. Lump sum
 - b. Special deferred
 - i. Periodical
 - ii. Lump sum
 - c. Special pensioner

7. Total number of cases passed to the administrator for implementation.

ACTION – FRAs to stockpile any cases which are currently not covered by the regulations until an amendment is in place.

The second area is in respect of positive elections only. The Home Office and GAD would like FRAs to collate and share the GAD calculator inputs and outputs for all individuals who elect to join the second options exercise.

- FRAs using the bulk processing interface can simply retain and concatenate input and output files for relevant cases.
- FRAs using the individual interface can use the “Append to bulk interface” button when processing elections to build up a file of results (see user guide page 11).

It is expected that this data will be requested on a quarterly basis, details on how this information will be shared will be provided in due course.

ACTION: FRAs to maintain robust record keeping ensuring that the data required by the Home Office and GAD is easily accessible

Matthews – Consequential loss claims

On the 13 November we emailed FRAs alerting them to the possibility of receiving data requests from members in respect of the first options exercise.

Members are asking FRAs to provide details of the payments which they have made (and will continue to make, where applicable) in respect of both backdated contributions and interest. This information should be easily accessible for the FRA as it will have been captured in the [original calculator output document](#).

This information is required to support members with an ongoing consequential loss claim which the FBU have submitted on their behalf.

The request is time sensitive as all claims must be submitted to the Court by 31 January 2024, we therefore ask that you deal with these cases in a timely manner.

Age Discrimination Remedy – Member Contingent Decisions guidance

In [FPS Bulletin 74 - October 2023](#) we published our Scheme manager [Contingent Decisions guidance](#) and the member [claim form](#). To accompany this we have now published our [member guidance](#) which can be found under the '[Age Discrimination remedy – Contingent Decisions](#)' section on the [FPS member](#) website.

Events

FPS coffee mornings

Our MS Teams coffee mornings are continuing in November. The informal sessions lasting up to an hour allow practitioners to catch up with colleagues and hear a brief update on FPS issues from the LGA Bluelight team.

In November, due to leave and other meeting commitments, we plan to hold one coffee morning which will be on Tuesday 7 November. The topic we are planning to explore is interest in respect of the Sargeant remedy.

We are pleased to include the presentations from recent sessions below:

[7 November 2023 - Remedy Interest](#)

If you do not already receive the meeting invitations and would like to join us, please email bluelightpensions@local.gov.uk. Please note that attendance at the coffee mornings is generally restricted to FPS practitioners and managers.

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](#)