

Monthly Report

January 2024

Leicestershire Fire Authority



West Yorkshire Pension Fund

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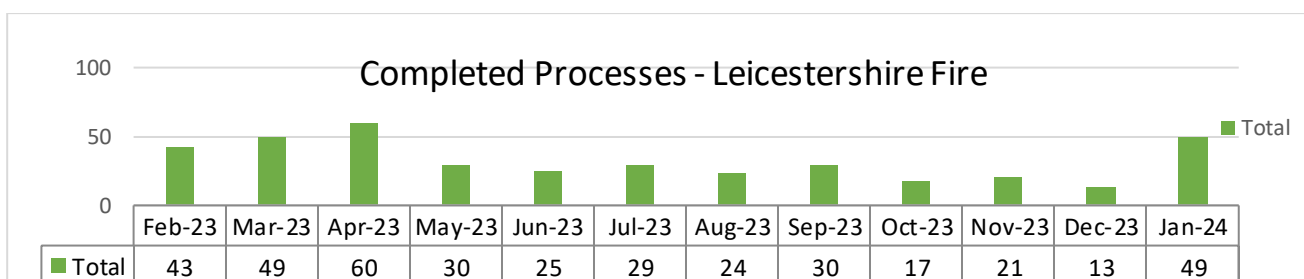


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1. Completed processes

1 to 31 January 2024						
Work Type	Total Cases	Target days for each case	Target met cases	Minimum Target Met	Target met percent	Average time taken
Transfer In Quote	1	35	1	85	100	5
Deferred Benefits Set Up on Leaving	1	20	0	85	0	91
Pension Estimate	6	10	3	90	50	14.17
Pension Set Up/Payment of Lump Sum	2	3	2	85	100	3
Retirement Actual	2	10	2	90	100	3
Set Up New Spouse Pension	1	5	1	85	100	1
Change of Address	1	20	1	85	100	3
Change of Bank Details	1	20	1	85	100	1
General Payroll Changes	4	20	4	85	100	1.5
Age 55 Increase to Pension	1	20	1	85	100	15
NI adjustment to Pension at State Pension Age	2	20	2	85	100	17
Death in Retirement	1	10	0	85	0	14
Update Member Details	2	20	2	100	100	1
Dependant Pension To Set Up	1	10	1	100	100	1
Life Certificate	5	10	5	85	100	3
Initial letter Death in Retirement	18	10	18	85	100	1
Monthly Pension	748	Pay date	748	100	100	

