

MEETING : LOCAL PENSION BOARD (LPB)

DATE : 14 July 2021

VENUE : Conference Room 1, SHQ

PRESENT: Steve Beaton (Chair), Michaela Moore (dialled in), Ann Read (dialled in), Rob Allport (dialled in), Tracey Stradling, Caz Lee (Notes)

	Item	Decision/Outcome	Action By
1.0	Apologies – John Tyrell Steve advised Stuart Smith taking over from Chris Parker as employer representative.	Caz to send invite details & add to distribution list.	Caz Lee
2.0	Agree notes of last meeting held on 05/05/21 Notes were reviewed and agreed as a true record.	Caz to publish and add to internet page.	Caz Lee
	Updates on Actions Arising		
2.1	<u>Agreement to add two website links and Board information to an intranet page. Steve to action this.</u> Steve advised not done this as yet, awaiting termination of transition process which only went live on 1st July. Over next couple of weeks will make decision as to what will be best to add links for and add them to the intranet/Workplace. Caz highlighted that communications are about to come out from Media & Comms regarding a move from Workplace/intranet to using Yammer instead - worth waiting for this to avoid having to do it twice.	Steve to add website, other relevant links, WYPF letter to members and LPB information to Yammer/Workplace/Intranet.	Steve Beaton

	<p>Michaela advised at meeting with West Yorkshire Pension Fund (WYPF) yesterday they advised every member will be getting a letter following the transition. Steve will publish information contained with the letter on intranet/Workplace once gone out.</p>		
2.2	<p><u>Steve to set up extra LPB meeting to review secondary contracts and agree pensionable pay matrix. Agreement to hold off on this until next meeting for update on work ongoing by Recruitment/HR (carried over).</u></p>	<p>Carried over due to capacity re Covid-19, crewing & pension transition.</p>	<p>Steve Beaton</p>
2.3	<p><u>Steve to respond to pension bulletin request regarding support for Payroll re Sargeant case and keep an eye out for updates.</u></p> <p>Steve confirmed responded to the request from FDS asking if any FRS have increased establishment of Payroll in order to support outcome of Sargeant case. Waiting to for feedback on what other FRS' are doing if anything. With payments and administration moving to WYPF this takes some of the workload from Payroll therefore not sure on level of work that will be involved. Once know more will consider extra resource if required. Michaela and Ann agreed with this course of action.</p>	<p>Complete.</p>	
2.4	<p><u>Steve to liaise with WYPF once in place and see if willing to attend LPB meeting.</u></p> <p>Steve confirmed someone from WYPF would be willing to attend a future LPB meeting, whether remotely or in person. Will be an opportunity to review what we do as a Board, establish relationship between WYPF and LPB members and for members to ask any questions they may have.</p>	<p>Steve to send Caz the contact email to send invite for next meeting.</p>	<p>Steve Beaton</p>

2.5	<u>Steve to review WYPF online training options & provide list of modules would be useful for LPB members to complete.</u>	Carried over - ongoing.	Steve Beaton
2.6	<u>Tracey to forward copy of formal contract with WYPF to LPB members for information (carried over)</u> Tracey advised will check with Karen as to whether been formally signed, if so will circulate it.	Complete - circulated with notes from today's meeting.	
2.7	<u>Data score carried forward to next meeting.</u> Carried forward to next meeting as not needed till pension return November/December time. Agreement to move this to Q4 agenda, in January.	Caz to move Data Score to Q4 agenda items - complete.	Caz Lee
3.	Declarations of Interest None on this occasion.		
4.	Feedback from Training No training since last meeting - no updates to pass on this occasion.		
5.	Regional Pensions Group Update Ann attended recent meeting, however notes haven't been received as yet - will circulate once received. Ann confirmed nothing much of interest from the meeting to report, ongoing immediate detriment was discussed and with the exception of	Ann to circulate Regional Pension Group notes once received.	Ann Read

	<p>one (Hampshire) none of the other FRS' are taking any action until further guidance comes through from LGA. Steve advised it is believed a potential framework will be received end of September, until then the recommendation is that no one does anything to ensure consistency. CFRS will be complying with this as if we do there are risk implications for both the Service and individuals. Until get further guidance from the Home Office and Pension Regulator won't be taking any further action.</p> <p>Rob asked if Service area aware of the ballpark figure of people who would be affected. Ann confirmed this has been provided to Steve in the past, can't remember exact figures but was in the 100's. Steve advised bulk of the work will be done by WYPF as our administrator but CFRS will have to deal with payment work. There will be some work for us to do, but unknown what extent at the moment.</p>	<p>Steve to liaise with Ann/Michaela and provide numbers of people who will be affected for next meeting.</p>	<p>Steve Beaton</p>
<p>6.</p>	<p>Review of Risk Register</p> <p>Risk Register SharePoint Link</p> <p>Board reviewed the risk register and agreed to change wording of Risk 5 (Employer failure to pay contributions into scheme) and reduce score. Steve to liaise with Payroll and action.</p> <p>Tracy asked who will be monitoring the contract review meetings with WYPF. Steve confirmed will be himself and potentially someone from Procurement. In order to ensure WYPF comply with KPI's etc. will be having regular meetings with them and any issues identified will be addressed.</p>	<p>Steve to liaise with Payroll & action amendment to Risk 5.</p> <p>Tracey to ask Karen Garrard to include contract review meetings within Service Level Agreement with WYPF.</p>	<p>Steve Beaton</p> <p>Tracey Stradling</p>
<p>7.</p>	<p>Review of Issues Log</p>		

	See 'Issues Log' tab for updates.		
8.	Recent Case Law Affecting Pension Scheme No updates on this occasion.		
9.	Pensionable Pay Review Steve confirmed going to set up meeting as per action 2.2. Once agreed will ensure this goes onto staff intranet/Yammer/Workplace and is available for all to view as required.	See 2.2	Steve Beaton
10.	Any Other Business		
10.1	Rob asked if a date for the annual pension conference has come out as yet? Usually September. Nothing received from FPS as yet, Steve/Caz will ensure details circulated once hear anything.		
10.2	Rob confirmed happy to be involved in drafting intranet/Yammer page once Steve ready.		
	Date of Next Meeting 03 November 2021		