

MEETING : LOCAL PENSION BOARD (LPB)	
DATE : 20 November 2019	
VENUE : SHQ First Floor Meeting Room	
PRESENT: Steve Beaton (SB)(Chair), Rick Hylton (RH), Ann Read (AR), Michaela Moore (MM), John Tyrell (JT), Rob Allport (RA), Chris Parker (CP), Gary McLellan (GM), Caz Lee (CL)(Notes)	1.0 APOLOGIES : None

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.	Agree minutes of last meeting held on 17/07/19	Minutes were reviewed and agreed as a true record.	CL to publish and add to internet page.	Done 21.11.19
	Updates on Actions Arising			
2.1	Payroll to report results/ discrepancies back to LPB once received.	MM/GM confirmed that we have received data scores, and comparison of data stored on both systems has started. Administration reconciliation work has been discussed and agreed in principle with Matthew Warren (MW).	Agreed in Principle, work commencing April 2020.	
2.2	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.	SB confirmed has met with Tamsin and has produced a draft document which will be sent round to everyone. Next step is to transfer the current Risk Register over into this documents and allocate RAG rating.	Agreement to meet prior to the next meeting to review document and discuss risks. CL to organise meeting.	All Done 21.11.18
2.3	MM to confirm opt out reason been added to LGSS form.	MM confirmed she has emailed Sue Merritt today asking for confirmation this has been completed. GM confirmed he has spoken to Sue and this should be completed today.	MM to confirm at next meeting this has been completed.	MM
2.4	CL to contact Claire Hey to ascertain correct e-learning required for members.	CL confirmed this emailed Claire and sent out details of e-learning to group.	Action complete.	

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2.5	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.		Action complete – see point 6 for update from SB/JT.	
2.6	RH requested members read notes of last ER Fire Pension Officers Group outside of meeting and email MM/AR, copying in CL with any queries.		Action complete – no queries received.	
2.7	JT to send copies of PowerPoint, crib sheet and simplified ABS to members.	JT gave brief overview of content that will be available on the i-Learn package, currently waiting for the team to have capacity to add it to the system. RH requested copy to be sent to group.	JT to send copy of i-Learn content to members.	JT
2.8	JT creating forward agenda calendar, will send to CL.		Action complete – copy to be passed to CL to action.	
2.9	MM to raise length of time scheme members are waiting for benefit quotes at next contract meeting.		Action complete.	
3.	Declarations of Interest	None on this occasion.		
4.	Pension Board Members Training Update	CL circulated the updated record of training with the agenda pack. No questions/queries.	Rolling action: Members to update the record with any training completed or send details to CL to update.	

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5.	Regional Pensions Group Update	Notes from recent Eastern Regional Fire Pension Officers Group on 10 th September 2019 circulated for information.	Group to read and direct any queries/questions to AR/MM.	
6.	Review of Risk Register	<p>Board reviewed the risk register, no amendments/additions to be made.</p> <p>RH highlighted that on the current Risk Register there is no post mitigation score indicating that actions have been taken and that there is currently no threshold/risk tolerance set or agreed action should a risk score high. SB confirmed these issues are addressed within the new document prepared with Tamsin Mirfin and that the methodology is also contained within. Group to meet and have a pre-board review of the Risk Register moving into the new format (see action point 2.2)</p>		
7.	Review of Issues Log	<p>CFRS-#570052-Local Pension Board - Issues Log</p> <p>Group review the Issues log and agreed the following updates:</p> <ul style="list-style-type: none"> • Pensionable Pay – can now be closed (see point 8). • Uncertainty re pension tribunal – remains ongoing. <p>Group discussed annual allowance/lifetime allowance and concerns that confusion around this area may be a reason some staff members are/do not go for promotion. MM advised intention is for GM to come in and deliver an information session to increase education in this area and understand it more. Group agreed to run open invitation event, with Media & Comms filming it in order to put it online.</p>	<p>CL to update issues log.</p> <p>CP and GM to organise suitable date and internal advertising.</p>	<p>Done 21.11.19</p> <p>CP / GM</p>