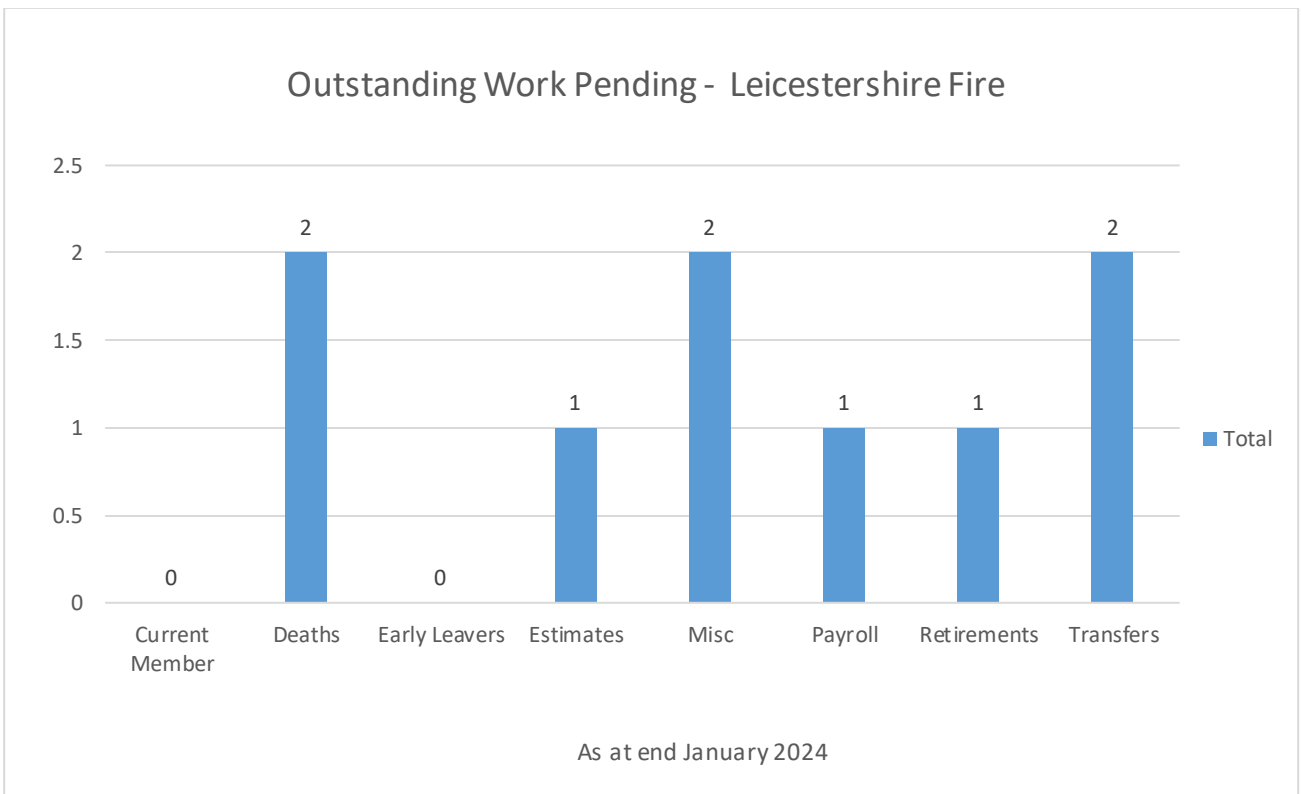
