

LEICESTERSHIRE

FIRE and RESCUE SERVICE

Status of Report:	Public
Meeting:	Local Pensions Board
Date:	23 September 2020
Subject:	Scheme Manager's Update
Report by:	The Treasurer/Scheme Manager
Author:	Alison Greenhill, Treasurer/Scheme Manager
For:	Discussion

Purpose of report

1. The purpose of this report is to provide the Pensions Board with an update on the project to appoint a new administrator of the Firefighters' Pensions Scheme.

Recommendation

2. The Board is asked to read and note the content of this report.

Background

3. The current administrators, Leicestershire County Council, are terminating the contract with effect from December 2020.
4. A project is underway in collaboration with Derbyshire and Nottinghamshire Fire and Rescue Services with the objective of appointing a new supplier.
5. An invitation to tender was published for which five bids were received. These were independently evaluated by representatives of the three Fire and Rescue Services and the scores were then jointly moderated. West Yorkshire Pension Fund (WYPF) submitted the most economically advantageous tender and were awarded the contract.

Project update

6. An overview of the project can be found in Appendix 1.

Financial Implications

7. There are no financial implications arising directly from this report. Any financial implications for the Authority will be reported to the Corporate Governance Committee.

Legal Implications

8. The Public Service Pensions Act 2013 introduced a framework for the governance and administration of public service pension schemes. This report aims to fulfil the requirement for Pension Board members to assist the Scheme Manager in ensuring that effective administration arrangements are in place.

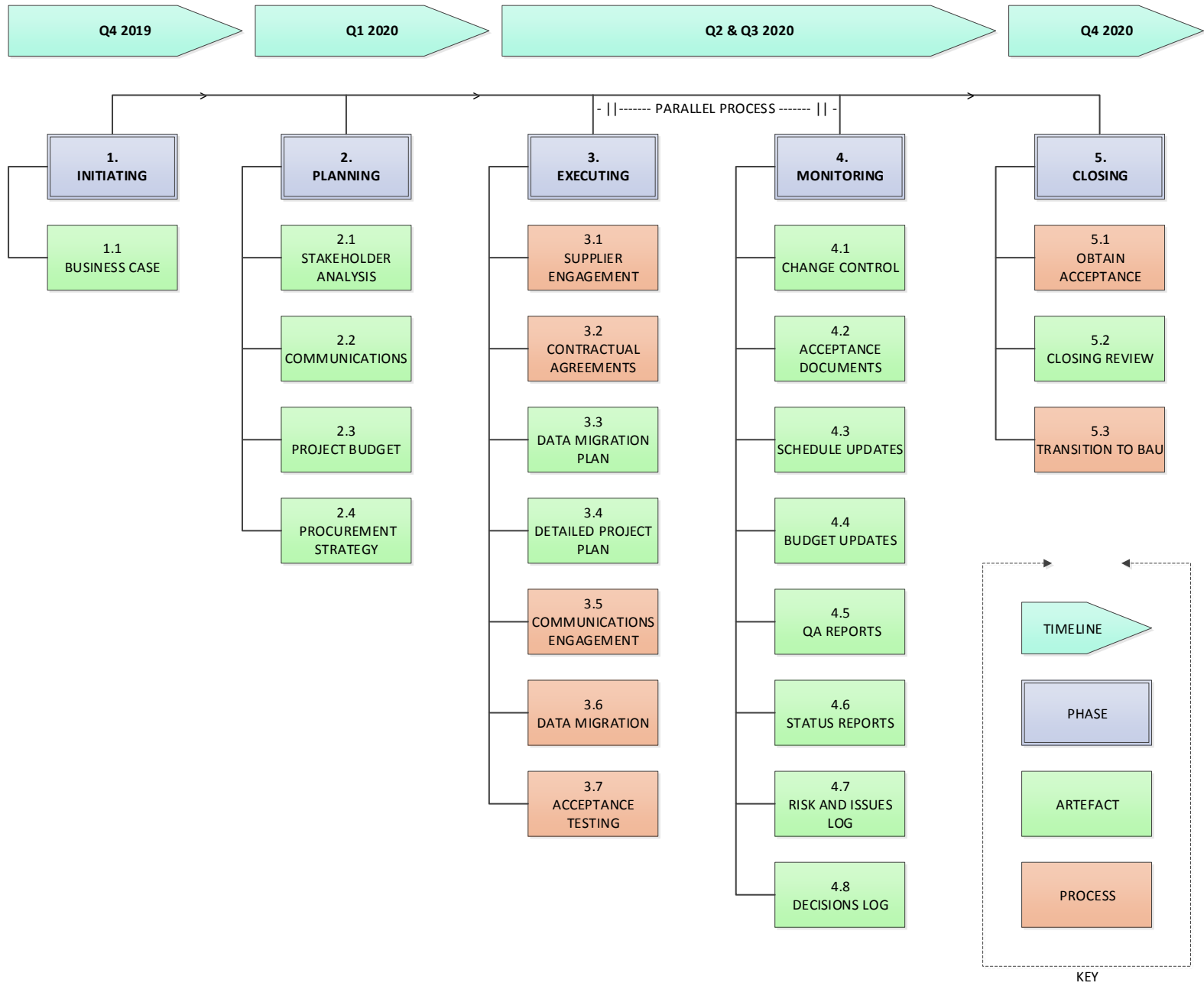
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WORK BREAKDOWN STRUCTURE (WBS)