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8.	Pensionable Pay Workshop Update	<p>SB/JT provided a verbal update on the Pensionable Pay Workshop attended in London on 18th July 2019. SB has typed up some notes which will be shared with everyone post meeting.</p> <p>The item that required attention for CFRS was that any contractual arrangements in place, including Local Collective Agreements, require agreement on whether activities undertaken are pensionable or non-pensionable. JT confirmed that Collective Agreements can be superseded by changes in law however the amount, is set by each individual Service i.e. the Pension Scheme hasn't changed but the Case Law has. Group discussed the impact this could potentially have and RH suggested that in terms of affordability the Fire Authority would be best to consider items as pensionable even if not in order to ensure sustainability.</p> <p>SB confirmed in light of this, he has liaised with Matthew regarding the need to review all contractual arrangements currently in place and to review and document this annually at this Board. An initial draft document has been created with a view to undertaking the full review at the next meeting. GM recommended that the document detail each individual scheme and the key will be to be clear about what constitutes temporary, regular and permanent activity.</p>	<p>Review of pensionable & non-pensionable arrangements to be conducted at next meeting. CL to add to the agenda.</p> <p>CP to check that the 5% additional payment in TC has been reviewed & all have signed to acknowledge this is voluntary.</p>	<p>All</p> <p>CP</p>
9.	LGA Pension Tax Course Update	AR/RA provided a verbal update following the Pension Tax Course attended on 12 th November 2019. RA advised that		

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		<p>Andy Hopkinson from BFRS gave a talk regarding tax arrangements (discussed under item 7) explaining that work is now ongoing to pull together an evidence base to engage with politicians.</p>		
10.	Annual Benefits Statements	<p>RH sought confirmation that everyone has now had their ABS. GM confirmed there were issues with around 12 but these have now been sorted and as far as he is aware all have received them.</p> <p>GM explained dealt with one query that raised some issues with figures not being correctly fed in. These have been passed back to the software provider (Heywood) to investigate and is ongoing at the moment. JT asked if FF's will eventually be able to do a self-calculation via the system. GM confirmed that is the overall plan however until LGSS can be assured and have confidence the information produced would be reasonably accurate not willing to release this as an option. Individual estimates can be produced on request which are then manually checked.</p> <p>SB advised one of the regular questions at Station Visits is the difference in response times, and asked if there is an explanation that could be passed to manage expectations. MM confirmed the service agreement is within 10 days; there were some significant delays but believe these have now been sorted. Payroll provide figures to those asking for the information but don't know when this has been sent off by individuals so are unable to monitor return times. GM agreed to ask Richard to include Payroll when sent then Service Level Agreement can be effectively monitored.</p>	<p>GM to ask that Payroll are included when requests are sent then SLA and return times can be monitored.</p>	<p>GM</p>

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11.	Request from FBU	<p>JT not had any contact from FBU so unable to raise issue.</p> <p>CP explained this was added to the agenda by CL at the request of George White following the recent ENCC. George raised a number of questions that were more suited to this Board including a request for an advisor service for Firefighters.</p> <p>MM confirmed she has spoken to George and advised that plan is for LGSS to come in and provide an overview session then hopefully provide 1:1 sessions however need to know the lead time on queries first before this can be undertaken. Likely to be March.</p>	JT to follow up with FBU to see if anything required.	JT
12.	Any Other Business			
12.1	RH advised that now CP/SB are sitting on the Board as employer representatives and JT/RA as staff representatives, he is now going to step down in order to ensure it remains balanced. SB will take over the position as Chair moving forwards.			
12.2	Annual Report will need producing for the Fire Authority – RH to send to SB.		RH to send to SB	RH
12.3	RA asked whether there was any further information regarding OC employees claiming back time pre 2010. GM confirmed he is aware this has been raised and has been passed to the Home Office for consideration but not heard any updates. MM highlighted this would potentially cause problems as FRS' don't necessarily keep records back that far.			
13.	Date of Next Meeting	29 th January 2020		