

Isle of Wight Fire & Rescue Authority - Pensions Issues Log

	Jan-18	Nov-17	Sep-17	Jul-17	Jun-17	May-17	Jan-17	Nov-16
open issues	25	24	26	26	26	28	25	29
of which:								
RED	1	1	1	4	8	11	9	12
AMBER	11	9	10	11	10	10	6	7
GREEN	9	8	11	6	3	4	9	5
CLOSED	4	6	4	5	5	3	1	5
UNRANKED	0	0	0	0	0	0	0	0
	<u>25</u>	<u>24</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>28</u>	<u>25</u>	<u>29</u>
closed issues	32	26	22	17	12	9	9	4

Isle of Wight Fire & Rescue Authority - Pensions Issues Log

Updated 01 February 2018

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
3	I	Sep-16	Discretionary Powers Policy	Review and revision of IOWFRS discretionary powers required, including items 3a - 3f below	<p>UPDATE 27/9: seek guidance from LGA/Hampshire as to what discretions there are and what policies we should have. Identify what we currently have to determine whether fit for purpose. Identify where treatment is incorrect/inconsistent and formulate corrective action both in terms of policy update and member impact.</p> <p>UPDATE 09/01/17: HR colleagues have identified a list of policies in place. Work to be undertaken to determine fitness for purpose. Report to be made to Pension Fund Committee as soon as possible.</p> <p>UPDATE 20/3/17: No further progress. CS to follow up</p> <p>UPDATE 05/06/17: Claire has copy of HFRA policies, will adapt to IOW and pass to Cllr Hutchinson for approval</p> <p>UPDATE 10/07/17: Firefighters pensions scheme Discretionary Provisions Policy drafted. to send to Nigel P for review</p> <p>UPDATE 24.8.17: Feedback received, policies nearing completion in readiness for approval.</p> <p>UPDATE 13/11/17: policies are nearly ready for launch. Claire has delegated authority to approve as they are employer policies. Should be complete by end of month.</p> <p>UPDATE 31/01/18: Claire, Matt and Nigel to meet within next few weeks to finalise policies.</p>	Claire Shand	28-Feb-18	GREEN	GREEN	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
3a	I	Sep-16	Continual Professional Development (CPD) scheme payments	<p>Regulation [18(1d)] provides for CPD payments to be pensionable on the determination of the employer. NJC collective agreement as per NJC circular 03/07 appendix A</p> <p>http://www.local.gov.uk/c/document_library/get_file?uuid=3cbb554c-6964-49b3-a254-6116ff09cb03&groupId=10180</p>	<p>This circular informed FRAs of the agreement reached within the NJC for Local Authority Fire and Rescue Services on the introduction of the national Continual Professional Development Scheme, and confirmed payments in relation to that Scheme were pensionable (as set out in paragraph 19 of the scheme).</p> <p>UPDATE 10/11: It appears that IOWFRS has been treating CPD payments as pensionable and collecting contributions thereon, however this policy does not appear to be documented. Added issue in that it appears as though CPD payments have been incorrectly deducted from final salary figures when pensions have been put into payment.</p> <p>UPDATE 09/01/2017: dependent on review of policy, treatment identified as wrong above (i.e. exclusion from final salary for benefit purposes) may not in fact be wrong, provided that we are calculating Additional Pension Benefits on said contributions, which we are not. Issue: do not know how to process APB on Altair system.</p> <p>UPDATE 20/3/17: Agreed need to determine the policy position first before able to apply remedy as required. Appears that temporary promotions have been treated appropriately and therefore require no action but CPD payments will need a policy decision on whether to refund contributions or be treated as APB. To follow up with JT on her return to work.</p> <p>UPDATE 05/06/17: HFRS continue to treat CPD as pensionable payment. IOW do collection pension contributions on CPD payments, but not treated as APB. Claire/Anthony to update policies, for Cllr Hutchinson to approve. Still need to determine how to record APB on Altair.</p> <p>UPDATE 10/07/17: confirmed that CPD will be pensionable within draft discretions policy.</p> <p>UPDATE 13/11/17: policies are nearly ready for launch. Claire has delegated authority to approve as they are employer policies. Should be complete by end of month.</p> <p>UPDATE 31/01/18: Claire, Matt and Nigel to meet within next few weeks to finalise policies.</p>	a) documentation of policy - Claire Shand	28-Feb-18	GREEN	GREEN	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
