

<b>MEETING : LOCAL PENSION BOARD (LPB)</b> DATE : 27 March 2019 VENUE : ACFO Office, SHQ	
<b>PRESENT</b> Rick Hylton (Chair)(RH), David Evans (DE), Steve Beaton (SB), Michaela Moore (MM), Ann Read (AR), John Tyrell (JT), Tristan Ashby (TA), Caz Lee (CL)(Notes)	<b>1.0 APOLOGIES</b> : Rob Allport (RA)

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1.1		<p>Introductions made for TA who is employee representative on the Scheme Advisory Board and Chair of the Efficiencies Committee which monitors and supports LPBs. Representatives have been tasked with attending regional LPBs to introduce themselves and discover how LPBs are working. RH welcomed TA, advising that CFRS LPB has struggled to find areas of value to work on so happy for any advice/suggestions on what else could be done.</p> <p>RH advised the Board that Area Commander Chris Parker (CP) will now be attending the meetings and undertaking training as an employer representative to provide resilience. This is with a view to SB taking over as Chair and employee representation being shared between RH/CP.</p>	CL to send CP link for required online learning and invitations to future meetings.	Done 27.03.19
2.	<b>Agree minutes of last meeting held on 24/01/19</b>	Minutes were reviewed and agreed as a true record.	CL to publish and add to internet page.	Done 27.03.19
3.	<b>Updates on Actions Arising</b>			
3.1	DE to make contact with LGSS to see if they have anything suitable which could be put out to staff and forward to JT/SB if	DE updated that at the LGSS contract meeting earlier today LGSS confirmed that on the section of the website where opt out forms are kept is guidance as to what staff will be missing out on should they opt out. Their understanding of		

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	<p>so. JT/SB to work on putting some communications together to go out to staff. JT/SB to also explore potential for an i-Learn package.</p>	<p>this has to be confirmed when opting out. JT updated that he and SB have been conducting research into other websites and have produced a draft of what the i-Learn will potentially look like. This will also contain a link to self-service so everything is in one place. An application has been made to ASG to begin development. SB advised that both he and JT will be open to feedback from members as to what else would be useful to be added. RH pointed out there may be an opportunity to share this with other FRS' once complete.</p>		
3.2	<p>DE to speak to LGSS for an overview of amendments and how these have been applied (number 3).</p>	<p>DE advised that Gary McLellan, Principle Regulations Advisor from LGSS provided an update on how scheme updates are processed and applied to relevant schemes at the contract meeting this morning, Gary is happy to provide advice as/when required and will be delivering training on annual allowances.</p> <p>AR advised that following DE's retirement Gary will be flagging anything relevant contained within bulletins to Payroll in future.</p>	<p>Board agreed it would be useful to invite Gary to a future board meeting. CL to action.</p>	<b>CL</b>
3.3	<p>CL to update spreadsheet with SB online training.</p>		<p>Action complete.</p>	
3.4	<p>DE to forward email to JT who hasn't received it – potentially due to change in department to FP.</p>		<p>Action complete.</p>	
3.5	<p>JT to add link to employee survey to Workplace once</p>		<p>Action complete.</p>	

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	received from DE.			
3.6	DE to assist MW in completion of 2nd employer survey request.		Action complete.	
3.7	JT/SB to encourage members to take ownership of own data & ensure is up to date within communications.		This will be incorporated into the i-Learn package.	
3.8	DE to agenda payroll to admin reconciliation at next contract meeting to arrange a date.	<p>DE confirmed this was discussed at the LGSS contract meeting this morning. LGSS are undertaking work from their perspective and then will start comparison work to ensure records match.</p> <p>JT asked if deferred members are made aware to keep contact details up to date when leaving CFRS. AR confirmed Payroll make them aware and this is also reinforced by a letter from LGSS.</p>	Payroll to report results/ discrepancies back to LPB once received.	<b>AR/MM</b>
3.9	DE to request log on data for Member Self Service from LGSS to see if being used.	DE advised that there has been a 5% take up in the few months that Member Self Service has been live. There are issues with Haywood software which means estimates can't be obtained via self service at the moment. This is a national issue that LGSS are following up and will advise once a resolution has been found. AR confirmed that what currently is on the self service is the information missing from ABSs. In the meantime an estimate can be obtained using the form. RH acknowledged the technical problems, and confirmed there is no point this LPB promoting the Member Self Service until the software issues are fixed.		

