



Age discrimination remedy data collection template – notes for completion

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Introduction

1. This document provides instructions on completing the age discrimination remedy data collection template.
2. The template is divided into three worksheets:
 - 2.1. [Part-time hours data](#)
 - 2.2. [Service break data](#)
 - 2.3. [Financial data](#)
3. The template will be pre-populated in part by administrators using an extract report developed by the software suppliers (Aquila Heywood and Civica). The report will identify members eligible for remedy, but this should be cross-checked against FRA records.
4. The partially completed template will be provided to FRAs to fill in the required fields. Once the employer details have been completed, the sheet should be returned to the administrator to upload into the pension software system.
5. Where a member has more than one post, the template should be completed in respect of each post under the relevant payroll reference number.
6. As taper members will be given the same choice of legacy or reformed benefits for the whole remedy period, regardless of their taper date, all relevant fields must be fully completed for these members to allow both final salary service and CARE build up to be created from 1 April 2015 to 31 March 2022 (or date of leaving).

7. For the financial data worksheet, a separate line must be completed for each scheme year for each member record. This could mean that each unique payroll reference has up to seven rows of data.

8. The tables below set out a description of all the data fields across the three worksheets. This is to help employers and payroll providers understand what data should be input to each field within the template. It explains how the data should be formatted and what the expected values are.

9. [Data fields 1 to 11 on each worksheet](#) are identifying fields which will be pre-populated and are identical on each sheet.

10. Data fields 12 to 17; 18 to 22; and 23 to 34 are specific to each worksheet.

11. Fields 12 to 15b (Part-time hours) will be pre-populated with the hours data currently held on the pensions administration system. This includes data for all eligible members, even if they have been whole-time for the full remedy period. FRAs should check that the data they hold matches the data on the worksheet and make any amendments necessary.

12. Fields 16 and 17 (Part-time hours) will be pre-populated with any leaving details held on the pensions administration system. FRAs should check that the data they hold matches the data on the worksheet. Dependent on the reason for leaving, further FRA action may be required – see data collection guidance for more information. These columns should be deleted from the completed spreadsheet by the administrator prior to upload.

13. Fields 18 to 22 (Service breaks) will be pre-populated with the service break data currently held on the pensions administration system. FRAs should check that the data they hold matches the data on the worksheet and make any amendments necessary.

14. Fields 23 to 37 (Financial) will be pre-populated where data exists on the pensions administration system. The remaining fields may require completion by the employer. A separate row must be completed for each relevant year in the remedy period.

15. Once the validated data is uploaded back into the software system, a flag will be added to the member's record to confirm that the remedy data solution has been applied.

16. Some data elements will inevitably be more challenging to collect than others and may be held in varying ways and by different parties, requiring additional collaboration. Some items, such as pensionable pay, may require analysis and judgement-based decision making. FRAs are therefore likely to be heavily reliant on internal processes in collating the required data, and responsibility for data collection and submission should be clearly defined in advance.

17. This document sits alongside the [remedy data collection guidance](#) which has been provided in advance to help Fire and Rescue Authorities (FRAs) and administrators identify which types of data need to be collected.

18. The data products have been provided to complement internal processes and workflow between FRAs and administrators; they are not provided as standalone tools. The template is based on the Pareto Principle, more commonly known as the 80/20 rule. The general point is that the template will collect 80 per cent of the data leaving 20 per cent that will need data manipulation. Consequently, it is anticipated that there will always need to be some form of manual intervention before the data can be uploaded to the pensions administration system.

19. Please note that the template and associated documents have been provided to collect data relating to cases that will be remedied following implementation of legislation and software solutions. It is not intended as a data collection mechanism for immediate detriment cases.

20. The documents have been created in conjunction with the Fire Communications Working Group (FCWG) and relevant software suppliers.

What is service break data?

21. Service break data is needed for all periods of authorised unpaid leave, industrial action, and unauthorised leave. Authorised unpaid leave, for this purpose, includes:

21.1. any period of unpaid additional maternity or adoption leave, generally from week 40 to week 52, but may start from week 27

21.2. any period of unpaid shared parental leave

21.3. any period of unpaid parental bereavement leave

21.4. any period of unpaid leave the member chooses to take, for example, time off for a sabbatical

22. Do not include service break data for sickness absence, ordinary maternity or adoption leave (first 26 weeks of leave), paid additional maternity or adoption leave (generally from week 27 to week 39), paternity leave, reserve forces leave, paid shared parental leave or paid parental bereavement leave.

Data deadline

23. As remedy period data will be needed up to 31 March 2022, data should be collated up to 31 March 2021 by each FRA and submitted by 30 September 2021.

