

Recommendation	Action	Status
<p>Recommendation One</p> <p>Buckinghamshire & Milton Keynes Fire Authority (BMKFA) should review its arrangements for the administration of its pension fund. Specifically, BMKFA should consider: (a) whether to bring the function in-house; or (b) whether a new administrator of the firefighters’ pension fund should be appointed.</p>	<p>Buckinghamshire County Council currently provides the pensions administration service for the Authority for the Local Government Pension Scheme (LGPS) and the Firefighters’ Pension Schemes (FPS 1992, PFS 2006, FPS 2015, MPS 2015). The pension administration service for the Firefighters’ Pension Schemes will cease to be provided by Buckinghamshire County Council with effect from the end of the financial year 2015/16.</p> <p>In collaboration with Royal Berkshire Fire Authority, and following a joint tender process, a new pension administrator was awarded in December 2015; West Yorkshire Pension Fund. Work is now underway with West Yorkshire Pension Fund to seamlessly transfer the pension administration from Buckinghamshire County Council to West Yorkshire Pension Fund ready for a go live date of 1 April 2016. Copies of the project highlight reports are attached at Appendix 1 and 2 for information for January 2016 and February 2016.</p>	<p>Complete</p> <p>A new provider has been appointed</p>
<p>Recommendation Two</p> <p>BMKFA should review its arrangements for external audit and financial assurance, including whether it is possible or desirable to change its current appointed auditor.</p>	<p>The Closing of Accounts year ending March 2015 had a new audit director and audit manager. Audits substantially completed by the Overview and Audit Committee on 15 July 2015 and final certification issued at the meeting on 23 September 2015.</p>	<p>Complete</p> <p>E&Y appointed a new Audit Director and Audit Manager to the Authority for the year ending 31 March 2015</p>

<p>Recommendation Three</p> <p>BMKFA should review its processes for handovers between leavers and joiners. In particular BMKFA should consider whether departing staff members should be required to set out (e.g. in meeting and/or written briefing note) all the information that is relevant to the on-going and future tasks in that role. The requirement should apply at least to the senior managers at BMKFA.</p>	<p>As detailed in minutes of the meeting of the Overview and Audit Committee held on 11 March 2015, the Director of People and Organisational Development Director explained that amendments had been made to the Recruitment Procedure to incorporate handovers between staff joining and leaving the Authority. An additional section has been added to the procedure;</p> <p><i>"In most circumstances it is expected for the employee leaving the department / Authority to have produced full handover notes for the new employee to aid successful introduction into the role. If practicable the new employee filling an existing position will have a handover period with the individual prior to them leaving the department / Authority.</i></p> <p><i>The handover should be structured, cover the main responsibilities, tasks and processes and provide key contacts the new employee will require. It is also important for any on-going issues, tasks and project deadlines to be detailed in handover to minimise any disruption to work output.</i></p> <p><i>Once a leaving date is confirmed, the line manager should commence the handover requirements with the employee leaving the department / Authority. It is the line manager's responsibility to ensure the handover is completed and an appropriate record is kept of this."</i></p> <p>In accordance with handover arrangements, appropriate files and folders are established by the individual leaving the role to</p>	<p>Complete</p> <p>Appropriate documentation amended</p>
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	ensure the new employee has the information required to be able to pick up the role and responsibilities and therefore minimise disruption to work output, and we can confirm this is happening in practice.	
<p>Recommendation Four</p> <p>BMKFA should fully support efforts within the Fire Finance Network to encourage greater information sharing and cooperation on financial matters.</p>	<p>The Authority fully supports efforts within the Fire Financial Network to encourage information sharing and cooperation. The Mr Milne v Government Actuary’s Department (GAD) case in 2015 is a recent example of this, where treatment was consistent and shared across the different Fire Authorities.</p>	<p>Complete</p> <p>Information sharing and cooperation fully supported</p>
<p>Recommendation Five</p> <p>BMKFA should develop a policy within human resources for dealing with injury awards under the 2006 Compensation Scheme to complement the policies addressing ill-health retirements.</p>	<p>The Authority accepted that a policy within Human Resources for dealing with injury awards under the 2006 Compensation Scheme to complement the policies addressing ill-health retirements should be developed. A document has been produced which sets out the process of ill health retirements, including injury awards as defined by the Firefighters’ Compensation Scheme (England) Order 2006.</p>	<p>Appropriate documentation produced and external scrutiny currently under way. Document to be launched following scrutiny</p>