



**DRAFT Minutes of the
Local Firefighters Pension Board
at 10:00 hours on Monday 19 February 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Mr Scott Blandford; Cllr Richard Biggs; Mr Andrew Corben; Mr Mike Gannaway; Cllr Peter Hutton; Cllr Colin Jamieson; Mr Cyril Moseley (Acting Chairman); Cllr Pip Ridout

Other staff: Finance Director, Phil Chow; Head of HR, Jane Staffiere; HR Project Officer, Mike Rees;

Guest: Yanus Gajra – West Yorkshire Pension Fund (WYPF)

Minute taker: Democratic Services Support, Steph Howard

18/1 Welcome and introductions

The Chairman opened the meeting and welcomed attendees. The chairman asked those present to introduce themselves.

18/2 Apologies

No apologies were received.

18/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.

18/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 18 November 2016.

18/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/4.2 Actions from the last minutes were discussed and updated and a number of actions were noted as detailed below in 18/4.4 - 4.7.

18/4.3 **RESOLVED: Minutes were confirmed and signed without amendment**

18/4.4 **ACTION: under point 10 – Further training**
Head of HR, Jane Staffiere to provide hard copies of the training slides from the last training to those who want them, to refresh their knowledge.

18/4.5 **ACTION: under point 10 – Agenda items for future meetings**
Head of HR, Jane Staffiere to produce a matrix listing pension members; numbers of active members on each scheme; number of members who are whole time and on call, new starters, deferred members, members who have opted out, within the provision of the new general data protection act, which comes into effect in May 2018.

18/4.6 **ACTION: under point 10 - Agenda items for future meetings**
Head of HR, Jane Staffiere to include point 18/4.5 (above) as a standing item on the agenda for each meeting.

18/4.7 **ACTION: under point 10 - Agenda items for future meetings**
Head of HR, Jane Staffiere to include discussion time for a Forward Work Plan/Programme on the next agenda.

18/5 Local Firefighters Pensions Board Constitution

18/5.1 Members discussed the recommendation of reducing the Dorset & Wiltshire Fire and Rescue Authority (FRA) membership of this committee. There were a number of alternative options provided.

18/5.2 The favoured option was to recommend on the Employer's representative side two substantive members, two substitute members and two Officer Reps.

18/5.3 Members agreed that the recommendation would be put forward to the Clerk and Monitoring Officer of the FRA.

NB: The Democratic Services Officer contacted the Clerk and Monitoring Officer to the FRA and advised him of Members discussion at this meeting.

Mr Mike Rees, HR Project Officer and Mr Yanus Gajra from West Yorkshire Pension Fund joined the meeting.

18/6 Breaches Policy and Register (Taken after item 18/8)

- 18/6.1 As part of his responsibility to report breaches, the Finance Director and Treasurer, Mr Phil Chow gave an update. Part of the policy is about 'Breaches of the Code', and following the regulations and statutory rules, if we were in breach of this policy it is the Finance Directors' responsibility to decide what to report to the Pensions Regulator.
- 18/6.2 Mr Chow reported that there was one occurrence in 2017/18 in respect of the Annual Pension Benefit Statements. Under the Code the statements should be distributed by our pension administrators by the 31 August each year. Unfortunately, there were 30 of these statements not sent out by the deadline date. Wiltshire County Council, who currently administer Wiltshire's half of our pension administration for uniformed staff had some technical problems with data and pension calculations. Subsequently, this issue was resolved.
- 18/6.3 The decision was logged and it was decided by Mr Chow, Finance Director that the breach was too small to register with the Pensions Regulator.
- 18/6.4 Moving forward this administration task will be carried out by West Yorkshire Pension Fund (WYPF) and will be regularly monitored by HR.

18/7 Update position statement on baseline information and procurement exercise of new provider

- 18/7.1 HR Project Officer, Mr Mike Rees gave a verbal presentation regarding the tender process and progress for our new pension administration arrangements.
- 18/7.2 Historically there have been two pension administration providers. From a budget point of view this was not cost effective. The contract went out to tender, three organisations put forward their bid and the contract was awarded to West Yorkshire Pension Fund. The decision was made on a weighting basis; looking at financials/cost effectiveness and experience with working with other Fire & Rescue Services. The final decision was made due to WYPF experience of working with multiple firefighter pensions and it being a cost effective option.
- 18/7.3 WYPF would therefore be our pension administrator from 1 April 2018.
- 18/7.4 **ACTION: Head of HR, Jane Staffiere to arrange to put a link on the Service website for employees to take a look at WYPF pension information and what is being offered.**

18/8 Future pensions provision (presentation)

- 18/8.1 Mr Yanus Gajra from West Yorkshire Pension Fund gave a presentation about his company; the pension membership numbers, their range of services, how performance is monitored, staff qualifications and experience, quality of service for pension members and employers, transition resources and costs.
- 18/8.2 Members scrutinised the presentation and were provided with satisfactory answers.

18/9 Pension Board Questionnaire

- 18/9.1 An annual survey was sent to the Chairman of the Board by the Pensions Regulator to complete. Head of HR, Jane Staffiere provided the response on the Chairman's behalf for 2017/18 and advised that another will be due in November 2018.

18/10 Further Training Needs

- 18/10.1 To help with training and their own learning, Head of HR, Jane Staffiere suggested that all members should take a look at the Pensions Regulator education portal and to set themselves a task to go through these learning packages. The web address is:
<http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>
- 18/10.2 **ACTION: All Board Members to work through the on-line learning packages on the Pensions Regulator website.**

18/11 Future agenda items

- 18/11.1 Forward work plan.
- 18/11.2 To run through an E-learning module on the education portal discussed under point 18/10.1 at each meeting to further enhance members understanding and provide audit trail of training that has been carried out.

18/12 Date of Next Meeting

- 18/12.1 Members discussed the frequency of meetings and considered the number and timings of them. In order to provide a good service it was recommended by Acting Chairman Cyril Moseley that there should be four regular meetings arranged and set in the diary throughout the year; if there are insufficient items on the Agenda then the meeting would be cancelled.

This was agreed by Members.

18/12.2 The Chairman noted that the next Local Firefighters Pension Board meeting is yet to be decided; potential dates were discussed and these are to be confirmed by the Head of HR. Proposed dates for forthcoming meetings are: 9 July 2018 and week commencing 15 October 2018.

18/12.3 These meetings will be held at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, or a venue provided by the Service from 10am.

RESOLVED: Members agreed that four meetings would be scheduled to fit with the Fire and Rescue Authority timetable.

18/12.4 **ACTION: Head of HR, Jane Staffiere to confirm the next two meeting dates**

18/13 Extra item

Election of Chairman

Cllr Hutton nominated Cyril Moseley and this was seconded by Cllr Jamieson. The electing of a Vice Chairman has been postponed until the next meeting as Membership of the FRA may change in June.

RESOLVED: There being no objection Mr Cyril Moseley was elected Chairman.

The meeting closed at 12.26pm.

Signed: _____