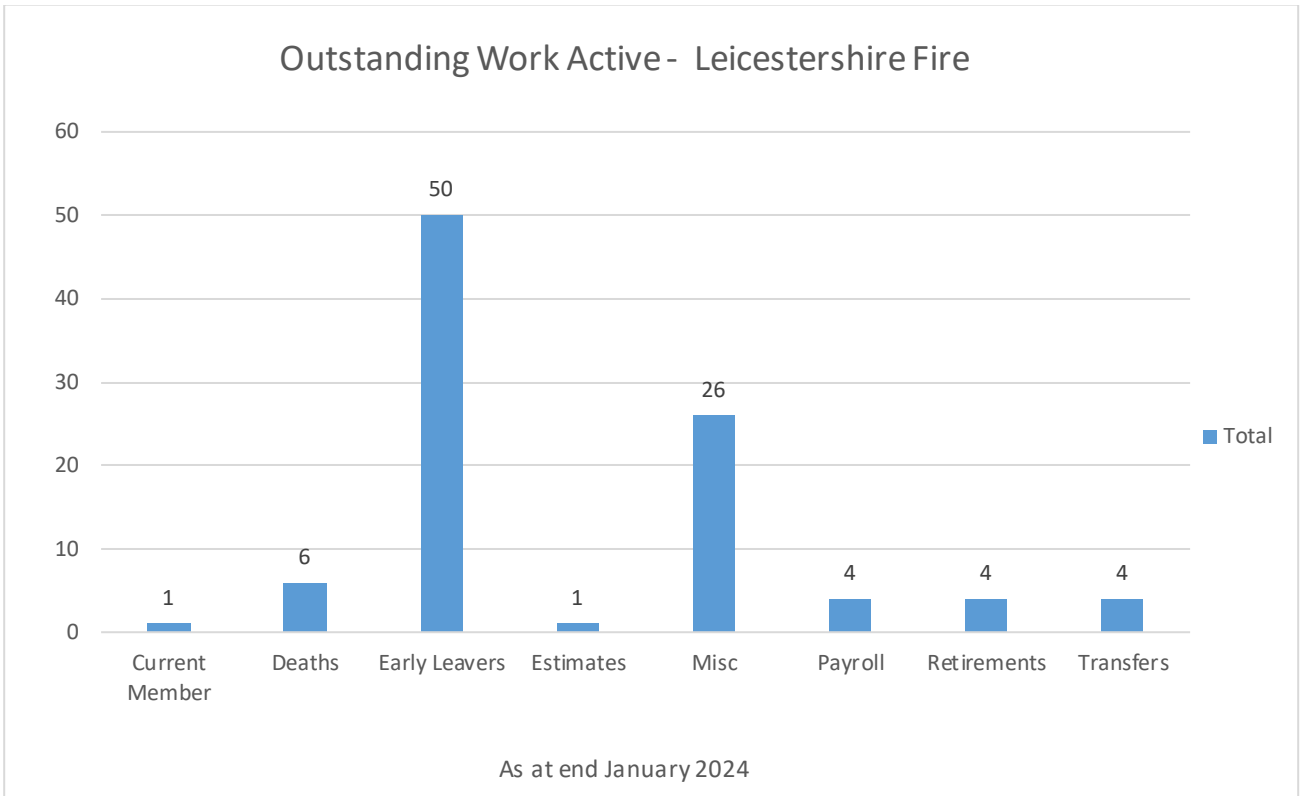


