

<b>MEETING : LOCAL PENSION BOARD</b> DATE : 19 July 2018 VENUE : ACFO Hylton's Office, SHQ	
<b>PRESENT</b> : Amy Jackson (AJ) (Chair), John Tyrell (JT), Steve Beaton (SB), Chris Waller (CW), Caz Mercer (Caz) (Notes)	<b>1.0 APOLOGIES</b> : Rick Hylton (RH), Cameron Matthews (CM), David Evans (DE)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.0	<b>Agree Minutes of Last Meeting</b>	Minutes of the meetings held on 4 <sup>th</sup> May 2018 were reviewed and agreed as a true record.	Caz to publish and add to internet page.	<b>Caz (Done)</b>
3.0	<b>Update on Actions Arising</b>			
3.1	AJ to email opt out information report to members for analysis before next meeting and discussion as to actions to be taken.	Group discussed data report emailed round via AJ.	Agreement to include 2 more columns detailing the staff members' start date and date they opted out. This should assist in identifying whether need to target new members of staff or provide further guidance to those already in the Service.  AJ to forward report to RH, who will follow up with Payroll for additional information. Further actions to be discussed at next meeting.	<b>AJ/RH</b>
3.2	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. Carried forward 4 <sup>th</sup> May meeting.	CM's training remains outstanding, has advised AJ will attempt to put some time aside for completion by next meeting.	See decision/outcome point 5.	<b>CM</b>

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3.3	JT to produce ABS explanation guide for circulation to staff/adding to website. Guide to be shared with Payroll for any comments/views; once approved guide to be sent out with ABS' to staff.	<p>DE has had sight of JT's draft ABS explanation and has provided some comment/feedback.</p> <p>LGSS have since produced a draft explanation of their own which will be published shortly.</p> <p>SB suggested a similar guide could be produced for support staff in the interests of parity.</p>	<p>Agreement to provide both documents for staff to give them as many options/as much information as possible.</p> <p>JT to review DE's comments and make appropriate amendments before final publication.</p> <p>SB to liaise with Payroll for final LGSS document.</p>	<p><b>JT</b></p> <p><b>SB</b></p>
3.4	CM to liaise with JT and produce a Communications Strategy for agreement at next meeting regarding the Firefighters Pension Scheme Newsletter. Carried forward 4 <sup>th</sup> May meeting.	JT been struggling to get response from CM, happy to take this action forward on his own. Considering a short video, further information added to intranet/internet and promotion/signposting on Workplace/email.	Agreement for JT to progress a Communications Strategy for agreement at next meeting.	<b>JT</b>
3.5	JT to attend LGPS Local Pensions Board Conference on 27th June 2018.		Action closed – conference attended.	
3.6	RH/AJ unable to attend the LPB Governance training on 9 <sup>th</sup> May, Caz to forward details to JT.		Action closed – Caz booked place/JT attended.	
3.7	New Information Governance Manager Chris Waller to be invited to the next meeting to given an update on GDPR and what this will mean for members.		Action closed – Chris at meeting/item on agenda.	

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3.8	RH to review LGA Survey of FRA Local Pension Boards 2017 Report and put together report for next meeting as to whether there are any actions for LPB.		Action closed – item on agenda for agreement.	
3.9	AJ to liaise with Payroll with a view to them attending the next meeting to advise on how contract with LGSS is managed and confidence in data quality.	<p>AJ has liaised with Payroll and can confirm that data is uploaded via i-connect portal on a monthly basis and tolerance checks are completed.</p> <p>In April each year (following year end) LGSS run checks on data and compare current year to previous year; contacting Payroll should there be any queries.</p> <p>When employees receive their ABS they are asked to check this for accuracy and report any issues.</p> <p>LGSS are currently carrying out a GMP reconciliation to tie their records up with National Insurance records.</p>	Board noted explanation from Payroll and agreed assurance regarding data quality.	
3.10	RH to consider potential options of replacement.		Action closed – see AOB point 10.2	
<b>4.0</b>	<b>Declarations of Conflicts (Standing Agenda Item)</b>	None for discussion.	SB to complete form as new employer Board representative and send to Caz for recording	<b>SB</b>