3b	I	Sep-16	Medical review following IHR	Establish process for independent review of individual member's medical circumstances following IHR to ensure that the level of ill health pension awarded is still appropriate.	<p>UPDATE 27/9: process already in place HR leading. All members who have retired on IH last year have been reviewed. JMT to discuss with Nicki Rann, Mary Hillary to determine that we do in fact have system in place, and that it is rolling forward.</p> <p>UPDATE 09/01/2017: no further progress. Amend status to RED</p> <p>UPDATE 20/3/17 CS considered that there was a process in place for review built in for future re-assessment but will check with AT</p> <p>UPDATE 05/06/2017: Anthony Thorn to look into policy and current processes</p> <p>#AT confirmed Jess has now pulled together a process which is operational. reviews will be applied at 18 month intervals for those that are in Tier 3. there is a spreadsheet that is reviewed on a regular basis so cannot miss anything.</p> <p>UPDATE 13/11/17: policies are nearly ready for launch. Claire has delegated authority to approve as they are employer policies. Should be complete by end of month.</p> <p>UPDATE 31/01/18: Claire, Matt and Nigel to meet within next few weeks to finalise policies.</p>	Anthony Thorn Claire Shand	28-Feb-18	GREEN	GREEN	GREEN
3c	I	Sep-16	Injury allowance policy	Establish injury allowance policy for IOW FRS confirming whether or not the Authority provides an injury allowance for employees in accordance with the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.	<p>UPDATE 27/9: Talk to HR about this policy. Recent case, compensation scheme - Matt to confirm action taken, document and publish.</p> <p>UPDATE 09/01/2017: no further progress. Amend status to RED</p> <p>UPDATE 05/06/2017: HFRA do not provide injury allowances. IOW to follow suit. Claire to update policy for Cllr Hutchinson to approve</p> <p>UPDATE 10/7/17: agreed that IWFRS would follow suit with Hampshire and not make provision for injury allowances. this is clear in the discretions policy.</p> <p>UPDATE 24.8.17: Now included in the discretionary provisions policy.</p> <p>UPDATE 13/11/17: policies are nearly ready for launch. Claire has delegated authority to approve as they are employer policies. Should be complete by end of month.</p> <p>UPDATE 31/01/18: Claire, Matt and Nigel to meet within next few weeks to finalise policies.</p>	Claire Shand	28-Feb-18	GREEN	GREEN	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
3e	I	Sep-16	Re-engagement policy	review of re-engagement policy	<p>check with HFRS about this one</p> <p>UPDATE 09/01/2017: no further progress.</p> <p>UPDATE 20/3/17: No further progress CS to follow up and action. Copy of HRFS policy to be obtained. Some urgency as there is a firefighter due to retire but wishes to request re-engagement. Old policy now out of date has been removed from the A-Z document library.</p> <p>UPDATE 05/06/2017:HFRS policy is not to allow re-engagement unless certain criteria are met. Likely that IOW will adopt their policy, CS to review. May need to consider implication of this for potential flexible retirement options in future.</p> <p>Once policy updated, need to develop communications to get the message out</p> <p>UPDATE 10/7/17: draft re-engagement policy to be sent to Nigel for review.</p> <p>UPDATE 24/8/17: Feedback received from Nigel.</p> <p>UPDATE 13/11/17: policies are nearly ready for launch. Claire has delegated authority to approve as they are employer policies. Should be complete by end of month.</p> <p>UPDATE 31/01/18: Claire, Matt and Nigel to meet within next few weeks to finalise policies.</p>	Claire Shand	28-Feb-18	GREEN	GREEN	AMBER
