

MEETING : LOCAL PENSION BOARD DATE : 03 October 2017 VENUE : SHQ	
PRESENT : Amy Jackson (AJ) (Chair), Rick Hylton (RH), John Tyrell (JT), Caz Mercer (Caz) (Notes)	1.0 APOLOGIES : Cameron Matthews (CM), David Evans (DE)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.0	Agree Minutes of Last Meeting	Minutes of the meetings held on 8 th June 2017 were reviewed and agreed as a true record.	Caz to publish and add to internet page.	Done
3.0	Update on Actions Arising			
3.1	All members to fill out Conflict of Interest Declaration form and send to AJ for recording	CM and JT to complete forms and send to Caz at HQ to hold on file. Caz to send CM a reminder email.	Reminder email sent to CM however no response received as yet. Caz to follow up again.	Email sent 5 th Oct CM
3.2	AJ to speak to JJ regarding setting up a Local Pension Board intranet page where all these documents including the minutes will be available.	Caz will follow up on this.	Caz confirmed page set up on CFRS website and available under Finance section. AJ to review which documents should be available and advise if others need adding.	AJ
3.3	JT to liaise with CM and organise both attending a training event due to being unable to attend on 30th May.	JT spoke to Claire Alcock however was unable to attend the only available training date due to annual leave.	Claire will let JT know when other dates have been planned. Remains ongoing for both JT and CM to attend.	JT/CM
3.4	AJ to bring the opt out information currently being worked on by Payroll to next meeting	RH to follow up on this with Payroll for the next meeting.	RH confirmed in receipt of the opt in information and has a report to go through. Will go back to Payroll in relation to opt out information.	RH

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
3.5	AJ to liaise with CM. Need to ensure this training is undertaken soon as per legal requirements.	CM training remains outstanding. AJ has emailed CM to ascertain whether current workloads allow for his commitment to the Board to continue.	AJ to follow up with CM.	AJ
3.6	JT and CM to review member communication results and bring recommendations back to next meeting.	JT been unable to liaise with CM regarding this. JT suggestion that information be placed on the website/intranet as this would be more accessible than email.		
4.0	Declarations of Conflicts (Standing Agenda Item)	None for discussion.		
5.0	Pension Board Members Training Update	Already covered under 3.3 however training records #454636 needs updating by all members to reflect e-learning completed.	All members to ensure training record fully updated.	All
6.0	Regional Pensions Group Update	<p>RH provided an update from the Regional Pensions Board meeting held on 24th August on behalf of DE:</p> <ul style="list-style-type: none"> • IDRП – Pension Ombudsman favours one stage process, looking to remove stage two. • Scheme Advisory Board is currently 3 employer reps short. 2 replacements have been sent to the Minister for approval. • Clair Alcock has now appointed an assistant Claire Hey who will now be the direct link to Local Pension Boards. • Pension income tax potential training dates 	<p>JT suggested the inclusion of information regarding this on the website, AJ to action.</p> <p>AJ to make Payroll aware.</p>	<p>AJ</p> <p>AJ</p>

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
		will be circulated soon.		
6.1		<p>RH provided an update from the LGSS contract review meeting held on 7th September on behalf of DE:</p> <ul style="list-style-type: none"> • Annual Benefit Statements (ABS) – LGSS got these out in time however had to be produced manually. • Member Self Service for uniformed members of staff should be available later this year/early 2018. 	<p>JT to produce ABS explanation guide for circulation to staff/adding to website.</p> <p>Group acknowledged that when Member Self Service goes live this may have a potential impact upon Payroll with enquiries/explanations of the information contained. Consideration will need to be given to communications and an action plan of who will manage enquiries should Payroll not have capacity.</p>	JT
7.	Review of Risk Register	<p>The group reviewed the risk register and agreed the following additions/amendments:</p> <ul style="list-style-type: none"> • Inclusion of an additional risk under area 1 regarding potential impact of members not receiving ABS in time – to be scored 4 x 2 = 8. Control measure continued discussion with LGSS and ensure they have the software required. • ‘Failure to interpret rules or legislation correctly’ regraded to 5 x 2 = 10 in light of potential for misunderstand by members of the Board who have not undertaken the training as yet. This will be decreased once everyone has completed the training. 	<p>Caz to update register.</p> <p>DT to provide update on this for next meeting.</p>	<p>Done</p> <p>DT</p>

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
		<ul style="list-style-type: none"> Additional of a Risk Area 5 entitled Self Service Introduction scored $8 \times 1 = 8$. 		
8.	AOB	RH presented a tracker (DMS #495099) which showed the sustainability of each scheme which was created using opt in information provided by Payroll. This report could be rerun as required as CFRS take on new staff. Group reviewed the results.	<p>JT asked if the numbers for Retained could be reflected as Wholetime equivalents. RH to follow this up with Payroll.</p> <p>Agreement that it is important to drill down into why staff are opting out as it may be a matter of understanding/education. RH to obtain the opt out numbers from Payroll for further discussion as to what future work needs to be done.</p>	<p>RH</p> <p>RH</p>
9.	Date of Next Meeting	The next meeting will take place on Tuesday 12 th December 2017 at 2pm in Rick's Office at SHQ.		