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5.0	<b>Pension Board Members Training Update</b>	Training record reviewed and confirmed up to date for members present.	<p>Caz to email CM reminder of his training (see 3.2) and situation to be reviewed at next meeting as will have been 12 months pending.</p> <p>Caz to ensure SB has access to all relevant LPB documents/forms.</p> <p>SB to complete online TPS training and update the register.</p>	<p><b>Caz</b> <b>CM/RH</b></p> <p><b>Caz</b> <b>SB</b></p>
6.0	<b>Regional Pensions Group Update</b>		DE/Michaela Moore consulted - no update on this occasion.	
7.0	<b>Review of Risk Register</b>	<p><a href="#">CFRS-#454634-Local Pension Board Risk Register</a></p> <p>The group reviewed the LPB Risk Register (see attached link).</p> <p>SB asked if there was a threshold in relation to overall score that would trigger further action. AJ advised there is no definitive trigger, the register is reviewed at these meetings and if any further action/mitigation is required it is added at this stage. Board could give consideration to adding a threshold however follow up actions would remain the same.</p>	No changes to be made on this occasion.	

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8.0	<b>RH's Report on Survey of Local FRS Pension Boards</b>	<p><a href="#"><u>CFRS-#531774-Pension Board - Annual Survey</u></a></p> <p>Group reviewed RH's report (see attached) and considered the recommendations, namely:</p> <ol style="list-style-type: none"> <li>1. The development of an annual work plan setting out the areas of work for the LPB in the coming year (look forward);</li> <li>2. The development of an annual report that sets out the work of the LPB for the preceding year (look back);</li> <li>3. Consideration to the KPI that LPB require sight of, in order to meet statutory duties placed upon it.</li> </ol>	Board agreed to action the recommendations – to be added to the agenda for next meeting as to how will be taken forward.	<b>All</b>
9.0	<b>GDPR Update/Template Privacy Notice for FRAs</b>	<p>CW provided an update for the Board on how the new GDPR regulations will affect pension members.</p> <p>LGSS have produced an information leaflet which should have been delivered to all staff, signposting them to the website for more information.</p> <p>In relation to pensions CFRS and LGSS are joint Controllers in relation to data due to completing slightly different tasks. This means that 2 separate sets of privacy notices/policies are required. LGSS have rewritten theirs which is now available on their website. The draft public CFRS Privacy Notice has been brought here; an internal Privacy Notice for staff is currently being drafted and awaiting ratification before being circulated. This is not specifically</p>	<p>Board noted the updates/draft CFRS Privacy Notice and confirmed content with current position.</p> <p>CW to follow this up with Payroll as members don't believe this has been sent out – outcome to be passed to Caz for next meeting.</p>	<b>CW</b>

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		<p>related to pensions however they are referenced specifically due to the joint arrangements.</p> <p>Should someone request access to their information, both CFRS and LGSS would be jointly liable under current arrangements.</p> <p>Data breach requirements see both parties obligated to report breaches and to notify each other within 72 hours. Should the breach be deemed serious enough the individuals concerned would need to be advised.</p> <p>The group discussed that the potential biggest risk in relation to ex-employees would be the sending of hard copy papers to an outdated address. LGSS/CFRS pass details on to each other when these are updated but this relies on ex-employees advising either service. JT asked whether staff exiting the Service and becoming deferred members are told it is their responsibility to keep the details up to date. SB to follow this up with DE.</p> <p>CW confirmed happy to be contacted should any GDPR related queries come up in relation to pensions.</p>	<p>SB to follow up with DE what advice staff exiting the Service are given in relation to keeping address/contact details up to date.</p>	<b>SB</b>
<b>10.0</b>	<b>AOB</b>			
10.1		AJ provided an update from Payroll in relation to the contracted out reconciliation currently		

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		ongoing. Progress has been checked and we are currently on track to complete the reconciliation stage by the time HMRC Reconciliation Service closes on 31 <sup>st</sup> December 2018. Further updates will be brought to the Board.		
10.2		AJ tendered resignation as Chair of the LPB and advised this will be her last meeting prior to maternity leave. Proposed that RH takes over as Chair initially with SB as employer representative, this can be reviewed at a future date as appropriate.	Board agreed RH to become LPB Chair (CM confirmed approval by proxy).	
10.3		Caz thanked AJ on behalf of RH for all her hard work in relation to the LPB and wished her well on her impending maternity leave.		
<b>11.0</b>	<b>Date of Next Meeting</b>	4 <sup>th</sup> October 2018 in Meeting Room 2, B01 Parkside Fire Station		