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WBS	Workstream	Start Date	End Date	Stage in Lifecycle	Workstream Lead	RAG Rating	Update
1.1	Business Case	Nov 2019	Dec 2019	Completed	Jon Lau		Business case completed and signed-off by project board.
2.1	Stakeholder Analysis	Oct 2019	Dec 2020	Completed	Jon Lau		Stakeholder register completed and maintained with regular updates.
2.2	Communications	Oct 2019	Dec 2020	Ongoing	FRS leads		Communications planned to relevant stakeholders by each Fire Service.
2.3	Project Budget	Oct 2019	Dec 2020	Completed	Jon Lau		Notional and actual project costs to be apportioned between the three Fire Authorities.
2.4	Procurement Strategy	Oct 2019	May 2020	Completed	Jon Lau		ITT developed by Leicester City Council Procurement Manager in conjunction with the Fire and Rescue Services.
3.1	Supplier Engagement	May 2020	Dec 2020	Ongoing	Jon Lau		Kick-off meeting undertaken with supplier in July 2020. Regular online meetings scheduled with supplier until December 2020.
3.2	Contractual Agreements	Jul 2020	Sep 2020	Ongoing	Dominic Taylor		Each of the three Fire Authorities to sign individual contracts with WYPF. The contracts have been prepared by Leicester City Council solicitor and sent to the parties for signing.

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WBS	Workstream	Start Date	End Date	Stage in Lifecycle	Workstream Lead	RAG Rating	Update
3.3	Data Migration Plan	Jul 2020	Aug 2020	Complete	Ian Howe		Data is currently held on Aquila Heywood software at Leicestershire County Council which needs to be transferred to the Civica system at WYPF. Aquila Heywood have undertaken an implementation study in relation to the transfer.
3.4	Detailed Project Plan	Jul 2020	Dec 2020	Ongoing	Jon Lau		A detailed project plan has been produced in conjunction with WYPF and is reviewed at the regular online meetings.
3.5	Communications Engagement	Jul 2020	Dec 2020	Ongoing	FRS leads		As per 2.2 above.
3.6	Data Migration	Aug 2020	Dec 2020	Ongoing	Ian Howe		The data migration is currently underway.
3.7	Acceptance Testing	Sep 2020	Dec 2020	Not started	WYPF		Acceptance testing will commence shortly.

RISK AND ISSUE SUMMARY

Closed Risks: 8

Open Risks: 6

Risk No.	Date Raised	Risk Owner	Description of Risk	Impact of Risk	Impact (I)	Probability (P)	Score (I x P)	Rating	Mitigating Actions
R-8	18/12/19	Fire Authorities	<u>Pressure on staff resources</u> The project will add extra pressures on staff resources.	Diverting time and resources from usual activities.	4	5	20	High	All three Authorities to contribute staff to the project and work to be distributed as evenly as possible.
R-9	18/12/19	Scheme Managers	<u>Differences in data</u> The format of data provided to the Administrators differs between Authorities.	Potential difficulties and errors during data migration.	4	4	16	High	To be resolved in the Aquila Heywood implementation study.
PR002	22/07/2020	WYPF & Scheme Managers	<u>Project staff on leave</u> Planned and unplanned absences for long periods or at key points.	Key milestones and targets are not being met which will impact the project's progress, timescales and quality.	4	2	8	Med	Ensure there is sufficient cover if a member is absent.
PR001	22/07/2020	WYPF	<u>Timescale for transition</u> Go-live is currently planned for 1st December 2020 which will allow WYPF three months to develop pensioner payroll, load routine and conduct a parallel payroll testing.	If data is not loaded by first week in December 2020 there is a risk that Pensioners due to be paid at end of December would not be made by WYPF's payroll system.	4	1	4	Low	The timing of the test data extract and parallel payroll run have been scheduled to allow WYPF adequate time possible to prepare for core functions to be available from go-live.

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PR003	22/07/2020	WYPF & Scheme Managers	<u>Pandemic</u> Coronavirus pandemic leads to full office closures	IT systems/data are not fully accessible.	2	2	4	Low	Remote access to systems and meeting by conference call.
PR007	22/07/2020	WYPF	<u>Loss of access to records</u> Leicestershire County Council will cease to have access to Altair records after 31 st December 2020	WYPF may not be able to resolve any outstanding data issues.	2	2	4	Low	WYPF to resolve all data queries by 31st December 2020.

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