Deferred Benefits Set Up on Leaving 1 case did not meet the KPI target due to high volumes of work within the team. However, within 2 months of WYPF receiving the leaver information the member did receive confirmation they have a deferred benefit. This meets the statutory requirements.

Pension Estimate did not meet due to the administration software being updated to meet the new legislation requirements and this caused an initial delay in the processing of cases post 1 October. The team are now working through the estimates that were on hold.

Death in Retirement 1 case did not meet due to the team experiencing high volumes of work.

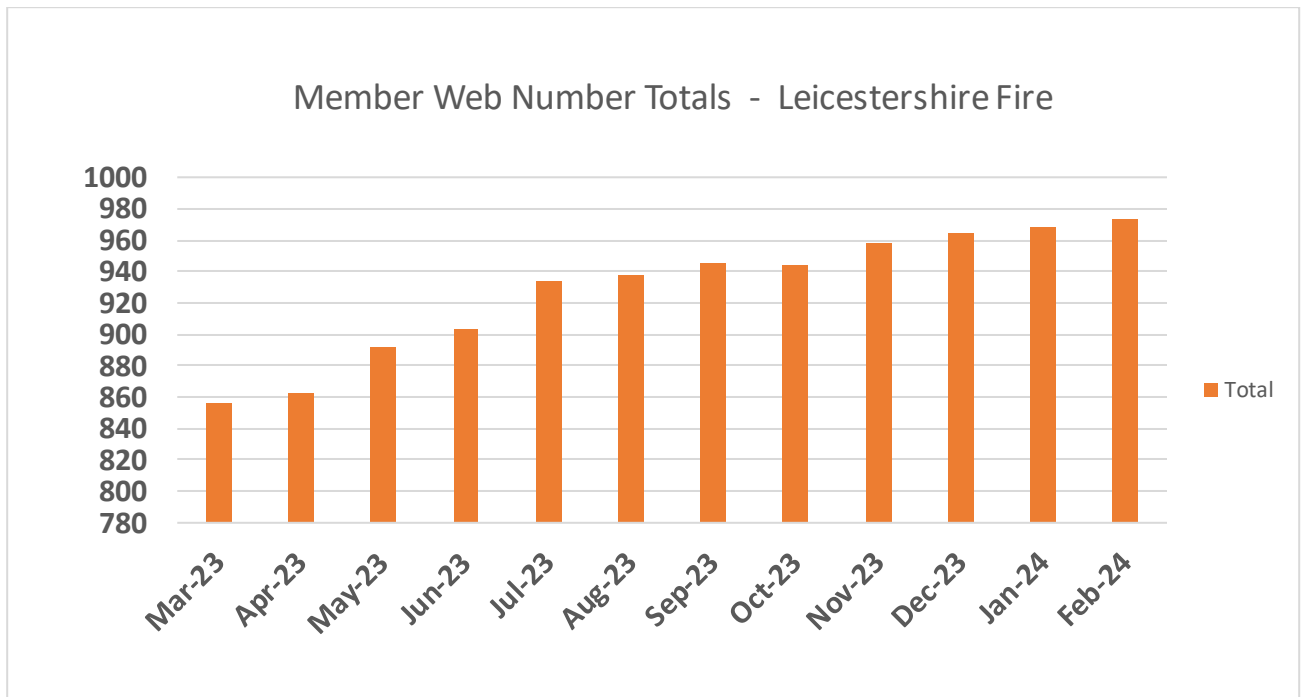
2. Work in Progress



3. Member Web Registrations

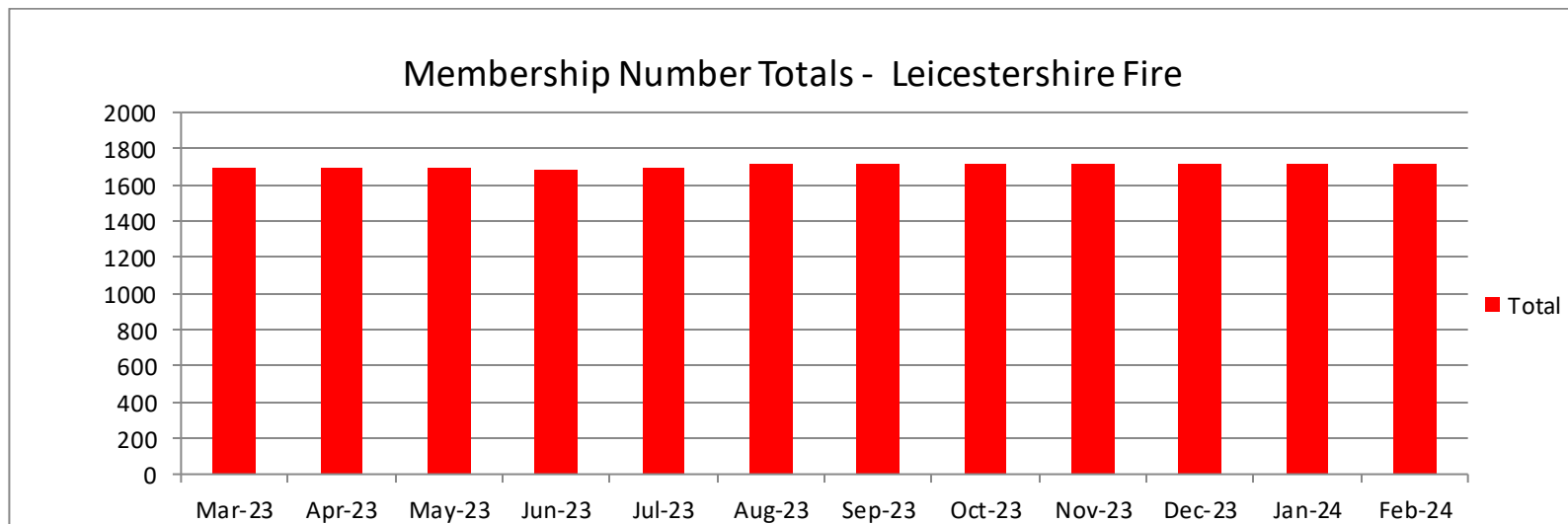
The number of members signed up to member web are:

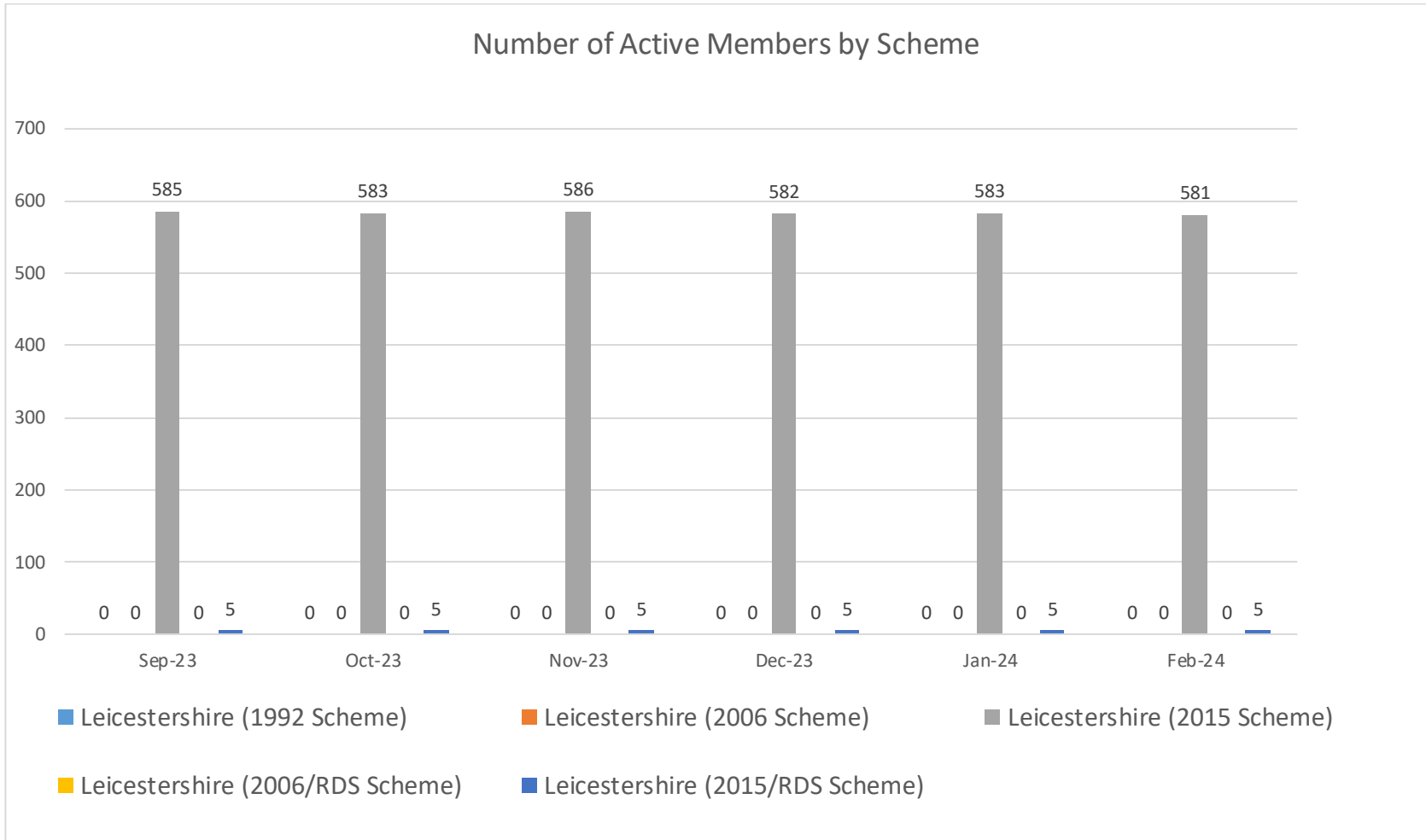
Status	Number
Active	350
Pensioner	437
Pensioner Ex-Spouse	0
Beneficiary Pensioner	31
Deferred Ex-Spouse	0
Deferred	156

