



Monthly Report

December 2019

XXX Fire Authority



West Yorkshire Pension Fund

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1. Regulations/Fire Scheme Update

1.1 SAB Bulletin

Please take a few minutes to read the Firefighters' Pension (England) Scheme Advisory Board Bulletin (Link to Bulletin 26 below) and take any action required.

[Bulletin 26](#)

[WYPF Action points](#)

ABS 2019 survey

WYPF will be completing the 'Administrator' survey on behalf of all clients. FRA's should complete the 'Employer' survey. The deadline for the survey responses is 10 January 2020.

FPS England - 2020 valuation draft data specifications

The draft 2020 valuation data specification has been received by WYPF. Any comments regarding the structure and content of the document will be submitted to LGA.

TPR governance and administration survey 2019

The surveys have been completed by WYPF and submitted before the deadline of 29 November 2019.

2. Member Issues

No member issues

3. Administration Update

3.1 Audits undertaken

i. External Audit

Royal Berkshire external auditors undertook a 'Pensions Administration Audit' last month. Results of the audit are awaited.

ii. ISO 9001 Quality Audits

The following internal quality audits were completed by WYPF staff:

New Members

AVC's

Estimates

Any suggestions for improvements to working practices will be analysed by the relevant managers.

iii. Bradford Council Internal Audits

None undertaken last month. An audit on 'Transfers In' was undertaken in October.

Five year Audit Plan attached.

3.2 Fire Pensions Tax Training

WYPF commissioned Barnett Waddingham to provide Pensions Tax Awareness & Workshop to staff. The morning session covered:

- Annual allowance –AA
- Lifetime allowance –LTA
- Some considerations for members
- Freedom & Choice reform & MPAA -Money Purchase annual allowance.

The afternoon covered 'Pensions Tax Workshop' which involved looking at different scenarios.

Staff found the training very useful.