5	I	Sep-16	GMP Reconciliation exercise	<p>April 2016 – State pension provision moving from two tiers to single tier. (contracting out from SERPS - employer figures need to match those of HMRC).</p> <p>All schemes will need to do a GMP reconciliation – not a legal requirement (no secondary legislation issued yet) but an 'expectation' from Pensions Regulator and HMRC.</p>	<p>Being led by pensions admin team, link to LGPS project. Access to HMRC system has been obtained. Working with Heywood to get necessary version of Altair to facilitate reconciliation. Timing and capacity issue for future.</p> <p>UPDATE 09/01/2017: limited progress on FPS.</p> <p>UPDATE 20/3/17: ITM had been chosen as the supplier to assist with the completion of this exercise. Phase 1 will be the completion of data matching, Phase 2 is for ITM to review the data and identify and fix any errors and Phase 3 would be the return of the file for upload back into the system.</p> <p>UPDATE 05/06/2017: phase 1 work completed for both Fire and LGPS. Extent of issue now known - no worse off than other pension admin authorities! remainder of work to be contracted, quotes have been obtained from 3 providers; meeting to consider next steps 22 June 2017</p> <p>UPDATE 30/06/2017: National LGPS Framework has been joined, subject to payment of fees. Plan for request for quotations to be issued by 7 July; returned by 21 July; appointment and start contract by 1 August</p> <p>UPDATE 22/8: request for further competition has been drafted - subject to review and comment by JMT and MC. Dates will slip from those above, but anticipate contract award by 1 November 2017, which will allow 12 months for work to be completed.</p> <p>UPDATE 31/8: Further competition document issued 31/8; responses due back 26/9; evaluation complete by 13/10; contract aware 19/10; contract start 30/10. Change status to GREEN. Once contract awarded and project</p>	<p>Procurement: Theresa Ellis</p> <p>Project: Matt Collier</p>	<p>Procurement: 01-Sep-2017 17-Nov-2017</p> <p>Project: in-line-with-government-timeseales complete by 31-Oct-2018 (before gov't deadline 31-Dec-2018)</p>	CLOSED	GREEN	GREEN

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					<p>plan established, close this issue and create new for project monitoring.</p> <p>UPDATE 13/11/17: 2x submissions received, queries on price for one submission, being discussed with pensions admin team and procurement, and seeking advice from National Framework. Hope to award this week, for contract to start early December. Still in line with government deadline 31/12/18.</p> <p>UPDATE 25/1/18: Procurement phase completed - awarded to JMT Employee Benefits. Two project meetings have been held with JLT. their project plan has been received, ours is being completed. JLT will be presenting to Pension Fund Committee on 9 Feb. PROPOSE TO CLOSE THIS ISSUE AND CREATE NEW ONES FROM PROJECT PLAN.</p>					
8	I	Sep-16	Communications - general	<p>Formulate communications strategy. What should be communicated to whom and how. Consideration of a newsletter for FFPS Members to be made accessible via Fire Website with perhaps a note attached to ABS's advising them to monitor the website for Pension information</p>	<p>UPDATE 10/11: Have been included on distribution of monthly Fire Routine Notice Briefing. This is the initial forum to communicate pensions issues with members. Need to determine communications plan, particularly in light of issues identified herein.</p> <p>UPDATE 09/01/2017: First pensions update included in Routine Notice dated 06 January 2017. Strategy to be determined.</p> <p>UPDATE 13/11/17: deemed to be of lower priority than some other issues, so deal with as time allows</p> <p>UPDATE 26/01/18: following conversation with chairman of Hants Fire Pension board, there may be some benefit in linking up the design and creation of a fire pensions website with them. to be followed up. Jo and Nigel to arrange visit with Hants Fire Pension Board and chair to discuss</p>	see below	see below	AMBER	AMBER	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
