Ff Pensioner payroll and administration transfer – March 2016

Project Lead : Project Sponsor:	Faye Mansfield Kerry McCafferty	Project Objectives: To seamlessly transfer the Firefighter pension administration and pensioner payroll from the current provider, Buckinghamshire County Council to West Yorkshire Pension Fund into business as usual at WYPF for the go live date of 1 April 2016. All stakeholders are kept informed of the transition All BMKFA member data is transferred to WYPF and the transfer audited and confirmed full and correct.

Overall RAG 🟢

Finance	🟢	Plan	🟢	Risks & Issues	🟢	Scope	🟢	Resources	🟢

Exec Summary – Past Period's Activities

Contract
- Data Sharing Agreement signed by all parties w/c1 February
- Contract signed w/c 15 February
- User agreements & contact forms completed and sent to WYPF 24 March

Finance
- Initial finances specified
- Additional costs identified for image migration estimated at £17,000

Resources
- Faye Mansfield named lead for BMKFA
- Jacky Manning named lead for RBFA
- Liz Hughes & Mike Dean leads in BCC
- Yunus Gajra, Ola Ajala & David Robertson in WYPF

Actions to date
- Formal monthly face to face meeting held 1 March
- Training dates held by WYPF on 1 March & 15 March
- Weekly telephone catch up calls held with WYPF
- Queries on data throughout the month dealt with on a case by case basis

Priorities for Next Period

Meeting Frequencies:
- Key stakeholders (WYPF, RBFA & BMKFA)
   - Weekly telephone catch up calls to continue (each Wednesday)
   - Next formal face to face meeting to be held at WYPF, date TBC
   - Project closure meeting 24 May
- Bucks CC
   - BCC confirmed timeline and costing of image extraction by Heywood. For a test and live extraction this would be approx. £21,000 and completed w/c 16 May, for a single extraction this would be approx. £17,000 and completed w/c 18 April
   - BCC to complete contract with Year End

New provider:
- Dual running of data

Key actions:
- Communication plan – in line with Royal Berkshire
- Data migration work from BCC to WYPF to continue

Key Milestones

Milestone	Forecast/ Actual	RAG
Final BCC pay run	w/c 21 March 2016	🟢
Data files transferred from BCC to WYPF	w/c 21 March 2016	🟢
First test parallel payroll run	w/c 28 March 2016	🟢
Image migration from Heywood to WYPF	w/c 18 April 2016	🟢
First live WYPC payroll run	21 April 2016	🟢
Cut over of business as usual	May 2016	🟢

Risk/ Issue	Description	Mitigating Action
R	Resource availability	Dedicated resource on project, extra temporary HR resources to support remaining work
R	Data migration issues; timescales, quality of data, system integration	Communication between WYPF & BCC. Appropriate testing of data transfer
R	Image files not sent to WYPF in timely manner & a single live extraction of data	BCC confirmed that as the image transfer is scheduled w/c 18 April they will be able to provide data to WYPF on a case by case basis during the transitional period
R	Data conversion and errors discovered in data transfer	Overpayment & Retirement procedures drafted. Early testing of data
R	Problem with first live run	BCC to do a dummy run in May
R	Business as usual negatively affected	Constant engagement with BCC & WYPF on different levels