3.2 Actuarial Valuation for IAS19

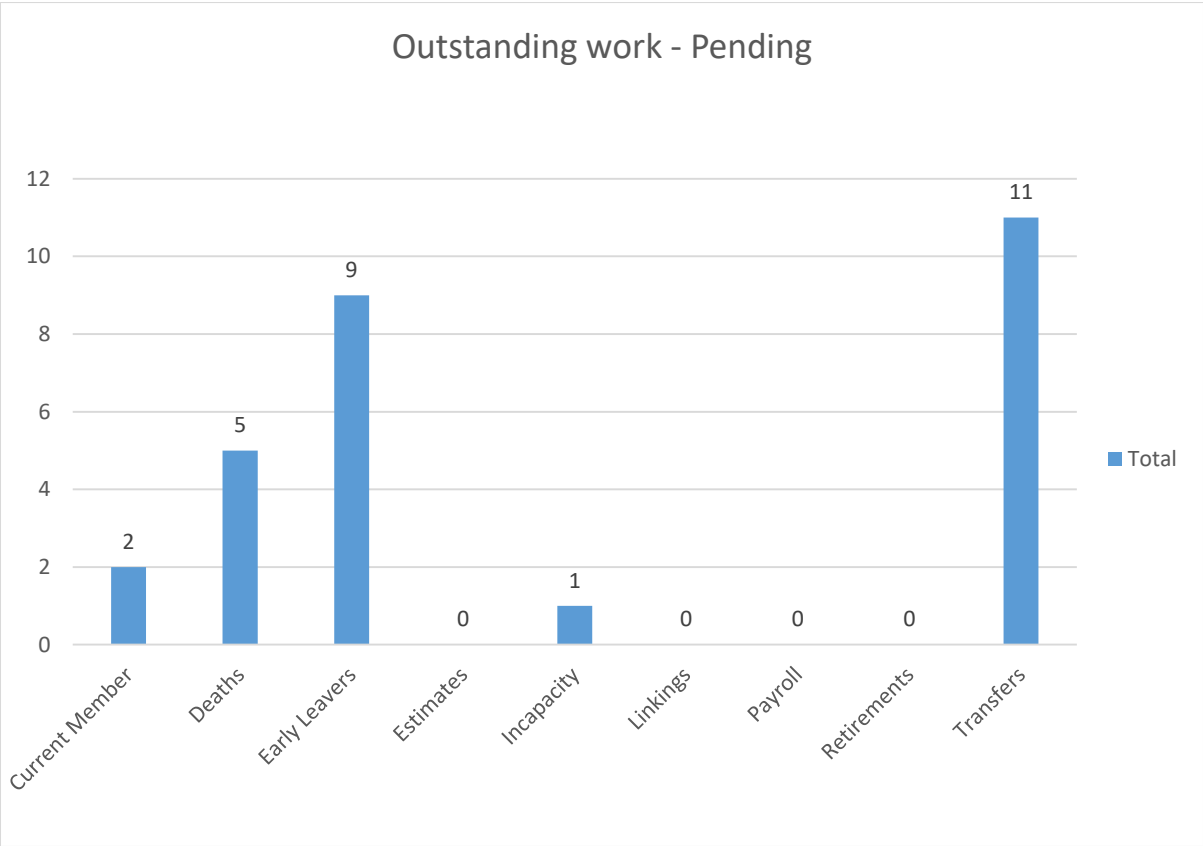
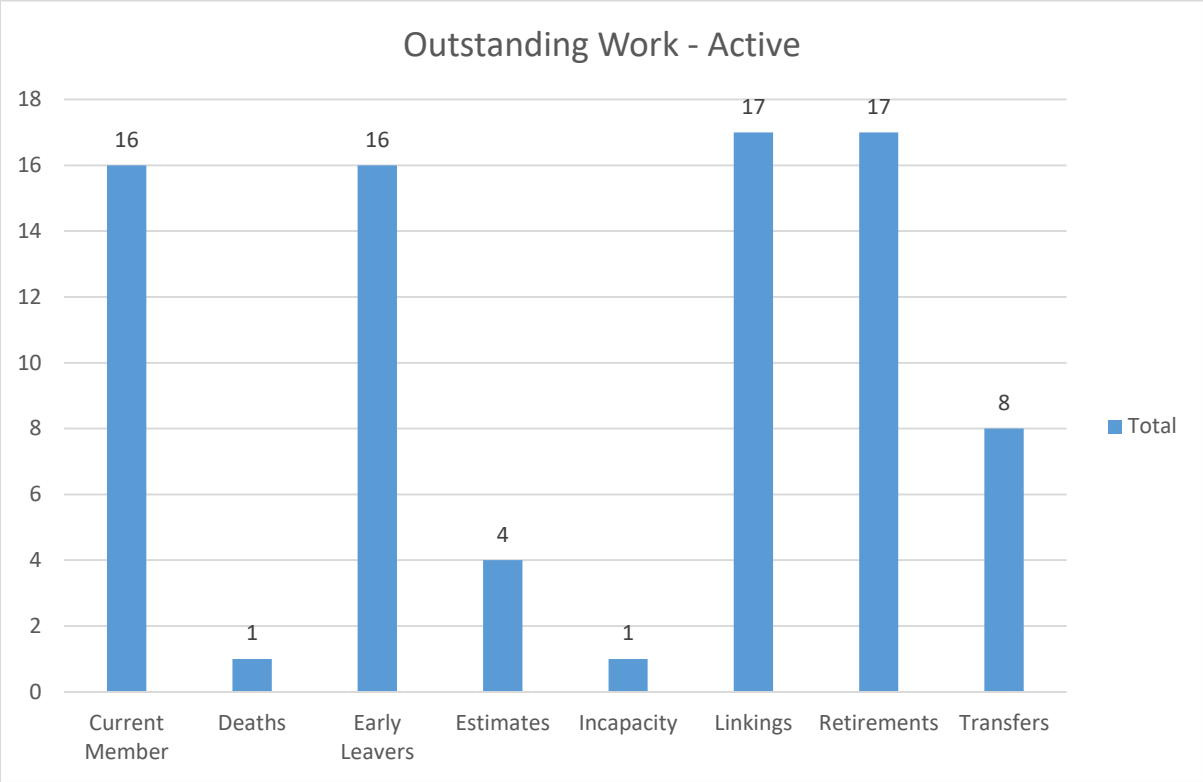
FA's may have received a request from Hymans for valuation data. If you have and you want information from WYPF please confirm your requirements by 31st December so that we can schedule this work in to meet Hymans deadline.

