

MEETING : LOCAL PENSION BOARD

DATE : 09 January 2018

VENUE : SHQ

PRESENT : Amy Jackson (AJ) (Chair), Rick Hylton (RH), Cameron Matthews (CM), David Evans (DE), Caz Mercer (Caz) (Notes)**1.0 APOLOGIES** : John Tyrell (JT)

| Ref | Item | Issue/Discussion | Decision/Outcome | Action By |
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| 2.0 | Agree Minutes of Last Meeting | Minutes of the meetings held on 3 rd October 2017 were reviewed and agreed as a true record. | Caz to publish and add to internet page. | Caz (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. | CM confirmed this is now complete and has been sent to Caz. | |
| 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 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. | Policy documents to be added to page on website. Caz to add these. | Caz (Done) |
| 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. | No further action been undertaken on this as yet due to capacity issues. CM advised as there is extra capacity on some days due to the shift change will liaise with JT about programme in online training and await further details from Claire. Remains ongoing. | JT/CM |
| 3.4 | AJ to bring the opt out information currently being worked on by Payroll to 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. | AJ has liaised with Payroll and will bring report to next meeting for analysis. This will be backdated to 2015 at CM's request. | AJ |

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| 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. | CM to respond to AJ's email. | CM |
| 3.6 | Pension Board Members Training Update | All members to ensure training record fully updated. | Confirmed this is current and up to date. Any outstanding training as per 3.3. | |
| 3.7 | Regional Pensions Group Update | JT suggested the inclusion of information regarding this on the website, AJ to action. | This action has now been superseded by newsletter that went out to all staff; how the Board showcases the information contained within the newsletter will be discussed under item 8. | |
| 3.8 | Regional Pensions Group Update | JT to produce ABS explanation guide for circulation to staff/adding to website. | No update provided by JT in relation to this, DE will make contact with JT to progress further. | JT/DE |
| 3.9 | Regional Pensions Group Update | DE to provide update on LGSS' position regarding the software for ABS at next meeting. | DE advised that the ABS's were produced using the software however there were some concerns that these were still double checked manually. | |
| 3.10 | AOB | JT asked if the numbers for Retained could be reflected as Wholetime equivalents. RH to follow this up with Payroll. | Figures will be included in the report from Payroll at next meeting. | |
| 4.0 | Declarations of Conflicts (Standing Agenda Item) | None for discussion. | | |
| 5.0 | Pension Board Members Training Update | Already covered under 3.3 – no further updates. | | |

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| 6.0 | Regional Pensions Group Update | <p>DE provided an update from the Regional Pensions Board meeting held in Nov 2017:</p> <ul style="list-style-type: none"> • Tax Awareness Seminars planned for 10th January 2018; • Malcolm Eastwood reported that DWP will be taking the lead on the proposed dashboard and will be trying to avoid costs for FRS'. No timescales have been provided as yet; • Contribution Holiday issues has now been resolved – all CFRS' are paid. | | |
| 7.0 | Quarterly LGSS Contract Meeting Update | <p>DE provided an update from the most recent quarterly LGSS contract meeting:</p> <ul style="list-style-type: none"> • DE has recommended a new retirement letter for those under 55 that highlights the potential for rebatement if reemployed. Similar template to that used by Norfolk has been proposed; • LGSS have been asked to add a box on the ABS that specifically outlines transferred in entitlement from another Service or council. The current statement only records the last 3 changes so often this information is missing and queries are often made. • Employee Self Service should be up and running for operational staff at some point in 2018; this is already available to support staff. A big launch will be planned once it is | <p>CM suggested that transferred in entitlement could be included in the proposed guidance document by JT in the interim.</p> | |

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| | | ready for release. | | |
| 8.0 | Review of Risk Register | <p>The group reviewed the risk register and agreed to lower the likelihood of members not receiving ABS in time from 4 to 3 in light of the fact that everyone received them on time this year.</p> <p>CM suggested that consideration could be given to including that should a trend develop in the number of people opting out, eventually this will have an effect nationally of either having to change the amount given or increasing contributions under Risk Area 3 Funding.</p> | <p>Caz to update register.</p> <p>Group agreed to review the report from Payroll at next meeting potentially add this to the risk register should there be a trend.</p> | Done |
| 9.0 | Firefighters Pension Scheme Newsletter | <p>DE circulated the 2017 newsletter to all operational staff via email on 23rd November 2017; RH added this to the agenda to discuss how the Board take the newsletter and promote it within the Service.</p> <p>DE confirmed that feedback had been passed to LGSS regarding the confusing 'On Call' title on the newsletter, which will be rectified moving forwards.</p> <p>CM suggested that the information contained could be broken down into 2-3 minute videos or it could be included in WC briefings.</p> | <p>CM to liaise with JT and produce a Communications Strategy for agreement at next meeting.</p> | CM/JT |
| 10.0 | Local Pension Board Survey | <p>Email notification of a web based survey regarding the effectiveness and operational efficiency of the new governance arrangements</p> | <p>AJ to complete on behalf of CFRS LPB.</p> | AJ |

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| | | in relation to the role and function of LPB's received from Claire Hey on 28 th November. Deadline for submissions is 26 th January 2018. | | |
| 11.0 | 2018 Meeting Dates | CM requested that these preferably be on duty days split between his and JT's watches. | Caz to arrange 2018 meeting dates in line with Red/Black watch duty days and alternate location between A27/B01. | Caz (Done) |
| 12.0 | AOB | DE notified the Board on behalf of Matthew Warren, Scheme Manager that 2 payments will be made by the end of the month under the Voluntary Scheme Pays facility in relation to annual allowance. This decision has been taken under advice has been taken from the Home Office, LGA and LGSS Manager. | | |
| 13.0 | Date of Next Meeting | TBC (see 11.0 above) | | |