24. FRAs can then submit data for the remaining 12 months for the end of that scheme year (31 March 2022) in line with annual postings, or each month where monthly postings are in operation.

Generic data to each worksheet

Data field number	Title of data field	Description of data field	Format of data field	Value of data field
1	NI Number	National Insurance Number of the member.	Alphanumeric (e.g. AB123456A)	Not applicable
2	Surname	The surname of the member.	Alpha (e.g. Smith)	Not applicable
3	Forename	The forename of the member.	Alpha (e.g. Joe)	Not applicable
4	Date of Birth	The date of birth of the member.	DD/MM/YYYY	Not applicable
5	Employer identifier	This is the unique identifier for an employer provided by the administrator.	Alphanumeric	Not applicable
6	Employer name	Name of the employer.	Alpha (e.g. Avon FRS)	Not applicable
7	Pension ref number	This is the member's unique pension reference number. Only complete this field if required by the pensions administration software.	Alphanumeric (e.g. 123456 or 12345A)	Not applicable
8	Payroll ref 1	This is a unique identifier. Normally, this is the employee's current payroll or	Alphanumeric (e.g. 123456 or 12345A)	Not applicable

		post number.		
9	Payroll ref 2	This is a 2 nd unique identifier where relevant.	Alphanumeric (e.g. 123456 or 12345A)	Not applicable
10	Payroll ref 3	This is a 3 rd unique identifier where relevant.	Alphanumeric (e.g. 123456 or 12345A)	Not applicable
11	Status	Indicates whether the individual is an active contributing member of the scheme or ceased contributing and has left active membership of the scheme (this includes members who have opted out of the scheme).	Alpha (1 character only)	C =Contributing N = Non-contributing

Part-time hours data

Data field number	Title of data field	Description of data field	Format of data field	Value of data field
12	Date hours started	<p>Indicates the start date for the period of hours.</p> <p>If the member's hours have changed there will be a start and end date for each change.</p>	DD/MM/YYYY	Not applicable
13	Date hours ended	<p>Indicates the end date for the period of hours.</p> <p>If the member's hours have changed there will be a start and end date for each change.</p>	DD/MM/YYYY	Not applicable
14	Part-time indicator	<p>Indicates whether the member is in part-time employment. If the member's hours have changed there will be an indicator for each period of part-time working.</p> <p>If this data field is left blank, this indicates that the</p>	Alpha (1 character only)	P = part-time

		member is whole-time.		
15	Part-time hours %	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a fraction in data fields 15a and 15b.</p> <p>It should represent the percentage weekly part-time hours.</p>	Numeric (e.g. 50.00). Software suppliers may require this field to contain a specific number of characters (e.g. 50.0000)	Not applicable
15a	Part-time hours numerator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly part-time hours.</p>	Numeric (e.g. 21.00). Software suppliers may require this field to contain a specific number of characters (e.g. 21.0000)	Not applicable
15b	Whole-time equivalent hours denominator	<p>This field should only be filled where the part-time indicator is set to P and part-time hours are not held as a percentage in data field 15.</p> <p>It should represent the weekly whole-time equivalent hours.</p>	Numeric (e.g. 42.00). Software suppliers may require this field to contain a specific number of characters (e.g. 42.0000)	Not applicable

16	Date of leaving scheme	Date that member left scheme, if applicable.	DD/MM/YYYY Administrator to delete column from completed template before uploading data.	Not applicable
17	Reason for leaving scheme	Indicator for reason left scheme to flag whether future action may be required e.g. IHR or contingent decision (opt-out).	Alphanumeric (reason code) Administrator to delete column from completed template before uploading data.	Not applicable

Service break data

Data field number	Title of data field	Description of data field	Format of data field	Value of data field
18	Service break start date	Indicates the start date of the service break. The start date of the service break is the date from which the member ceased paying contributions on the pensionable pay they would have received but for the absence.	DD/MM/YYYY	Not applicable
19	Service break end date	Where data field 18 is completed, data field 19 is the end date of that service break.	DD/MM/YYYY	Not applicable
20	Reason for service break	Where data fields 18 and 19 are completed, insert the reason the member had a service break. A = authorised unpaid leave. B = industrial action.	Alpha (1 character only)	A or B
21	Part-time hours % during service break	Only to be completed where data fields 18, 19 and 20 are completed, the member	Numeric (e.g. 50.00). Software suppliers may require this field to contain a	Not applicable