Key Performance Indicators

4.1 Completed processes

XXX Fire (1 to 30 November 2019)						
WORKTYPE	TOTAL CASES	TARGET DAYS FOR EACH CASE	TARGET MET CASES	MINIUM TARGET PERCENT	TARGET MET PERCENT	AVERAGE DAYS TAKEN
Transfer In Quote	2	10	2	85	100	1
Deferred Benefits Set Up on Leaving	11	10	10	85	91	13
Pension Estimate	17	10	16	85	94	7
Deferred Benefits Into Payment of Lump Sum	3	3	3	85	100	3
Purchase of Service Quote	1	20	1	85	100	1
Set Up New Spouse Pension	2	5	2	85	100	3
Change of Address	3	20	3	85	100	1
Change of Bank Details	1	20	1	85	100	1
General Payroll Changes	15	20	14	85	93	3
Age 55 Increase to Pension	1	20	1	85	100	19
NI adjustment to Pension at State Pension Age	3	20	3	85	100	13
Enquiry Fire	1	5	1	85	100	1
DWP Request For Information	1	10	1	85	100	3
Death Grant Nomination Form Received	7	20	7	85	100	1
Initial letter Death in Retirement	2	5	2	85	100	1
Death in Retirement	2	5	2	85	100	1
Monthly Pension	1366	Pension due date	1366	100	100	

4.2 Work in Progress



5 Member Web Registrations

The number of members signed up to member web are:

Status	Number
Active	89
Pensioner	138
Pensioner Ex-Spouse	0
Beneficiary Ex-Souse	5
Deferred Ex-Spouse	0
Deferred	39

6. 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
Roll out of Monthly Postings 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

7. Membership Numbers

Scheme	ACTIVES	DEFS	PENS	BENS	PRESERVED REFUNDS	LVRS OPTNS PENDING
XXX Fire (1992 Scheme)	90	61	906	157	1	0
XXX Fire (2006 Scheme)	40	420	208	13	9	3
XXX Fire (2006/RDS Scheme)	57	92	69	0	0	0
XXX Fire (2015 Scheme)	1417	362	14	6	5	7
XXX Fire (2015/RDS Scheme)	42	2	0	0	0	4
TOTAL	1646	937	1197	176	15	14

8. Five Year Audit Plan 2019 – 2024

West Yorkshire Pension Fund Five Year Audit Plan 2019 - 2024	Frequency	Last Audit	Recommendations	Days	19/20	20/21	21/22	22/23	23/24	Total
Annual Accounts Verification	Annual	Jul 18	1	10	✓	✓	✓	✓	✓	
Audits Per Year					1	1	1	1	1	5
Benefits										
Local Government Scheme Contributions	2 Yearly	Nov 18	0	20			✓		✓	
New Pensions and Lump Sums - WYPF										
- Normal and Early Retirements	5 Yearly	Mar 15	0	25	✓					
- Death in Service, Post Retirement Widow and Dependent Benefits	5 Yearly	Mar 17	0	20			✓			
- Ill Health Pensions	5 Yearly	Oct 13	2	20					✓	
- Flexible Retirements	5 Yearly	Apr 16	1	20		✓				
- Deferred Pensions	5 Yearly	Mar 18	0	20				✓		
Transfers Out	3 Yearly	Nov 17	0	20		✓				
Transfers In	3 Yearly	Sep 16	2	20	✓		✓			
Reimbursement of Agency Payments	5 Yearly	Mar 18	2	15				✓		
Life Certificates	5 Yearly	Oct 15	0	15		✓				
AVC Arrangements	5 Yearly	Sep 17	0	15				✓		
Admission of New Bodies	5 Yearly	Jan 15	0	20	✓					
Pensioners Payroll	2.5 years	Mar 16	3	20		✓			✓	
Purchase of Additional Pension	5 Yearly	Mar 17	1	15			✓			
Annual Benefits Statements	2.5 years	Oct 16	0	20	✓			✓		
New Pensions and Lump Sums - Fire Service	3 Yearly	Jul 18	1	15		✓			✓	
Audits Per Year					4	5	4	4	4	21

