

West Yorkshire Pension Fund – General contacts

Name	Job title	Work area	Number	Email
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Naheed Asghar	Service Centre Team Manager	Day to day management of the Fire admin team	01274 434412	naheed.asghar@wypf.org.uk
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Dave Garforth	Pensioner Services Manager	Pensioner services, payroll, deaths	01274 434271	david.garforth@wypf.org.uk
Maxine Coudette	Payroll Team Manager	Pensioner services, payroll, deaths, injury review recalculations	01274 434268	maxine.coudette@wypf.org.uk
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Service Centre

Our experienced Service Centre Fire Team provide specialised administration services dealing with all processes from joining the scheme up to retirement.

Main duties

- New starters
- Record maintenance (change in rank, address, split pension etc)
- Transfers in from other schemes
- Transfers in from other Fire Authorities
- Linking of pension records
- Added years and added pension
- Divorce quotes & pension sharing orders for active & deferred members
- Refunds
- Deferred benefits
- Transfers out to other fire authorities or schemes
- Pension estimates
- Retirements – set up of pension & payment of lump sum

Team members

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Thomas Gray	thomas.gray@wypf.org.uk	(01274) 43 4521
Melanie Stott	melanie.stott@wypf.org.uk	(01274) 43 6474

Pensioner Services

Our dedicated Pensioner Services Team are responsible for all aspects of payroll management and administration processes post-retirement.

Main duties

- General pensioner payroll queries
- Running payrolls (monthly and daily)
- Death calculations (including overpayments) for beneficiaries and children
- Monthly payroll data cleansing
- Monthly payroll adjustments (increases at 55, GMP Modifications, bank/address changes)
- Annual pensions increase (pensioner records)
- NFI reporting for deaths and re-employments
- Death grant calculation and payment
- Pension entitlement reviews & re employments
- Incapacities & injury reviews
- Mortality screening
- Tracing members
- Life certificates

Team members

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