8a	I	Sep-16	Fire Pensions website to be created/maintained	Currently no easy source of reference for fire pension scheme members on council's website	<p>UPDATE 10/11: Once policies and other documentation has been updated, develop new website with ICT</p> <p>UPDATE 09/01/2017: no progress, determined by other issues above</p> <p>UPDATE 20/3/17: No further progress. Will need to be factored into ICT work plan but not a priority development at this point in time due to other corporate priorities and activities for digital transformation. Need to determine what is required for communication to members. Considered that a starting point could be to publish MC's document that explains scheme provisions. Suggested reviewing Shropshire and West Sussex websites.</p> <p>UPDATE 05/06/2017: determine who maintains the current fire operational website (Comms team?) get additional tab on that page and add in MC's document as above, and policies as they are produced/agreed.</p> <p>UPDATE 06/07/2017: JMT to meet with Helen Wheller 7/7 to talk about getting additional tab added to fire operational website re pensions. Matt to then provide copies of documents to be uploaded (ABS supporting paper, decision trees etc.)</p> <p>UPDATE 21/08/2017: discussed with Helen Davies - in principle easy to set up. Just need to find time to do it.</p> <p>UPDATE 13/11/17: no further progress</p> <p>UPDATE 26/01/18: following conversation with chairman of Hants Fire Pension board, there may be some benefit in linking up the design and creation of a fire pensions website with them. to be followed up. Jo and Nigel to arrange visit with Hants Fire Pension Board and chair to discuss</p>	Jo Thistlewood Nigel Probert	31-Mar-18	AMBER	AMBER	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
8b	I	Sep-16	Communications to non-members	Target communications to non-members of the pension scheme as part of a wider communication strategy.	<p>UPDATE 10/11: Once policies and other documentation has been updated, develop new website with ICT</p> <p>UPDATE 09/01/2017: no progress, determined by other issues above</p> <p>UPDATE 20/3/17: No further progress. Will need to be factored into ICT work plan but not a priority development at this point in time due to other corporate priorities and activities for digital transformation. Need to determine what is required for communication to members. Considered that a starting point could be to publish MC's document that explains scheme provisions. Suggested reviewing Shropshire and West Sussex websites.</p> <p>UPDATE 05/06/2017: determine who maintains the current fire operational website (Comms team?) get additional tab on that page and add in MC's document as above, and policies as they are produced/agreed.</p> <p>UPDATE 06/07/2017: JMT to meet with Helen Wheller 7/7 to talk about getting additional tab added to fire operational website re pensions. Matt to then provide copies of documents to be uploaded (ABS supporting paper, decision trees etc.)</p> <p>UPDATE 21/08/2017: discussed with Helen Davies - in principle easy to set up. Just need to find time to do it .</p> <p>UPDATE 13/11/17: no further progress</p> <p>UPDATE 26/01/18: following conversation with chairman of Hants Fire Pension board, there may be some benefit in linking up the design and creation of a fire pensions website with them. to be followed up. Jo and Nigel to arrange visit with Hants Fire Pension Board and chair to discuss</p>	Jo Thistlewood	31-Oct-17	AMBER	AMBER	AMBER
8d	R	Sep-16	auto enrolment - communications for future dates	our staging date is 1 May - so were done for this year, lessons learned for future communications etc.	UPDATE 05/06/2017: next auto enrolment cycle is 2019, so time to plan.	Matt Collier Louise Brading	01-May-19	GREEN	GREEN	GREEN
8f	I	06-Jul-17	FAQs re treatment of various allowances for pensionable purposes	list of all allowances payable, and their payroll treatment for pension, and the benefits which accrued (where applicable) process document which will be of use for flow of information between Fire Service/HR/Payroll/Pensions - what allowance, what is the treatment, which wage type on payroll, what benefit type on Altair.	<p>NEW issue 06/07/2017</p> <p>UPDATE 13/11/17: linked to issued 8, 8a and 8b. Deal with as time allows.</p> <p>UPDATE 26/01/18: Once policies are finalised (issue 3 above) then FAQs can be developed, and linked to website (see issue 8 above)</p>	Matt Collier	31-Jul-17	AMBER	AMBER	GREEN

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
