

Briefing Note – Breach of Disclosure regulations
Failure to issue an Annual Benefit Statement to all scheme members by 31st
August 2016 – Update for Emergency Pension Board meeting May 2017

1. Background

West Midlands Fire Service experienced a breach of the Disclosure Regulations during 2016 and reported this to The Pension Regulator. Following the breach and action plan was agreed to prevent the same issue from occurring during 2017. This note provides an update for Pension Board members on the progress against that action plan.

1. Membership data will be checked during the period January to March 2017. This is to ensure that all records are updated as needed with the correct scheme information.

Item Completed on target

2. Discussions will take place with the Admin team to ensure that they will have an appropriate level of staff availability to envelope and distribute the statements.

Discussions have taken place and will continue to do so as we move towards the date when the statements will be issued.

3. The documents to be produced will be reviewed during March 2017 to ensure that they are as uniform as possible and hold all the required data.

Documents have been reviewed in consultation with the software supplier and other Fire and Rescue Authorities.

4. Payroll data will be loaded to ALTAIR at the earliest opportunity after 31st March 2017.

Payroll Data has been loaded by 31st May 2017.

5. A test batch of statements for each of the 4 groups will be produced by 30th April 2017. Any errors will be notified to Aquila Heywood as soon as discovered and a fix will be requested.

Test batches not yet run due to delay in loading of pay data. Test batches will be run during May and provided to Staff Representative bodies at June JCC.

6. An informal Pension Board meeting will be held during May to monitor progress of this action plan and to consider alternative solutions should any issue be encountered.

Meeting taking place and this report is provided to inform that meeting,

7. The test batch will be reprocessed following delivery of any fix.

On Target

8. If no errors remain unfixed statements will be printed during July 2017 and issued during August to ensure receipt prior to 31st.

On Target

9. If errors remain at 30th June these will be escalated to Aquila Heywood management team and statements will be produced for all members unaffected during July as planned.

On Target

10. Any statements which are still in error at 31st July will be amended and issued manually.

On Target