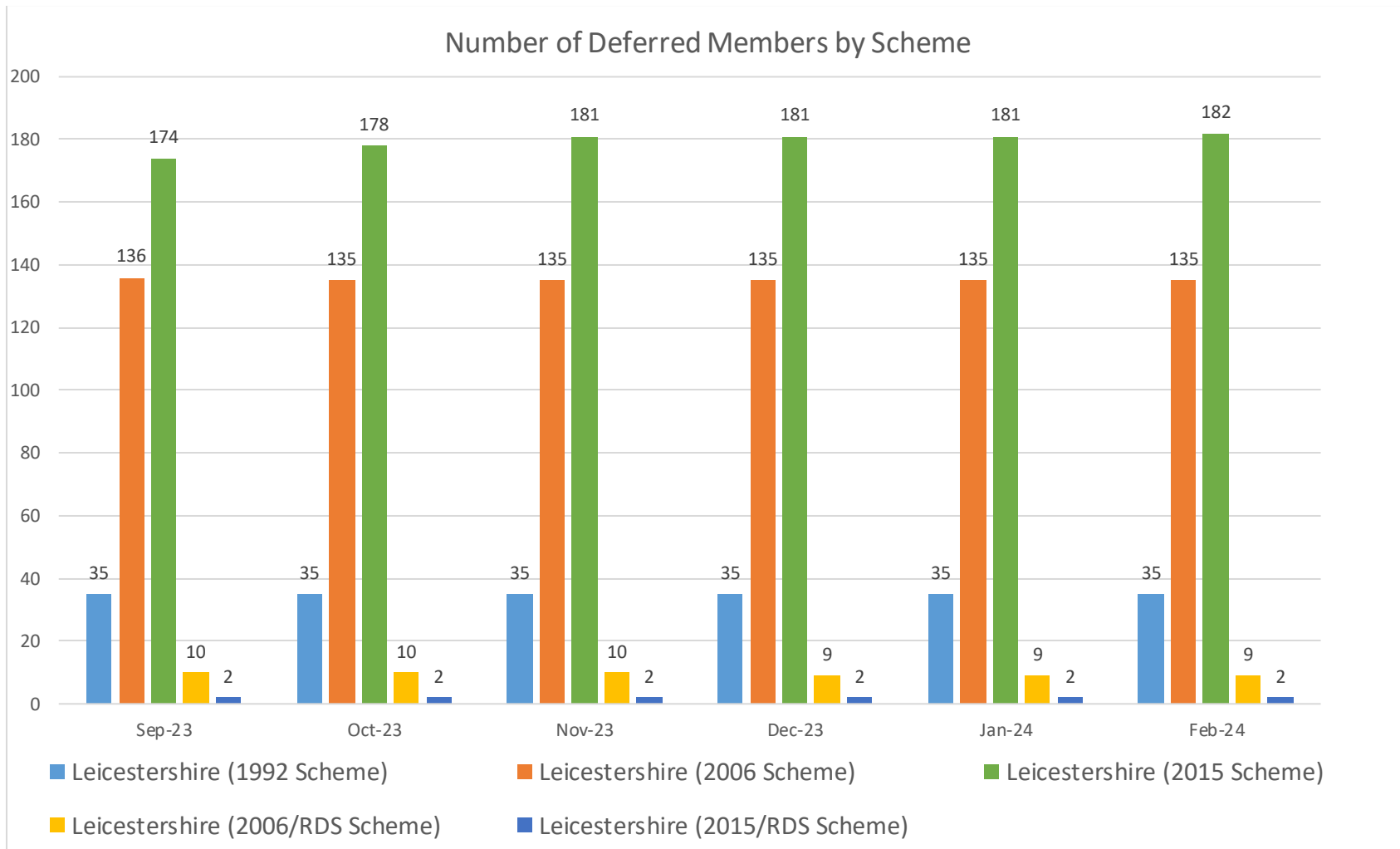


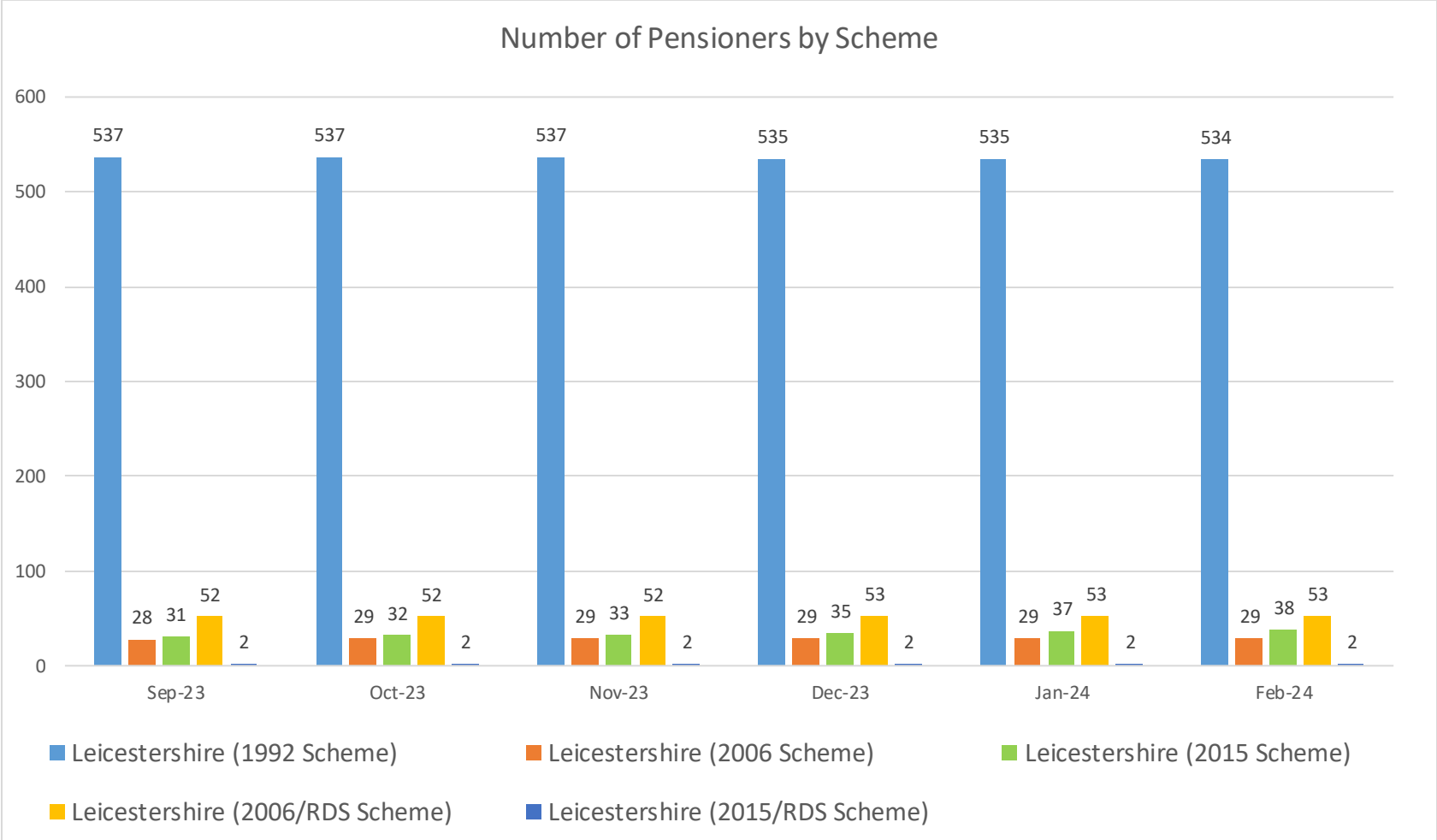
4.Membership Numbers

Scheme Name	Active Members	Deferred Members	Pensioners	Beneficiaries	Preserved Refund	Leavers Options Pending
Leicestershire (1992 Scheme)	0	35	534	80	1	0
Leicestershire (2006 Scheme)	0	135	29	2	8	0
Leicestershire (2006/RDS Scheme)	0	9	53	2	0	0
Leicestershire (2015 Scheme)	581	182	38	2	1	14
Leicestershire (2015/RDS Scheme)	5	2	2	0	0	0









5. Administration Update

Injury pension calculation for a retained firefighter appointed after 5 April 2006

The recent Bulletin discusses the revisiting of post 2006 injury cases.

Please note that WYPF are currently looking into this area and collating data for the number of FRAs that may be affected. Further information will be provided as soon as we have this.

Working with TPR

Although this is not strictly about Fire it is about WYPF, we were chosen to participate in a voluntary supervisory engagement with the Pensions Regulator (TPR) along with nine other LGPS Funds in England and Wales.

The Authorities were selected to represent a cross section of the differing administration models in the LGPS and were based on size of membership, numbers of employers, and commercial complexity.

WYPF was chosen for the supervisory engagement as it is one of the largest LGPS Funds and because it has a shared administration partnership with LB Barnet, LB Hounslow and Lincolnshire County Council, and more than half of the Fire authorities in England and Wales who are responsible for the Firefighters' Pension Scheme.

The purpose of the engagement was for TPR to gain an understanding of how WYPF operates and the management and governance controls in place.

The engagement provided the opportunity for TPR to understand how WYPF ensures compliance with legislation; adherence to codes of practice; and the application of good industry practice.

TPR focused on two key areas for this supervisory engagement, Management and Governance & Systems and Processes and concluded, in their opinion, WYPF is well managed with good governance.