13	I	Sep-16	Training needs analysis for fire pension board members to be undertaken	To enable compliance with statutory requirements for board members' level of knowledge and skills	<p>First board meeting had introduction to schemes and board. Chair and Officer to attend LGA annual fire pensions conference 11 October 2016. All board members to attend LGA training event in Winchester 11 November 2016. All members have been signposted to The Pensions Regulator on-line training package, with report back on progress at each board meeting. Completion of above will highlight items for further training.</p> <p>UPDATE 09/01/2017: Board member Ross Singleton has been identified as the member with responsibility for training. to be discussed at next board meeting (3 Feb 17)</p> <p>UPDATE 05/06/2017: new elected member representatives will require training once identified. informal board meeting 30 June to discuss.</p> <p>UPDATE 30/06/2017: Cllr Peace unable to attend initial board meeting 30/6, second elected member awaiting clarification from Leader of Council (with Helen Miles to resolve with Cllr Stewart). External training sessions being arranged by Wilts & Dorset (19 July), and LGA (London 22/8) - will get new member(s) to attend one of those , then develop training plan</p> <p>UPDATE 22/08/2017: session on 19 July cancelled. Cllr Barry identified as second elected member - he is attending training in London on 22/8.</p> <p>UPDATE 13/11/17: 2 of 4 board members completed tPR public service trustee toolkit, chair has completed mainstream toolkit - directed to complete public service one. Event for board members at Dorset 7 December.</p> <p>UPDATE 26/01/18: Will be discussed as part of governance review during February</p>	Ross Singleton Jo Thistlewood Nigel Probert	30/09/2017 31-Dec-2017	GREEN	GREEN	AMBER

Ref.	Issue / Risk ?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	previous status (Nov 17)	previous status (Sep 17)
16	I	Nov-16	Accuracy of information received into Altair system	<p>Develop use of i-connect software (purchased 3 years ago but never implemented) to extract information from employer payroll systems, verify changes, and input into Altair admin system to ensure integrity of data input.</p> <p>Following project being undertaken for LGPS, the data extract from SAP to Altair will be used as the basis for the Fire project</p>	<p>Being led by pensions admin team, link to LGPS project. Access to HMRC system has been obtained. Working with Heywood to get necessary version of Altair to facilitate reconciliation. Timing and capacity issue for future.</p> <p>UPDATE 09/01/2017: limited progress on FPS.</p> <p>UPDATE 20/3/17: ITM had been chosen as the supplier to assist with the completion of this exercise. Phase 1 will be the completion of data matching, Phase 2 is for ITM to review the data and identify and fix any errors and Phase 3 would be the return of the file for upload back into the system.</p> <p>UPDATE 05/06/2017: phase 1 work completed for both Fire and LGPS. Extent of issue now known - no worse off than other pension admin authorities! remainder of work to be contracted, quotes have been obtained from 3 providers; meeting to consider next steps 22 June 2017</p> <p>UPDATE 30/06/2017: National LGPS Framework has been joined, subject to payment of fees. Plan for request for quotations to be issued by 7 July; returned by 21 July; appointment and start contract by 1 August</p> <p>UPDATE 22/8: request for further competition has been drafted - subject to review and comment by JMT and MC. Dates will slip from those above, but anticipate contract award by 1 November 2017, which will allow 12 months for work to be completed.</p> <p>UPDATE 31/8: Further competition document issued 31/8; responses due back 26/9; evaluation complete by 13/10; contract aware 19/10; contract start 30/10. Change status to GREEN. Once contract awarded and project plan established, close this issue and create new for project monitoring.</p> <p>UPDATE 13/11/17: LGPS project progressing , should be ready for testing for IWECC LGPS payroll by end November, for implementation 1 April 2018. May be able to launch Fire shortly thereafter,</p> <p>UPDATE 26/01/18: awaiting conference call between pensions admin team and Absoft to discuss data testing plan, before this can start. Aim to still go live by 1 April 2018, but subject to successful testing. once testing plan complete, propose to close this issue and subsume within Data Improvement Plan</p>	Louise Brading Dean Finlayson Matt Collier	31-Jul-2017 for plan ON HOLD PENDING LGPS PROJECT PLAN	CLOSED	AMBER	RED

