

MEETING : LOCAL PENSION BOARD DATE : 08 June 2017 VENUE : SHQ	
PRESENT : Rick Hylton (RH), Amy Jackson (AJ), John Tyrell (JT), David Evans (DE), Caz Mercer (Caz) (Notes)	1.0 APOLOGIES : Cameron Matthews (CM)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.0	Agree Minutes of Last Meeting	Minutes of the meetings held on 15 th March 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	AJ to send JT a welcome email with DMS links to relevant documentation and request that he fills out a Conflict of Interest Declaration form and sends it to Caz at HQ.	JT provided with a delegate pack containing DMS links and copies of relevant documentation.	JT to complete Conflict of Interest Form and return to Caz.	Done
3.2	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.	Caz/CM
3.3	AJ/DE to check with Malcolm Eastwood, Scheme Advisory Board Chairman to confirm the situation.	CM queried whether representation regarding IDRP would form a conflict of interest. CM to update the register.	DE confirmed he spoke to Claire Alcock regarding this and this is fine as long as no individual cases are discussed. If so, the representing member should be asked to leave the room before discussion takes place.	
3.4	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

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3.5	RH to liaise with Clair Alcock for list of Regional Pension Board Chairs and make contact regarding potential training date.	RH confirmed this has been completed and an Eastern Region Pension Board Training day took place on 30 th May at the Old Bridge Hotel.	JT to liaise with CM and organise both attending a training event due to being unable to attend on 30 th May. Caz to forward Claire Alcock's email address to JT.	JT/CM Done
3.6	AJ to enquire what level (if any) of scrutiny this Board should give to investments.	DE confirmed this Board is not responsible for the scrutiny of any investments, Cambridgeshire County Council is responsible for that in respect of the Local Government Pension Scheme.		
3.7	AJ to enquire whether issues with software regarding Annual Benefit Statements have been corrected. DE to raise at next contract review meeting to ensure issue now rectified.	DE confirmed that this was raised at the last contract review as requested. LGSS advised these should be done electronically this year but did not appear confident. There was some reluctance from LGSS to chance inaccurate records going out, will know more after next meeting.		
3.6	AJ to liaise with Scheme Manager (MW) regarding ill health medical appeals.	AJ confirmed MW is happy to attend a Board meeting as required. AJ to offer suitable date.		
3.7	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
3.8	AJ to bring outcome report to next meeting for review and to set priorities moving forwards.	To be discussed as part of the agenda later.		
3.9	AJ to check whether MyView automatically updates i-Connect in relation to 'not known at this	AJ confirmed has spoken to Payroll, MyView does not automatically update i-Connect this must be done manually.		

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	address' returns.			
3.10	Consideration to be given to the matter of representation contained in Firefighter's Pension Scheme circular FPSC 1/2009 once the outcome report of the toolkit is completed (as this should be identified as a potential area within that report).	CM asked at the last meeting for this Board to identify who within the Service would deal with it to avoid going out to others and causing potential conflicts.	Agreement that it is not for this Pension Board to make any decisions regarding these matters. Members of staff would follow process for stages 1 and 2.	
4.0	Update from Last Contract Meeting with LGSS Northampton	<p>DE provided an update from the last contract meeting with LGSS Northampton:</p> <ul style="list-style-type: none"> • LGSS are looking to do reconciliation and data check of all pension records which will be done after the year end work has been completed. A further update will be provided on this at the meeting in Sept; • DE raised Deferred Beneficiary Transfers in and information when facing divorce as turnaround in current contract is 10 working days. DE suggested setting realistic timescales LGSS would be able to meet. They have taken this away to review target times; • Voluntary Scheme pay and tax issue – looking at whether to change Annual Benefit Statement. It will be for CFRS to decide how each individual case will be dealt with; • Michaela Moore raised issue regarding April 		

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		<p>pensions newsletter which should have been received in good time to go out with April payslips;</p> <ul style="list-style-type: none"> • LGSS confirmed they have received and are actioning the potential for cyber-attack email from the Home Office. They have taken this away to reassure that their system is secure; • Member Self Service – DE is anxious that this is in place and available to staff prior to his retirement. System analysis will be completed as there are concerns data is incorrect. DE confirmed he is confident CFRS data is correct however seems to be some issues with software; • i-Connect – data issue with 2015 scheme and people who have moved from 1992 scheme. This has to be manually entered and is particularly time consuming for Payroll. LGSS are looking into whether this can be updated electronically; • Annual Benefits Statements now have be to out by the end of August. 		
5.0	Toolkit Update	<p>The group reviewed the toolkit results and discussed shortfalls and required actions.</p> <p>Shortfall in training as discussed earlier. Essential that JT and CM undertake the training session and complete the e-learning packages.</p>	<p>AJ to send e-learning link to JT.</p> <p>AJ to liaise with CM. Need to ensure this</p>	<p>AJ</p> <p>AJ</p>

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		<p>3.5 hours can be claimed for completion of the work.</p> <p>Agreement that member communication would be a nice area for JT and CM to review due to their closer position to operational staff.</p>	<p>training is undertaken soon as per legal requirements.</p> <p>JT and CM to review member communication results and bring recommendations back to next meeting.</p>	JT/CM
6.0	Declarations of Conflicts (Standing Agenda Item)	None for discussion.		
7.0	Pension Board Members Training Update	Already covered.		
8.0	Regional Pensions Group Update	<p>DE provided an update from the last Regional Pension Meeting:</p> <ul style="list-style-type: none"> • Chair Malcolm Eastwood still driving work on a dashboard provided by the private sector which will allow members to view entitlements to all schemes they have been a part of; • Good return rates this time for the Pension Regulator Survey; • Brewster case – regarding a male police member in Ireland who passed away whilst cohabiting with his female partner. They had been living together for 14 years however no benefit form had ever been completed. The case has been through the courts and the female partner awarded her benefit, which may have an impact on whether forms are required in future. In relation to the 2015 scheme LGSS have stated that they don't 	Caz to add Regional Pensions Group Update to agenda as standing item for future meetings.	Done

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		<p>want completed forms as evidence can be provided at a later date if necessary. Something may come out nationally for us to follow in due course;</p> <ul style="list-style-type: none"> • Scheme Advisory Board are now starting to create cost effectiveness and administrative subgroups. They are keen to gather information but want to do this via the Home Office rather than make requests to individual FRS’; • Update regarding the Guaranteed Minimal Pension reconciliation; • Specific scheme managers’ training is being arranged. Not sure at this stage whether Matthew Warren as delegated authority or the Fire Authority Chairman would be required to attend; • For info – a number of enquiries have been received from London FF claiming they were miss-sold the 1992 pension scheme. 		
9.	Review of Risk Register	The group reviewed the risk register and confirmed all content with the information contained after going through it in detail at the last meeting.		
12.	AOB	None on this occasion.		
13.	Date of Next Meeting	The next meeting will take place on Monday 11 th September 2017 at 2pm in Rick’s Office at SHQ.		

