

MEETING : LOCAL PENSION BOARD	
DATE : 19 January 2016	
VENUE : SHQ	
PRESENT : Rick Hylton (RH), Amy Jackson (AJ), Drew Scott (DS), Caz Mercer (CMe) (Notes)	1.0 APOLOGIES : Cameron Matthews (CM) (was due to attend but was attending an incident and therefore unable to be present)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By	Date Due
2.0	Minutes of Last Meeting & Review of Outstanding Actions	Minutes of the meeting held on 10 September 2015 were reviewed and agreed as a true record.			
	3.1	Member Representatives Change wording to 'Two member representatives shall be nominated to the Board'	AJ confirmed wording now changed in the Terms of Reference.		Closed
	3.2	Appointment of Chair Change wording to reflect that Fire Authority can delegate the responsibility to appoint the Chair.	AJ confirmed wording now changed in the Terms of Reference.		Closed
	3.4	Knowledge and Understanding (including training) Board Members to read through the CIPFA Local Pensions Board document and identify skill gaps where training is required.	Ongoing	All	ASAP
	3.5	Quorum Wording to be changed to '... at least 50% of both member and employer representatives are present, to include the Chair or Vice'	AJ confirmed wording now changed in the Terms of Reference.		Closed

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	3.6	<p>Additional Items to be included 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>	AJ confirmed details regarding mileage, time spent and refreshments added to the Terms of Reference.		Closed
	6.0	<p>AOB Notify LGA that the Board has met and ToR agreed.</p>	AJ confirmed LGA been notified		Closed
3.0	Training	<p>AJ and RH will be attending Essex County Fire and Rescue on 28 January 2016 for a day training session to understand more about what it means to be a member of the Local Pension Board. DS unable to attend on that day. AJ will keep the group updated about other training opportunities from Essex as and when they arise.</p> <p>AJ has received an 80+ slide Power Point presentation to disseminate out to the group. Due to the size, AJ will view and either pass on key slides or attempt to summarise the salient points.</p>	AJ to review and send out key points.	AJ	
4.0	<p>Conflicts of Interest CFRS-#419937-Local Pension Board - Conflicts of</p>	AJ gave a brief outline of what constitutes a conflict of interest and passed out a copy of the newly created register. This includes			

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	Interest Register	<p>more information for members of what conflicts of interest may be and possible methods for management.</p> <p>Members are to record any potential conflicts of interest on the register (DMS doc #?) and these will then be discussed at the next meeting under the standing agenda item.</p>			
5.0	Pension Scheme Administration Review: Procurement Update	<p>AJ updated that this is currently in progress and will not be going live before June 2016.</p> <p>AJ explained that this group will not be making any decisions in relation to the tender however will be reviewing the outcome. Once the tender has been awarded a paper will come to this Board for review.</p> <p>RS queried whether LGSS (Northampton) are able to send reports to this meeting containing recent joining/leaving figures then the Board can follow up on any obvious trends/patterns.</p>	AJ to contact LGSS to request reports.	AJ	Next meeting
6.0	2016 Valuation	<p>AJ explained that as a Board there is a need to understand the burden of work both internally (for Payroll) and for external partners.</p> <p>A meeting has been arranged between AJ, Matthew Warren, David Evans and Payroll on 21 January 2016 to get a current situation update.</p>			

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7.0	Any Other Business	<p>AJ brought to the attention of the group the age discrimination tribunal involving all services currently ongoing. No decision is expected before 2017 however the outcome may need to be considered at this Board. DS queried whether a conflict of interest needs to be recorded in relation to his involvement. RH advised that doesn't believe there would be a conflict of interest on this occasion as nothing discussed here will affect the outcome but need to record it as evidence it was considered.</p> <p>RH raised Authorised Duty on behalf of CM - as a Board there is a need to be aware of what is classified as an injury sustained whilst at work and an incident as a result of part of authorised duties. CFRS is currently taking legal advice on this matter. Request that this Board is made aware and has sight once a decision has been made as it will have an impact.</p>	AJ to fill in the Conflict of Interest Register to reflect the discussion.	AJ	ASAP
8.0	Date of Next Meeting	TBA	AJ to liaise with CMe to arrange next meeting	AJ/CMe	ASAP