

MEETING : LOCAL PENSION BOARD

DATE : 10 September 2015

VENUE : SHQ

PRESENT : Rick Hylton (RH), Amy Jackson (AJ),
Cameron Matthews (CM), Sandra Knights (Notes)**1.0 APOLOGIES** : Drew Scott*NB MW will not attend Local Pension Board meeting as in his role, he takes advice from the Local Pension Board and therefore there may be conflict of interest.*

Ref	Item	Issue/Discussion	Decision/Outcome	Action By	Date Due
2.0	Appointment of Chairman	RH proposed AJ as Chair, seconded by CM RH proposed CM as Vice Chair, seconded by AJ	AJ appointed as Chair CM appointed as Vice Chair		
3.0	Terms of Reference (including allowable expenses)	The Terms of Reference has been derived from the LGA template and shared with Fire Authority Members. If the document is changed, then it should go back to Fire Authority. The following sections were discussed:			
3.1		Member Representatives Item 4 – CM disagreed that member representatives should be appointed to the Board and recommended that representatives should be nominated.	Change wording to ‘Two member representatives shall be nominated to the Board’	AJ	Asap
3.2		Appointment of Chair Item 11 – Cambs & Peterborough Fire Authority shall appoint a Board appointed Chair. RH explained that Fire Authority have delegated the responsibility to the Board.	Change wording to reflect that Fire Authority can delegate the responsibility to appoint the Chair.	AJ	Asap
3.3		Conflicts of Interest Item 14 – Declaration of conflict of interest – to ensure any potential conflict of interest is			

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		<p>notified, this item to be a standard Agenda Item at future meetings.</p> <p>The Board agreed to look at what constitutes 'conflict of interest' at the next meeting.</p>	<p>Add 'Conflict of Interest' as standard Agenda Item.</p> <p>Add 'What constitutes 'conflict of interest' to the next meeting Agenda.</p>	<p>AJ</p> <p>AJ</p>	<p>Next Meeting</p> <p>Next Meeting</p>
3.4		<p>Knowledge and Understanding (including training)</p> <p>The Board discussed the need for individuals involved in the Local Pension Board to receive appropriate training and CM suggested that the LGA should be approached to cover the costs of such training.</p>	<p>Board Members to read through the CIPFA Local Pensions Board document and identify skill gaps where training is required.</p> <p>Establish what other groups are doing about training.</p> <p>Add 'Training' as item on the next meeting Agenda</p>	<p>All</p> <p>AJ</p> <p>AJ</p>	<p>Asap</p> <p>Asap</p> <p>Next Meeting</p>
3.5		<p>Quorum</p> <p>Item 23 – The Board considered the impact of the Quorum criteria and agreed that 'plus' should be replaced with 'to include'.</p>	<p>Wording to be changed to '... at least 50% of both member and employer representatives are present, to include the Chair or Vice</p>	<p>AJ</p>	<p>Asap</p>
3.6		<p>Additional Items to be included</p> <p>Member representatives will receive payment for:</p> <ul style="list-style-type: none"> • Mileage • Time spent at Pension Board Meetings (paid on a flat hourly rate max 2 hours) <p>In circumstances where longer than average workshops/meetings take place, refreshments will be provided.</p>			

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3.7		Review The Board agreed to review the ToR and other areas on an annual basis.			
4.0	Future Training (CIPFA Technical Knowledge and Sills Framework)	Discussed (see above)			
5.0	Pension Scheme Administration Review	CFRS currently use LGSS for pension administration.	DoR is undertaking a review of this provision and will advise the Board Chair of any proposed changes as applicable.	DoR	Ongoing
6.0	AOB	Notify LGA that the Board has met and ToR agreed.	Update LGA	AJ	Asap
7.0	Next Meeting	To be scheduled for January 2016 prior to Fire Authority on 11 February 2016.	Confirm next meeting date.	AJ	Asap