		<p>would have been part-time but for the service break, and part-time hours are not shown as a fraction in data fields 21a and 21b.</p> <p>Where a member is part-time, some pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the part-time percentage that would have been worked but for the service break.</p>	<p>specific number of characters (e.g. 50.0000)</p>	
21a	Part-time hours numerator during service break	<p>Only to be completed where data fields 18, 19 and 20 are completed, the member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 21.</p> <p>Where the member is part-time, some pensions administration systems</p>	<p>Numeric (e.g. 21.00). Software suppliers may require this field to contain a specific number of characters (e.g. 21.0000)</p>	Not applicable

		<p>require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the part-time hours that would have been worked but for the service break.</p>		
21b	Whole-time equivalent hours denominator during service break	<p>Only to be completed where data fields 18, 19 and 20 are completed, the member would have been part-time but for the service break, and part-time hours are not held as a percentage in data field 21.</p> <p>Where the member is part-time, some pensions administration systems require the break in service to be recorded as the part-time hours that would have been worked but for the service break.</p> <p>If the member is normally part-time, indicate the whole-time equivalent hours that</p>	Numeric (e.g. 42.00). Software suppliers may require this field to contain a specific number of characters (e.g. 42.0000)	Not applicable

		would have been worked but for the service break.		
22	Did member elect to buy back the service break?	Indicate whether the member elected to buy back the service break.	Alpha (1 character only)	Y = member elected to buy back N = member did not elect to buy back

Financial data

Data field number	Title of data field	Description of data field	Format of data field	Value of data field
23	Period start date	<p>Period start date for the relevant financial year. This will be 01/04 unless member has re-joined the scheme mid-year.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p>	DD/MM/YYYY	Not applicable
24	Period end date	<p>Period end date for relevant financial year. This will be 31/03 unless member has left or opted out mid-year.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p>	DD/MM/YYYY	Not applicable
25	Legacy scheme employee contributions (FPS 1992 or FPS 2006)	Contributions that the member has paid in the legacy scheme (if missing) or contributions member would have paid if they had remained in the legacy scheme until 2022/ date of	Numeric (e.g. 4260.00).	Not applicable

		<p>leaving.</p> <p>Needed to rebuild the final salary record for the remedy period.</p> <p>Fill in a separate row for each applicable year.</p>		
26	Legacy scheme employee contribution rate	<p>Contribution rate that applies or would have applied to the member in the legacy scheme.</p> <p>Fill in a separate row for each applicable year.</p> <p>FRAs to determine with their administrator whether a new line is required for a mid-year rate change.</p>	Numeric to one decimal place (e.g. 14.2)	Not applicable
27	CPD APB contributions	<p>Only complete if the member has been in receipt of CPD.</p> <p>Notional pension contributions payable on any CPD that has been included within CARE pay.</p> <p>Needed to rebuild the final salary record for the remedy</p>	Numeric (e.g. 150.00).	Not applicable

		<p>period.</p> <p>Fill in a separate row for each applicable year.</p>		
28	CPD APB period end date	<p>Only complete if there is a value in data field 26.</p> <p>Period end date for CPD APB contributions. This will be 30/06 unless member has left or opted out mid-year.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p>	DD/MM/YYYY	Not applicable
27a	Other APB contributions e.g. temporary promotion	<p>Only complete if the member has been in receipt of another APB.</p> <p>Notional pension contributions payable on any temporary promotion or other that is payable as an APB in the member's legacy scheme.</p> <p>Needed to rebuild the final salary record for the remedy period.</p>	Numeric (e.g. 1500.00).	Not applicable

		<p>Fill in a separate row for each applicable year.</p> <p>Do not complete this field if the total value of all APBs has been included in data field 26.</p>		
28a	Other APB period end date	<p>Only complete if there is a value in data field 26a.</p> <p>Period end date for other APB contributions. This will either be 30/06 or 31/03 depending on administrator preference, unless the member has left or opted out within the year.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p> <p>Do not complete this field if the total value of all APBs has been included in data field 26.</p>	DD/MM/YYYY	Not applicable
29	Reformed scheme employee contributions (FPS 2015)	Contributions that the member has paid in the reformed scheme (if missing) or contributions member would have paid if	Numeric (e.g. 3780.00).	Not applicable

		<p>they had been in the reformed scheme for this period.</p> <p>Needed for DCU to offer choice.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p>		
30	Reformed scheme employee contribution rate	<p>Contribution rate that applies or would have applied to the member in the reformed scheme.</p> <p>Fill in a separate row for each applicable year.</p> <p>FRAs to determine with their administrator whether a new line is required for a mid-year rate change.</p>	Numeric to one decimal place (e.g. 12.9)	Not applicable
31	Added Pension contributions	<p>Only complete if the member has an Added Pension (AP) contract in FPS 2015.</p> <p>AP contributions that member has paid in the reformed scheme.</p> <p>Needed for conversion to a</p>	Numeric (e.g. 1500.00).	Not applicable

