


Ff Pensioner payroll and administration transfer – February 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 
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Finance		Plan		Risks & Issues		Scope		Resources	
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Exec Summary – Past Period's Activities

Contract

- Data Sharing Agreement signed by all parties w/c1 February
- Contract signed w/c 15 February

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 2 February
- Meeting with BCC & WYPF on 3 February
- Data reports sent from BCC to WYPF 16 February for data migration
- Finalised TOR sent by internal auditors 17 February
- Communication sent to affected individuals regarding the transfer 17 February
- Local Pension Board and trade unions notified of communication 17 February

Priorities for Next Period

Meeting Frequencies:

- Key stakeholders (WYPF, RBFA & BMKFA)
 - Next formal monthly face to face meetings 1 March & 23 March, 23rd provisioned as a visit to WYPF
 - Weekly telephone catch ups will continue (each Wednesday), with w/c 16 February telephone conference
- Bucks CC
 - Tele-conference on completion of questionnaires to be arranged
 - BCC meeting with Heywood to discuss transfer of image files
 - BCC to complete contract with Year End

New provider:

- Training & induction for HR staff on new systems. Training dates scheduled for 1 March & 15 March
- 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
Data Sharing Agreement signed	w/c 1 February 2016	
Contract signed	w/c 15 February 2016	
Data reports sent from BCC to WYPF	16 February 2016	
Last BCC pay run	23 March 2016	
Image files to be transferred from BCC to WYPF	29 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
R	Image files not sent to WYPF in timely manner	Early identification of retirements for April 2016 needed in order to avoid pension payment issues. BCC in discussion with Heywood to transfer files in a timely manner
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
R	Business as usual negatively affected	Constant engagement with BCC & WYPF on different levels