

S1 Release Note November 2011

The aim of this note is to summarise the changes to the form S1, the S1 Guidance and associated data validation /cleanse tools which are now available to support in the preparation and submission of data to the Financial Assistance Scheme.

The version 2.1 form S1 is intended to replace previous versions for all data submissions going forward. S1s which are already in progress may be transferred using the S1 Format Checker.

The following table summarises the current versions of all documents / tools available as of today and any significant changes since previous releases:

Document	Version	Summary of changes
FAS S1	V2.1	<p>The form replaces v1.6 and v2.0.</p> <p>Significant Changes (please refer also to the S1 Guidance document):</p> <ul style="list-style-type: none"> • 'Scheme payments made from Date Pension Commenced to NRA (gross)' column (U) added to Benefit Details sheet – to be completed for early retirees. • 'Benefit Sex' column (AG) added to Benefit Details sheet – to be completed to reflect the sex used within the basis of the calculations undertaken to equalise GMP for the member. • 'RPI to CPI switch date' column added to Annuities (column J) and Annuities DLS (column I) – to be completed to reflect any switch to CPI as a basis for revaluation / indexation. • Additional options added to revaluation type and indexation type columns on both Annuities and Annuities DLS sheets to include switches to CPI. • 'Stint' columns added at the end of all relevant worksheets to enable relevant columns to be linked across all sheets for members where more than one row of Benefits need to be recorded.

S1 Guidance	October 2011	<p>Additional guidance has been added to reflect the changes to the S1 form as described above.</p> <p>In addition, the guidance has been updated as follows:</p> <ul style="list-style-type: none"> • Changes made to reflect the closure of the FAS Operational Unit in York. • Updated 'Who to tell us about' section. • Guidance on Split Priority members added. • Guidance on pre-wind-up Pensioners added. • Guidance on Pension Debit / Credit members updated. • Guidance for column S on Benefit Details updated to reflect the fact that it should now be used to record the interim pension in payment the day before wind up commenced for 'annual' members where the date of scheme wind up is after 14/5/04 and the member's NRA is before date of scheme wind up. • Guidance in re 'Benefit Types' updated to reflect requirement to provide 'tranching' data for GMP, particularly where the scheme is still in wind up. • Guidance re 'NPA' updated to reflect the fact that we no longer necessarily require NPA to be 65 for men and 60 for women in GMP elements. • Various other amendments to clarify guidance.
FAS S1 Analyser	V4.5 (Current version on web-site)	<p>The S1 Analyser has also been updated in line with the developments outlined above as well as feedback received on previous versions.</p> <p>Other developments include:</p> <ul style="list-style-type: none"> • Warnings have been re-categorised as 'Must Fix' and 'Should fix or Clarify' • Analyser Output is broken down into a summary sheet for each sheet of the S1. Warnings are grouped by 'warning message' and sub-totals and totals displayed. This should aid in identifying common errors and make large amounts of output more manageable.

		<ul style="list-style-type: none"> Some data checks have been refined in order to reduce the number of duplicate warnings ('two warnings where one would do')
S1 Data Validation Tools User Guide (replacing the S1 Analyser User Guide)	V1.0	Updated to reflect all above changes and to include a section on the S1 Format Checker
S1 Format Checker	V2.0	<p>This is the first version of this tool released externally. It's purpose is to:</p> <ul style="list-style-type: none"> provide a quick check of formatting on the S1 to allow some common formatting issues to be 'fixed' to automatically cleanse/fix the spreadsheet in order to avoid some misleading errors when apparently blank cells contain non-visible characters to allow users to delete any surplus blank rows within the S1 to export data to an up to date S1 template as a new document (useful where data is currently sat on an old version of the S1). <p>If the Format Checker is fully utilised prior to using the Analyser, the number of errors produced by the Analyser should be reduced.</p>

Further information

Where possible, administrators are requested to use the new S1 template. If members are non-transferring members then the 'Status at Scheme Transfer Date' should be entered as 'B' or 'U' on and the rest of the Member Transfer sheet can be left incomplete. Any other worksheets which are not relevant to your membership or for which there is no guidance on the S1 Guidance can be disregarded.

Administrators are reminded of the importance of using the S1 Analyser in order to aid in the provision of accurate, good quality data. Doing so should minimise time spent by all parties on data queries.