

MEETING : LOCAL PENSION BOARD

DATE : 24 January 2019

VENUE : ACFO Office, SHQ

PRESENT Rick Hylton (Chair)(RH), David Evans (DE), Steve Beaton (SB), Michaela Moore (MM), John Tyrell (JT), Matthew Warren (MW), Caz Lee (CL)(Notes)

1.0 APOLOGIES : Ann Read (AR), Tristan Ashby (TA)

Ref	Item	Issue/Discussion	Decision/Outcome	Action By
2.	Agree minutes of last meeting held on 04/10/18	Minutes were reviewed and agreed as a true record.	Caz to publish and add to internet page.	CL
3.	Updates on Actions Arising			
3.1	SBD to give Caz update on previous actions for publishing.		Action completed	
3.2	RH to send board members copy of report.		Action complete – RH sent email for discussion later.	
3.3	JT to speak to Firefighters not in the scheme to see why they haven't signed up.	<p>JT advised this action was added in his absence at last meeting however as details of those not in the scheme are confidential he is unable to liaise with them. MM confirmed specific names can't be given however the majority of them are in Peterborough and are a mixture of existing employees and new starters.</p> <p>SB suggested putting something together to go out to staff to outline the benefits of the scheme (i.e. tax efficient way of saving/life cover benefit) which may highlight the impact of opting out. This potentially could be done on Workplace coupled with the recent survey and JT's piece of work on how to understand ABS statements.</p>		

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		MW suggested liaising with LGSS directly as would have thought they have produced something highlighting the benefits already we could use.	DE to make contact with LGSS to see if they have anything suitable which could be put out to staff and forward to JT/SB if so. JT/SB to work on putting some communications together to go out to staff. JT/SB to also explore potential for an i-Learn package.	DE JT/SB
3.4	CM to canvas for replacement after telling the Board		CM has resigned as employee representative, no update received.	
3.5	RH to liaise with Matthew Warren regarding data errors and report back to Board.		Action completed – MW presenting feedback later.	
3.6	RH asks CM to chat with JT to see if ABS guidance can be published online or circulated around to people who are having trouble understanding it.		Covered under point 3.3.	
3.7	RH to draw together a plan on behalf of the board, to circulate to the group and then forward to MW. This will start in the New Year.	<p>RH outlined some ideas for future work of the Board as a result of his own observation and the gap analysis Amy Jackson undertook before she went on maternity leave. The group discussed:</p> <p>1. Pension Members understanding of the various schemes (undertake a survey monkey type exercise to gain an appreciation for the levels of awareness and understanding of our staff with regards to matters relating to ABS', life time allowance breeches, how to access data on their pension etc.) we can then take information</p>	<p>Group agreed RH's recommended plan. SB/JT to undertake number 1 which was covered under point 3.3.</p> <p>Number 2 has been undertaken by MW and DE – covered under point 7.</p> <p>DE to speak to LGSS for an overview of amendments and how these have been applied (number 3).</p>	DE

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		<p>and provide some guidance / products to support;</p> <p>2. Undertake some assurance work around how LGSS ensure quality of data;</p> <p>3. Undertake some assurance work around how scheme updates are processed and applied to relevant schemes;</p> <p>4. Undertake further training analysis and development activity for LPB members.</p>		
4.	Declarations of Interest		None on this occasion.	
5.	Pension Board Members Training Update	SB now completed the required online training.	CL to update spreadsheet.	CL
6.	Regional Pensions Group Update	<p>DE provided an update from last contract meeting held in Sept 2018:</p> <ul style="list-style-type: none"> • ABS' can be tweaked to include transferred in service and show career breaks; • Have been passed a copy of Discretions Policy and they are going to look at one for Fire. • Estimate form has been issued to Firefighters. <p>DE has sent out the LGA benchmarking employee survey to staff today for completion.</p> <p>There has been a second survey request for employers/administrators. MW has sent the administrators response to LGSS, DE to assist with completion of the employer one.</p>	<p>DE to forward email to JT who hasn't received it – potentially due to change in department to FP.</p> <p>JT to add link to employee survey to Workplace once received from DE.</p> <p>DE to assist MW in completion of 2nd employer survey request.</p>	<p>DE</p> <p>JT</p> <p>DE</p>

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7.	Review of Risk Register	Register reviewed by Board.	No amendments.	
8.	Data/Statistics Quality	<p>CFRS-#551050-Cambridgeshire Fire Data Quality Report from LGSS Jan 2019</p> <p>MW and DE met with Mark Whitby Head of Pensions from LGSS on 8th November 2018 to discuss a number of concerns. The attached report was received from LGSS in response to this. Group reviewed the report noting the following:</p> <p><u>ABS</u></p> <ul style="list-style-type: none"> • 15 ABS' were held back as a system flag indicated a potential issue, these have been checked, fixed where necessary and issued; • 7 enquiries were received indicating ABS was the trigger however were relating to other matters/requests for info; • Had a nominal number of genuine ABS enquiries which required correction and reissuing of statements; • Unable to guarantee that every ABS query was logged on workflow system (should have been) however the extremely low numbers indicate no endemic data quality issues. <p><u>Data Quality</u></p> <ul style="list-style-type: none"> • Data quality score of 79% for common data and 80% for conditional data, LGSS felt was fair and to be a solid platform to make further improvements; 		

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		<ul style="list-style-type: none"> • LGSS flagged that any single measurable item incorrect on a record would that record would be measured as a fail; • LGSS committed to preparing a Data Improvement Plan focussing on common data fails, conditional data fails, tracking of member addresses/mortality screening, GMP rectification, actual pay updates and pension increase updates. • LGSS recommended a payroll to admin reconciliation at a future date. <p><u>GMP Rectification</u></p> <ul style="list-style-type: none"> • Contracted out queries were submitted to HMRC by final deadline; • Expecting approximately 30 stalemate cases where records disagree with HMRC; • Updates will be provided to inform the data improvement work outlined in the Data Improvement Plan. <p><u>Member Self Service</u></p> <ul style="list-style-type: none"> • FF Member Self Service planned to be available at end of calendar year. DE confirmed that this is now live. <p><u>Calculation Errors</u></p> <ul style="list-style-type: none"> • Couple of calculation errors raised. One has been reviewed and addressed; the other is still under investigation. 	<p>JT/SB to encourage members to take ownership of own data & ensure is up to date within communications.</p> <p>DE to agenda payroll to admin reconciliation at next contract meeting to arrange a date.</p> <p>DE to request log on data for Member Self Service from LGSS to see if being used.</p>	<p>JT/SB</p> <p>DE</p> <p>DE</p>

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		<u>Annual Allowance</u> <ul style="list-style-type: none"> Agreed it would be helpful for senior FF staff to have a pension tax presentation. 		
9.	Employee Representative Vacancy	MW updated that there were no applications/EoI regarding the recently advertised employee representative vacancy on the board.	Agreement to rerun the advertisement. CL to send out again and add on Workplace. JT to promote amongst peers.	CL
10.	Any Other Business			
10.1		DE updated that there has been an increase to 1992 commutations.		
10.2		DE updated that CPD factors have changed with benefits slightly decreasing.		
10.3		MW updated that he and Sam Smith will be meeting with staff at Wisbech who have raised a collective challenge regarding the application of the 20% duty supplement settlement.		
10.4		DE updated on current active membership: <ul style="list-style-type: none"> 1992 Scheme – 41 members 2006 FPS – 0 WT members, 14 OC members 2015 FPS – 201 WT members, 191 OC members 		
11.	Date of Next Meeting	27 th March 2019		