		<p>final salary equivalent, pending HMT/ HO policy decision.</p> <p>Fill in a separate row for each applicable year.</p>		
32	Added Years contributions	<p>Only complete if the member has an Added Years (AY) contract in FPS 1992 or FPS 2006.</p> <p>AY contributions that member has paid in the legacy scheme.</p> <p>Needed for conversion to AP equivalent under DCU to offer choice, pending HMT/ HO policy decision.</p> <p>Fill in a separate row for each applicable year.</p>	Numeric (e.g. 1500.00).	Not applicable
33	Final salary pensionable pay	<p>Final salary pensionable pay for the member in the legacy scheme (if missing) or if member had remained in the legacy scheme until 2022/ date of leaving.</p> <p>Needed to rebuild the final salary record for the remedy</p>	Numeric (e.g. 30000.00).	Not applicable

		<p>period.</p> <p>Fill in a separate row for each applicable year.</p>		
34	Actual final salary pay (retained FFs)	<p>Actual final salary pay for the member in the legacy scheme (if missing) or if member had remained in the legacy scheme until 2022/ date of leaving.</p> <p>Needed for retained FFs only to establish legacy scheme service record by dividing actual pay by FTE reference pay.</p> <p>Fill in a separate row for each applicable year.</p>	Numeric (e.g. 5000.00).	Not applicable
35	<p>Entitlement to two-pension award</p> <p>Or</p> <p>Reduction in pay after transition to FPS 2015</p>	<p>Altair clients only.</p> <p>Indicates that a member has had a reduction in pay during the remedy period which may entitle them to a two-pension award or protected pensionable pay under the definition of FPS 2015.</p> <p>Interface will add flag to</p>	Alpha (1 character only)	Y = Yes

		<p>record to note that entitlement exists.</p> <p>If this data field is left blank, this indicates that the member has no entitlement.</p>		
35a	Two-pension award - Date of drop in pay	<p>UPM clients only.</p> <p>Indicates potential future entitlement to two-pension award where member has had a drop in pay after 2015.</p> <p>Enter the date of the drop in pay.</p> <p>If this data field is left blank, this indicates that the member has no entitlement.</p>	DD/MM/YYYY	Not applicable
35b	Two-pension award - Pay before reduction	<p>UPM clients only.</p> <p>This data field must be completed if there is a value in field 35a.</p> <p>Indicates potential future entitlement to two-pension award where member has had a drop in pay after 2015.</p> <p>Enter the final salary</p>	Numeric (e.g. 40000.00).	Not applicable

		<p>pensionable pay at the date before the reduction.</p> <p>If this data field is left blank, this indicates that the member has no entitlement.</p>		
35c	Reduction in pay after transition to FPS 2015 – Date of drop in pay	<p>UPM clients only.</p> <p>Indicates that a member has had a reduction in pay during the remedy period which may entitle them to protected pensionable pay under the definition of FPS 2015.</p> <p>Enter the date of the drop in pay.</p> <p>If this data field is left blank, this indicates that the member has no entitlement.</p>	DD/MM/YYYY	Not applicable
35d	Reduction in pay after transition to FPS 2015 – Pay before reduction	<p>UPM clients only</p> <p>This data field must be completed if there is a value in field 35c.</p> <p>Indicates that a member has had a reduction in pay during the remedy period</p>	Numeric (e.g. 40000.00).	Not applicable

		<p>which may entitle them to protected pensionable pay under the definition of FPS 2015.</p> <p>Enter the final salary pensionable pay at the date before the reduction.</p> <p>If this data field is left blank, this indicates that the member has no entitlement.</p>		
36	CARE pay	<p>CARE pay for member in the reformed scheme (if missing) or pay legacy scheme member would have received if they had transferred to reformed scheme for the remedy period.</p> <p>Needed for DCU to offer choice.</p> <p>Fill in a separate row for each applicable year of the remedy period.</p>	Numeric (e.g. 32000.00).	Not applicable
37	Part-time overtime	Police scheme only	Numeric (e.g. 450.00).	Not applicable

Disclaimer

The information contained in this note and accompanying data collection template and guidance has been prepared by the Local Government Association (LGA) in conjunction with the Fire Communications Working Group (FCWG). It represents the views of the LGA and the FCWG and should not be treated as a complete and authoritative statement of the law. Readers may wish, or will need, to take their own legal advice on the interpretation of any piece of legislation. No responsibility whatsoever will be assumed by the LGA or the FCWG for any direct or consequential loss, financial or otherwise, damage or inconvenience, or any other obligation or liability incurred by readers relying on information contained in this note or accompanying template.