

**MEETING : LOCAL PENSION BOARD (LPB)**

DATE : 17 July 2019

VENUE : Conference Room 2, SHQ

**PRESENT** Rick Hylton (Chair)(RH), Michaela Moore (MM), John Tyrell (JT), Chris Parker (CP), Caz Lee (CL)(Notes)**1.0 APOLOGIES** : Rob Allport (RA), Steve Beaton (SB)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.	<b>Agree minutes of last meeting held on 27/03/19</b>	Minutes were reviewed and agreed as a true record.	CL to publish and add to internet page.	Done 17.07.19
3.	<b>Updates on Actions Arising</b>			
3.1	Board agreed it would be useful to invite Gary McLellan to a future board meeting. CL to action.		Action complete – Gary attending November (next) meeting.	
3.2	Payroll to report results/ discrepancies back to LPB once received.	MM advised not had a further contract meeting as yet, will request update at next meeting and report back.	Carried over to next meeting,	<b>MM</b>
3.3	RH to liaise with Matthew Warren as to whether worth running this training session.		Action complete – training day organised for 2 <sup>nd</sup> October at CFRS HQ for all LPB members and Matthew Warren.	
3.4	SB to liaise with Tamsin Mirfin regarding putting Risk Register into our own matrix, adding RAG rating and inclusion on Central Risk Register as required.		Carried over to next meeting.	<b>SB</b>
3.5	Payroll to ask LGSS to add opt out reason to the form.	MM confirmed have emailed Sue Merritt to ask this be added to the form, will chase to ensure completed. Now have an Opt Out Leaflet available on the LGSS website (copy disseminated with papers for information).	MM to confirm opt out reason been added to LGSS form.	<b>MM</b>

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4.	<b>Declarations of Interest</b>	None on this occasion.		
5.	<b>Pension Board Members Training Update</b>	<p>CP confirmed has started the e-learning programme. RH noted there appears to be some differences in e-learning already established members of the board have completed. CL to make contact with Claire Hey and ascertain the correct e-learning that needs completing and confirm with attendees.</p> <p>JT and SB are attending Pensionable Pay Workshop tomorrow. JT suggested that once attended and have a better understanding of how decisions are made, contact is made with Matthew Warren (MW) to confirm CFRS is following correct procedure and there is an established recording methodology. RH requested this be added to the agenda for the next meeting and will contact MW as Chair of the LPB to ask that he engage with members on this piece of work.</p>	<p>CL to update training spreadsheet.</p> <p>CL to contact Claire Hey to ascertain correct e-learning required for members.</p> <p>RH to email MW requesting engagement with JT/SB following attendance at Pensionable Pay Workshop. JT/SB to work with MW and provide update at next meeting.</p> <p>CL to add item to agenda.</p>	<p>Done 17.07.19</p> <p><b>CL</b></p> <p><b>RH</b></p> <p><b>JT/SB</b></p> <p>Done 17.07.19</p>
6.	<b>Regional Pensions Group Update</b>	MM advised herself and AR were unfortunately unable to attend the last meeting held on 30 <sup>th</sup> May in Essex. Notes have been circulated with papers for today's meeting for information.	RH requested members read these outside of meeting and email MM/AR, copying in CL with any queries.	<b>All</b>
7.	<b>Review of Risk Register</b>	<p>Board reviewed the risk register, with the exception of the outstanding action (see point 3.4) no amendments/additions required.</p> <p>Group discussed whether the uncertainty regarding the current pension tribunal needs to be recorded somewhere. SB and Sam Smith have been tasked with looking into the numbers of people it would impact should it revert back to the old scheme but no firm plans can be put in place until</p>		

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		decision reached. MM confirmed Payroll are expecting an admin request at some stage for data but again don't know how time intensive this may be. RH advised there is no direct risk to the LPB or the scheme as a result, therefore the issue doesn't fit within the Risk Register. Agreement to create an issues log.	CL to create LPB issues log for review at each meeting. To include current pension tribunal and pensionable pay.	Done 17.07.19
<b>8.</b>	<b>Any Other Business</b>			
8.1	RH requested an update on JT/SB's awareness work. JT confirmed that the PowerPoint is almost complete however unfortunately this can't be added to i-Learn until end of September/beginning of October. Also have the crib sheet and simplified version of benefits to the scheme. JT will send a copy of what has been created so far to members for any comments/information.  RH confirmed with MM that annual benefits statements (ABS) are usually sent out in October so potentially the stuff will not have been uploaded onto i-Learn in time. RH asked to add this to the agenda for next meeting to discuss whether ABS have been sent out and any issues that may have arisen.		JT to send copies of PowerPoint, crib sheet and simplified ABS to members.  CL to add ABS to next agenda	<b>JT</b>  Done 17.07.19
8.2	JT advised on the back of attending training events has discovered that other LPB have a forward agenda calendar of items to discuss at each quarter. Will put one of these together and send to CL for future agenda items.		JT creating forward agenda calendar, will send to CL.	<b>JT</b>
8.3	JT raised that he recently spoke with MW regarding the length of time scheme members are waiting to receive benefit quotes from LGSS, there have been some taking 2-3 months to get a response. MM confirmed aware of the issue and it was discussed at the previous contract meeting. There had been some issues whereby paperwork wasn't logged correctly and were falling out of the 10 day requirements but indications weren't that it was taking 2-3 months for a response. MM will follow this up at the next contract meeting.		MM to raise length of time scheme members are waiting for benefit quotes at next contract meeting.	<b>MM</b>
<b>9.</b>	<b>Date of Next Meeting</b>	20 <sup>th</sup> November 2019		