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19	R	26-Jun-17	year end accounting return FRS102	significant issues in getting clean data to actuaries for year end accounting reports for annual accounts. Issues with membership numbers for each scheme, reconciling to contribution data for said members, particularly modified scheme. Vital to get clean data to actuaries much earlier for 2017/18 year end to meet early accounting closedown timetable.	<p>UPDATE 13/11/17: work completed from pensions administration perspective. to meet with Payroll team for reconciliation to payroll system, then pass data to Finance for final agreement.</p> <p>UPDATE 26/01/18: analysis of data complete - there are potentially 10 members who are in the "wrong" scheme on payroll, resulting in incorrect contributions being collected. NEW ISSUE ON RESOLUTION OF THIS MATTER - see 31.</p> <p>other than the above, data appears to be consistent between pensions, payroll and finance. On schedule to submit data to Hymans by 31 January 2018 - subject to reconciliation between finance and pensions.</p> <p>UPDATE 31/01/2018: data submitted - issue closed</p>	Matt Collier Ann Barber	30-Apr-2018 31-Jan-2018	CLOSED	AMBER	AMBER
21	I	10-Jul-17	lack of understanding of interdepartmental links w/in respect of fire pensions	mapping of relationships between council department and committees for decision processes etc.	<p>New issue 10/7/17: CS to talk to JT about mapping</p> <p>UPDATE 13/11/17: no further progress</p>	Claire Shand Jo Thistlewood	31-Aug-17	AMBER	AMBER	AMBER
25	I	10-Aug-17	Annual scheme returns for the Pensions Regulator	Public service schemes have a legal obligation to supply the Pensions Regulator with certain information via an annual scheme return. Completing the scheme return is a legal requirement and failure to complete it could result in a fine. A scheme return notice will be sent in September, this will include a date for completion. Governance issue - to be reported to board at next meeting.	<p>UPDATE 13/11/17: scheme returns for 1992 and 2015 schemes have been submitted in advance of tPR deadlines. Issue with 2006 data from tPR perspective. Awaiting their response to information provided before return can be submitted.</p> <p>UPDATE 26/01/18: 2006 scheme return submitted 23 November</p>	Jo Thistlewood	13/10/2017 30-Nov-2017	CLOSED	GREEN	GREEN
27	I	31-Oct-17	Annual allowances	does not appear that annual allowances routine for fire pension schemes has ever been run. Issue identified by request for information about transferred member. Failure to comply with legal requirements.	<p>UPDATE 13/11/17: work has been done to provide information about the specific member, backdating calculations to 2012-13 as required. Further information from new scheme required to determine further work. BREACH TO BE REPORTED TO tPR. Process for future reporting etc. to be finalised</p> <p>UPDATE 26/1/18: breach has been assessed as not material to be reported to tPR, but will be recorded on breach log (JMT) detailed calculations completed by Hymans Robertson for member, communicated in detail to that member. payment of tax charge will be made 26 Jan.</p> <p>UPDATE 31/01/18: record for member to be amended on system, then need to ascertain what amended information is required for Hampshire. GREEN until this has been resolved. Pension Savings Statements issued to all staff with PIA in excess of £40k on 19 Jan (should have been 6 October) - individual conversations to explain. Process for next year to be documented to ensure this does not happen again.</p> <p>NEW ISSUE FOR DOCUMENTATION OF PROCESS AND TIMETABLES, ETC. see30</p>	Matt Collier	28-Feb-18	GREEN	RED	n/a