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3.10	Agreement to rerun the advertisement. CL to send out again and add on Workplace. JT to promote amongst peers.	RH confirmed that Rob Allport (RA) has now been confirmed as the new employee representative. RA is retiring from CFRS soon however will remain on the LPB as a deferred member. CL confirmed that RA sent apologies for today however has been added to future appointments and sent the link to online training and declaration of interest form for completion.		
4.	<b>Declarations of Interest</b>		None on this occasion.	
5.	<b>Pension Board Members Training Update</b>	No additions for the log – all up to date.	CL to obtain annual conference (usually September) and joint Police/Fire training in May for circulation to LBP members.  CL to make contact with Claire Hey to see if there are any new training updates and set up date if appropriate.	
6.	<b>Regional Pensions Group Update</b>	MM provided an update from last contract meeting held on 27/02/19. Items of note: <ul style="list-style-type: none"> <li>• An application to appeal has been submitted regarding the transitions protections;</li> <li>• A new Scheme Manager Training session is being launched. Example slides are available on LPFA website under the employers section <a href="https://www.lpfa.org.uk/Employers">https://www.lpfa.org.uk/Employers</a>.</li> <li>• Rory Murphy from LFB has extended an invitation for</li> </ul>	RH to liaise with Matthew Warren as to whether worth running this training session.	<b>RH</b>

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		LPB members to attend their meetings and vice versa to see how other boards are running/working. Members agreed this would be good to do. Rory can be contacted on <a href="mailto:rory.murphy@london-fire.gov.uk">rory.murphy@london-fire.gov.uk</a> to arrange.		
7.	<b>Review of Risk Register</b>	<p>Board reviewed the register, no amendment/additions required.</p> <p>RH asked TA if from his perspective, anything needed to be added. TA confirmed register is comprehensive however would benefit from RAG rating to give an indication of what scoring means. RH agreed this should be put into CFRS' own risk matrix and any showing high added to the Central Risk Register highlighting that LPB are actioning.</p>	SB to liaise with Tamsin Mirfin regarding putting this into our own matrix, adding RAG rating and inclusion on Central Risk Register as required.	<b>SB</b>
8.	<b>Any Other Business</b>			
8.1	<p>Group reviewed the areas of future work discussed at last meeting to ensure being covered:</p> <ol style="list-style-type: none"> <li>1. Pension Members understand of various schemes – JT/SB working on this and will be incorporated in development of the i-Learn package.</li> <li>2. Undertake assurance work around how LGSS ensure quality of data – ongoing, see point 3.8.</li> <li>3. Undertake assurance work around how scheme updates are processed and applied to relevant schemes – see point 3.2 – Gary McLellan to be invited to future meeting.</li> <li>4. Undertake further training analysis and development activity for LBP members – ongoing, see point 5.</li> </ol>			
8.2	<p>RH asked TA for any comments/recommendations following observation of meeting:</p> <ul style="list-style-type: none"> <li>• TA noted positive frequency of meetings;</li> <li>• TA noted amount of training LPB members have undertaken and how well this is recorded;</li> <li>• Suggested production of an annual work programme to assist in expanding/recording work;</li> <li>• Suggested potential production of an Annual Report. Claire Hey could share examples if required.</li> </ul>			

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		<ul style="list-style-type: none"> <li>Sought clarification that breach templates have been created. RH confirmed we have a breach register <a href="#">CFRS-#454730-Local Pension Board - Register of Breaches</a>.</li> </ul>		
8.3		Group discussed whether the Service has a record of why staff opt out of pension schemes. MM advised Payroll hold a record of the decision however staff are not asked to provide a reason. Some are opting out for periods of time due to lifestyle commitments e.g. saving for house/wedding. Agreement that Service could ask staff to provide the reason should they be happy to provide it.	Payroll to ask LGSS to add opt out reason to the form.	<b>MM/AR</b>
<b>9.</b>	<b>Date of Next Meeting</b>	3 <sup>rd</sup> July 2019		