Data breaches

None

6. Communication & Training

We would like to introduce our Spring 2024 series of employer training webinars. The sessions will include:

- **FRA – Monthly Contributions 3 (MC3)** - (Brief run through of the new MC3 system as currently being introduced for LGPS clients)
 - Thursday 15th February 10:00am -10:45am (I-Trent)
 - Wednesday 21st February 14:00pm – 14:45pm (Resource Link and SAP)

- **FRA – Year End** - (Help and advice in completing your month 12 return)
 - Thursday 29th February 10:00am – 10:45am
 - Wednesday 6th March 14:00pm – 14:45pm

- **FRA – Portals and Forms** - (A tour of our facilities for uploading your data)
 - Thursday 14th March 10:00am – 10:45am
 - Wednesday 20th March 14:00pm – 14:45pm

The sessions will run online from **15th February to 20th March** and each webinar will last 30–45 minutes where you will have the opportunity to ask questions throughout.

Invites will be issued to all FRAs via email.

Pension boards

- East Sussex – 10th January 2024
- Northumberland – 23rd January 2024
- Norfolk – 23rd January 2024
- Avon – 25th January 2024
- South Yorkshire – 25th January 2024
- Durham & Darlington – 26th January 2024

National / regional meetings

- Civica Technical Working Group – 9th January 2024
- P& F Stakeholder Group – 9th January 2024
- WYPF Quarterly Client Meeting – 10th January 2024
- NERFOG – 17th January 2024

Client training delivered by WYPF

- Cambridgeshire Pre Retirement – 22nd January 2024

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	Frq	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		✓		✓	
Global Bonds	5	11/12/18	0	15	✓				
Treasury Management (Short Term Cash Lending)	1	18/12/22	0	75	✓	✓	✓	✓	✓

West Yorkshire Pension Fund Five Year Audit Plan 2022 - 2027	Frq	Last Audit	Rcmnd	Days	23/24	24/25	25/26	26/27	27/28
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 76 - December 2023 \(fpsregs.org\)](https://www.fpsregs.org)

Some key issues to highlight:

FPS

Matthews – Deceased members

In [FPS Bulletin 75 – November 2023](#), we made readers aware of the specific provisions which provide remedy for deceased beneficiaries.

We have provided template letters to cover these types of cases, which have been published on the [Special members of the FPS 2006](#) section of the FPS regulations and guidance website.

ACTION: FRAs to use the documents provided and can amend them where required.

Matthews – Supporting documents

In [FPS Bulletin 73 – September 2023](#), [FPS Bulletin 74 – October 2023](#) and [FPS Bulletin 75 – November 2023](#) we made readers aware of the supporting documentation that has been published to assist FRAs with the implementation second options exercise.

With thanks to Jill Swift at Cheshire Fire and Rescue Service, James Durrant at Essex Fire and Rescue Service and the Communications Working group we have published an Individual Statement of Details document, for each category of special membership.

The statements can be used to illustrate the output from the Matthews GAD calculator to provide the individual with information on their options.

The document can be found on the [Special Members of the FPS 2006](#) section of the [FPS regulations and guidance](#) website.

ACTION: FRAs are encouraged to use the Individual Statement of Details documents to send an individual with information on their options.

Other News and Updates

The Pensions Dashboard Programme – proposed staging date and timeline

The Pensions Dashboard Programme (PDP) are currently consulting with the industry regarding the final staging guidance that will be published by the Money and Pensions Service (MaPS) in the Spring of 2024. The staging guidance will confirm the staging date.

We expect that the staging date for Public Service Pension Schemes is likely to be summer of 2025.

[Regulation 15\(2\) of the Pensions Dashboards Regulations 2022](#) confirms Scheme Managers have a legal duty to have regard to this guidance.

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.

The first session of the new year was on 10 January 2024 at 10am, where the Government Actuary's Department (GAD) joined us to discuss the 2020 Valuation results.

The second session will be held on 30 January 2024 at 10am. The content of this session is still being finalised but will be confirmed in the new year.

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

12 December 2023 – [Immediate Choice Remediable Service Statement \(RSS\) and timetabling](#)

19 December 2023 – [End of year review and a forward look to 2024](#)

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](#)

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