



**DORSET & WILTSHIRE
FIRE AND RESCUE**

**Minutes of the
Local Pension Board
at 10:00 hours on Monday 9 July 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Mr Cyril Moseley (Chairman); Firefighter, Scott Blandford; Cllr Richard Biggs; Cllr Pip Ridout; Area Manager, Byron Standen

Apologies: Watch Manager Andrew Corben; Firefighter, Mike Gannaway; Cllr Peter Hutton

Other staff: Head of HR, Jane Staffiere; HR Project Officer, Mike Rees; HR Services Advisor, Fiona Bacon

Guest: West Yorkshire Pension Fund (WYPF), Client Relationship Manager, Helen Scargill

Minute taker: Democratic Services Support, Steph Howard

18/13 Welcome and introductions

18/13.1 The Chairman opened the meeting and welcomed attendees. The Chairman asked those present to introduce themselves.

18/13.2 AM Byron Standen was welcomed as a new Board Member.

18/14 Apologies

Apologies were received from WM Andy Corben, FF Mike Gannaway and Cllr Peter Hutton.

18/15 Conflicts of Interest - Code of Conduct

The Chairman asked the meeting for any declarations of conflicts of interest. There were no disclosures.

18/16 Election of Vice Chairman

18/16.1 The Chairman, Mr Cyril Moseley, confirmed his intention to resign from the Board after this meeting.

18/16.2 Head of HR to advertise for a retiree position to replace Mr Cyril Moseley.

18/16.3 Members discussed the requirement to appoint a Chairman and Vice Chairman. AM Byron Standen was nominated and seconded as the Chairman of this Board.

18/16.4 The Board agreed the Vice Chairman will be nominated and elected at the next meeting on the 15 October 2018 when a full Board has been established.

18/17 Review and approve the Minutes and actions of the Local Pension Board meeting on 19 February 2018

18/17.1 The Chairman asked Members to review and approve the minutes from the previous meeting.

18/17.2 Actions from the previous minutes were discussed, only one action outstanding; 18/10.2, *'All Board Members to work through the on-line learning packages on the Pensions Regulator website'*. This action has been redefined and recaptured in Action: 18/23.3 of these minutes.

18/17.3 **RESOLVED: Minutes were confirmed and signed without amendment**

18/18 Pensions Membership Matrix

18/18.1 Members received a handout on the Pensions Membership Matrix update and discussed the data.

18/18.2 The format of the current data was discussed by Members and additional data was requested. The additional data will need to include the number of current employees against the active members. Also where there is an opt out, whether they are still an employee.

18/18.3 **ACTION: Head of HR to request additional data for the next Pensions Membership Matrix update on the 15 October 2018.**

18/19 Update on procurement exercise of new provider

18/19.1 HR Project Officer, Mr Mike Rees gave a verbal presentation regarding the complexities of transferring and combining the pension data from the two previous pension administrators to West Yorkshire Pension Fund (WYPF).

There was a complication with certain data coming over from the Dorset administrators regarding the images, but this was resolved and all pensions were paid on time.

18/19.2 HR Project Officer, Mike Rees was working with the pension administrators to compile the monthly reporting data.

18/20 Presentation from new firefighters' pensions administrator West Yorkshire Pension Fund (including KPIs update)

18/20.1 Ms Helen Scargill from West Yorkshire Pension Fund (WYPF) gave an update to the Members on Key Performance Indicators data, General Data Protection Regulations, the online pension portal, a general update and a yearly calendar of events.

18/20.2 WYPF will be sending a GDPR summary notice to all active members, deferred members, new joiners, leavers/movers and pensioners.

18/20.3 Ms Scargill talked about how WYPF were promoting registration to the MyPension online service. Members also discussed the development of a 'self-service online pension calculator' and requested the proposed timeframe for implementation.

18/20.4 Whilst discussing General Updates Ms Scargill highlighting a potential issue with 'Split Pensions' which would have been from the 1st April 2007.

18/20.5 Whilst discussing General Updates Ms Scargill advised the Board to look at the LGA monthly Bulletins for updates.

18/20.6 **ACTION: The Quarterly Pension KPI Report to be sent out with these minutes.**

18/20.7 **ACTION: Helen Scargill to obtain a timeframe for when the self-service online pension calculator will be available to DWFRS staff and update the Members at the next meeting due on 15 October 2018.**

18/20.8 **ACTION: Head of HR to investigate Split Pensions and how this may have affected our staff.**

18/21 Breaches Policy and Register

18/21.1 There were no breaches to report.

18/22 Forward Work Programme

18/22.1 Members were given a proposed forward work plan which was discussed, agenda items have now been included for the 15 Oct 2018 and January/February 2019 meetings.

Initials _____

18/22.2 No further agenda items were suggested by Members.

18/23 E Learning Module

18/23.1 This agenda item was also discussed as part of 18/17.2, '*Review and approve the Minutes*'.

18/23.2 The e-learning training modules on the Pensions Regulator, Pensions Educator portal were discussed by the Members. Seven modules were available and Members discussed the importance of completing them. Members agreed a completion date of the 15 October 2018.

The link to the Pensions Regulator website can be found here:

<http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

18/23.3 **ACTION 13: All Members and Authority Member Reserves to work through the seven on-line learning packages on the Pensions Regulator website by the 15 October 2018.**

18/24 Further Training Needs

18/24.1 Training needs were discussed as part of Item 18/23. There were no further training requirements at the time of this meeting.

18/25 AOB

18/25.1 Annual Allowance and Lifetime Allowance tax charges

Ms Jane Staffiere attended a workshop facilitated by the Fire Leaders Association (FLA) on the 'Pensions Annual Allowance Tax Challenge' and updated Members on the subject content.

18/25.2 There were significant impacts for individuals who work in the public sector with regards to the Annual Allowance and Lifetime Allowance tax charges with the introduction of the lower tax threshold and the tapered annual allowance introduced after 2016.

18/25.3 The FLA are keen to establish a working group, with representatives across the public sector, to undertake further research and gather evidence to seek measures to address the issue. Head of HR will keep the Board updated.

18/25.4 Widows Pension Options

A discussion took place at agenda Item 18/17 regarding the Widows Pension Option and how to confirm the situation for retirees.

18/25.5 Members to directly contact WYPF to ascertain their Widows Pension Option position.

18/26 Date of Next Meeting

18/26.1 Members discussed booking further meeting dates. The Members were reminded that these dates need to fit around the existing and future planned Authority meetings. Suggestions were made for January/February and May 2019; exact dates are to be confirmed.

The meeting closed at 12.13pm.

Signed: _____