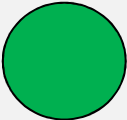


# Ff Pensioner payroll and administration transfer – January 2016

<b>Project Lead :</b> <b>Project Sponsor:</b>	Faye Mansfield Kerry McCafferty	<b>Project Objectives:</b> 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.	<b>Overall RAG</b> 
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Finance		Plan		Risks & Issues		Scope		Resources	
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## Exec Summary – Past Period's Activities

### Tender & contract award

- Evaluation of tender responses at the beginning of December 2015 and contract awarded to West Yorkshire Pension Fund (WYPF)

### Finance

- Initial finances specified
- Additional costs may be raised by Heywood

### 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 meetings held 7 January
- Meeting with BCC on 11 January
- Two questionnaires to be completed by BCC (22 January) & sent to WYPF (25 January) (no confidential data)
- Internal auditors met with on 25 January as a 'critical friend'. TOR being drafted by BCC

## Priorities for Next Period

### Meeting Frequencies:

- Key stakeholders (WYPF, RBFA & BMKFA)
  - Next formal monthly face to face meeting 1 March
  - One formal tele-conference (16 February)
  - Weekly telephone catch ups will continue (each Wednesday)
- Bucks CC
  - Next meeting to involve WYPF on 3 February
  - Tele-conference on completion of questionnaires to be arranged
  - BCC to complete contract with Year End

### New provider:

- Training & induction for HR staff on new systems
- Dual running of data

### Key actions:

- Communication plan – in line with Royal Berkshire
- Contract & Data Sharing Agreement to sign
- Data migration from BCC to WYPF

## Key Milestones

Milestone	Forecast/ Actual	RAG
Soft market presentations	28 September 2015	
Evaluation of tender responses	27 Nov – 2 Dec 2015	
Supplier Chosen	7 December 2015	
WYPF formally notified of award (allows for 10 day standstill)	29 December 2015	
First formal meeting with WYPF, RBFA & BMKFA	7 January 2016	
Contract & Data Sharing Agreement signed	February 2016	
Last BCC pay run	23 March 2016	
First live WYPC pay run	April 2016	
Cut over of business as usual	April 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	Meeting between WYPF & BCC. Early testing of data transfer
I	First data cut not provided to original timescales	Meeting with BCC 3 February 2016
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 run a dummy run in May 2016
R	Business as usual negatively affected	Constant engagement with BCC & WYPF on different levels