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28	I	13-Nov-17	data quality improvement plan required	arising from conversation with tPR for LGPS, and from other DQ issues above, significant work has been done by administration team to ensure data is as good as possible, but validation and further action plan to be developed.	UPDATE 13/11/17: MC to circulate information about Aquila Heywood data quality reporting process. Cost to be established, and work considered for commissioning. UPDATE 31/1/18: data improvement plan completed, and discussed at meeting on 31 January. Will form part of on-going action plan monitoring by officer working group, and progress will be reported at each board meeting. This issue can be held at GREEN going forward, with separate monitoring of plan.	Matt Collier	30-Nov-17	GREEN	AMBER	n/a
29	I	13-Nov-17	Fire pensions information to be made available on MSS	once data is validated as correct, would like to make fire pensions information available to members via self-service portal, which will enable them to carry out enquiries on-line	UPDATE 26/1/18: unwilling to issue any on-line data for enquiries until data quality issues have been resolved.	Matt Collier	31-Mar-18	AMBER	AMBER	n/a
29a	I	31-Jan-18	Retirement planning information for 1992 scheme members	manual calculation is possible for 1992 scheme members - has been issued on ad-hoc basis. Need to develop "simple guide" for retirement options for these members, including ready reckoner, and offer briefings to members,	New issue Jan18	Matt	31-Mar-18	AMBER	n/a	n/a
30	R	25-Jan-18	pension savings statements	statutory responsibility for administering authority to issue pension savings statements to all staff whose annual pension growth in in excess of the standard annual allowance amount for a tax year by 6 October. Need to document process for preparing and issuing statement on time, as well as providing briefings for those who are at risk of impact. responsibility to be documented for each part of process.	New issue Jan18: issue has been included on data improvement plan - project to include training for admin team to understand issues; development of procedures within annual work plan to ensure reports completed on time; communications with members impacted by the issue; reporting to HMRC; and Altair processes to update member records. Leave as red until plan has been developed a little more.	Matt Collier	31-May-18	RED	n/a	n/a
31	I	10-Jan-18	members in "wrong" scheme historically had incorrect contributions deducted.	10 records are incorrect mainly due to them not being tapered into the correct pension scheme. Some paid too much contribution, others not enough. Decision to be taken about how this will be resolved.	UPDATE 26/01/18: From Finance: "employer's pension contributions on revenue account have been overstated by £12k (NET) from 2015-16 to date (up to December) which means the employer contributions on the pension fund are also overstated by the same amount." Payroll should have been corrected for February(tbc) so future contributions should be correct. Need to determine individual treatment of over/under-payments. Data to be corrected by year end.	Matt Collier Ann Barber	31-Mar-18	AMBER	n/a	n/a
32	i	31-Jan-18	temporary promotions	a number of new issues have arisen, following the review of impacted staff at date of regulation change (July 2013 - closed issue 8e) information requirements from fire service, HR, payroll and pensions need to be documented and amended so that the correct data is sent for temporary promotions, and is recorded appropriately in each system. 2 actions:	New issue Jan 18:	Matt Collier	31-Mar-18	AMBER	n/a	n/a
32a	i	31-Jan-18	information flow	Matt to meet with Sarah Cleary to identify those members of staff who have a temporary promotion, and determine difference between substantive and promoted salary. Once number of staff identified and level of error quantified, resource allocation to be determine for resolution.	New issue Jan 18:	Matt Collier Sarah Cleary	31-Mar-18	AMBER	n/a	n/a

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32	i	31-Jan-18	new process to be developed	need to determine a new process for flow of information when temporary promotion is being offered, to ensure that the promoted pay is identified separately from the substantive pay, and recorded on the correct non-pensionable wage type. Also policy for the monitoring of temporary promotions on a regular basis (12 months) to assess whether they are continuing or becoming substantive.	New issue Jan 18:	Gemma Stevens	31-Mar-18	AMBER	n/a	n/a
33										
34										
35										