

WILTSHIRE & SWINDON FIRE AUTHORITY

PENSIONS BOARD

Minutes of a meeting held on 3 September 2015 at
Wiltshire FRS Headquarters, Manor House, Potterne, SN10 5PP

Present: Phil Chow (Chairman), Ian Jeary and Tony Littler

1 Membership

It was noted that the membership of the Board comprised two employer representatives and two employee representatives. The former were Phil Chow and Ian Jeary. In respect of the latter, Gus Cuthbert had been appointed in response to an internal advert.

The FBU had been invited to nominate a person for appointment as the second employee representative. Tony Littler and Brent Thorley had been nominated by the FBU who had also asked that Hamish Daya be permitted to attend. The FBU had been informed that only one person could act as its nominee at formal meetings, though the two other named persons might attend as non-participating, non-voting observers. Tony Littler confirmed that he would be the nominated person for future meetings.

It was also noted that the Authority had appointed Phil Chow to be Chairman of the Board.

2 Apologies

Apologies for absence were received from Gus Cuthbert (Board member), and Brent Thorley and Hamish Daya (observers).

3 Declarations of Interest

Each of the Board members present stated that they were not aware of any interests and responsibilities which were, or had the potential to become, conflicts of interest.

It was agreed that the agenda for future meetings should include a standing item for declarations of interests.

4 Terms of Reference

The Board considered draft terms of reference (ToRs). Arising from this, the Board agreed the need for:

- a code of conduct for Board members (incorporating such other codes as may be applicable to individual Board members);
- a conflicts of interest policy; and
- a register of interests.

It was also agreed:

- a) that the Clerk to the Authority should provide the secretariat for Board meetings;
- b) that the ToRs make reference to the need for a Budget (for expenses such as training and professional advice); and
- c) that the quorum for Board meetings be two, provided there is present one employer representative and one employee representative.

The Clerk agreed to present a revised version of the ToRs reflecting the above, to the next meeting of the Board.

The Chairman informed members that there was a requirement for details of the Board's membership to be published.

5 Training

- a) It was noted for the record that all of the Board members and the two nominated observers had attended an introductory workshop run under the auspices of the LGA.
- b) On considering future trainings needs, Board members agreed to ask the scheme administrator to make a presentation on the firefighters' pension schemes and their administration (including assessment of performance); and to ask the scheme manager for a report on what, how and when information on the pension schemes is provided to active and retired scheme members.
- c) Two documents providing detailed background information were provided to the Board, which all Board members were recommended to read:
 - i. The Pensions Regulator's Code of Practice no. 14 "Governance and Administration of Public Service Pension Schemes"
 - ii. "Firefighters' Pension Scheme: Guidance on the Creation and Operation of Local Pension Boards in England" issued by DCLG.

6 Urgent Business

There was no urgent business.

7 Future Meetings

It was agreed to hold the next meeting of the Board in late November or the second week of December, to receive the presentations referred to in 5(b) above at the next meeting, and to invite the members of Dorset Fire Authority's Pensions Board to the presentations.