



**DORSET & WILTSHIRE
FIRE AND RESCUE**

**Minutes of the
Local Pension Board meeting held
at 10:00 hours on 27 March 2019 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Retired Fire Fighter, Peter Edge (Vice Chair); Cllr Richard Biggs; Fire Fighter, Scott Blandford (late arrival); Watch Manager, Andrew Corben (late arrival); Cllr Pip Ridout; Retired Firefighter, Gerard Senior

Other staff: Head of Financial Services, Ian Cotter; HR Delivery Manager, Carol Swan; HR Project Officer, Mike Rees; HR Services Manager, Sadie Price

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

Minute taker: Democratic Services Support, Steph Howard

19/01 Welcome and introductions

Peter Edge, the Vice Chair, opened the meeting and welcomed attendees. The Vice Chair asked those present to introduce themselves.

It was noted that two Members were on route, however, would arrive approximately 20-30 minutes after the start of the meeting.

19/01.1 Ian Cotter introduced himself as the temporary Scheme Manager

19/02 Apologies

No apologies were received.

19/03 Conflicts of Interest

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

19/04 Minutes and Actions of the Local Pension Board meeting held on 15 October 2018

19/04.1 The Vice Chair asked Members to review and approve the minutes from the 15 October 2018 meeting.

19/04.2 Cllr Pip Ridout enquired about the timeframe stated in 18/31.3 and Helen Scargill confirmed that this is still on track for October 2019.

19/04.3 Cllr Pip Ridout queried whether there are still data shortfalls from Wiltshire Council (18/34.2). Helen Scargill confirmed that the data is being reconciled and discrepancies are being investigated and corrected.

19/04.4 Actions from the previous meetings were discussed and updated. Two actions were completed, one closed and three are still in progress, the outstanding actions were: number 12 (18/20.8) *'To investigate Split Pensions and how this may have affected our staff'*; number 14 (18/32.3) *'Head of HR Sadie Price and WYPF to agree a governance on what information is required in the Matrix and who the data is sent to in the first instance in preparation for the Local Pension Board meetings'* and number 20 *'Once the Pensions Regulator online modules are completed all Board Members to forward the on-line learning package Development Record to Steph Howard so a central training log can be kept. All Board Members to complete by the 18 January 2019 meeting'*.

19/04.5 **RESOLVED: Minutes were agreed without amendment.**

19/05 Terms of Reference

19/05.1 A discussion took place over the proposed amendments of the LPB Terms of Reference and Ian Cotter confirmed that there is a requirement for these to be approved at the next Authority meeting in June.

19/05.2 **RESOLVED: All Members agreed to adopt the new ToR and these will be submitted to the FRA for approval on the 6 June 2019.**

19/06 Proposed template for the LPB Risk Register

19/06.1 The Board discussed the proposed template which was brought to the meeting and agreed that there needed to be a consistency between the format of this Boards risk register and that of the Authority's risk register. Ian Cotter confirmed that he will align the risks listed on the sample to mirror the format of the Authority risk register.

19/06.2 **RESOLVED: The Board agreed to go ahead and progress this piece of work.**

19/07 WYPF update; including KPIs, Communications and Regulation Amendments

19/07.1 Helen Scargill from West Yorkshire Pension Fund (WYPF) gave an update to the Board Members. This update was on the following areas and can be seen in 19/07 Appendix A; Fire Technical Community meeting held in February, Fire Communications meeting held in January, scheme factor changes, The Firefighters' Pensions Scheme (LGA) Bulletins - 16 & 17, Monthly Client Reports - January, February & March, Regulations amendments - April 2019, Administration & Benchmarking Survey, Membership Numbers, HMRC Event Reporting, HMRC Event Reporting and TPR Scheme Returns - Data Scores.

19/07.2 Fire Technical Community meeting
About 25 people attend this meeting where representatives from Pension Administrators, the LGA, Legal Advisors and the Home Office are present.

The following were the main areas which were discussed at this meeting and Helen Scargill gave an update of these: Transitional Projections Judgement - which is due in April and the impact this will have (a discussion took place by this Board over the 92 Scheme and remedies); Valuation Outcomes - the increased employer contributions, that the cost cap methods have not worked; Home Office Update – the latest amendment regulations; Scheme Advisory Board (SAB) – results will go to the SAB in June and the outcomes will come out afterwards.

19/07.3 Fire Communications meeting
Helen Scargill gave an update on the main areas to be worked on and these covered; Transitional Guides, Divorce Guide and Ill Health Certificates and notes. These guides will be helpful to all Fire and Rescue Authorities and everybody who uses them will give out the same information.

19/07.4 Scheme factor changes
Helen Scargill updated the Board on what changes have been received and implemented by WYPF and these included Added Pension & CPD, Tax Charge Debits, Non-club transfer in, Trivial commutation, Pension debit adjustment and Pension credit factors.

Helen Scargill commented that this Board should not be reliant on the Pension Administrator to bring these Scheme factor changes to the Board Meetings as an update. These actions are published in the LGA Monthly Bulletins and should be noted by the Service and then actioned by WYPF, it is this Services' responsibility to make sure the Pension Administrators are implementing any changes.

19/07.5 **ACTION: Ian Cotter to arrange for Legislation and LGA Pension Bulletins to be added as a standard Agenda item to enable the Board to receive confirmation that they are completed.**

Initials _____

- 19/07.6 **ACTION: All relevant bulletins to be circulated to all Local Pension Board Members on a monthly basis by Sadie Price/HR.**
- 19/07.7 The Firefighters' Pensions Scheme (LGA) Bulletins - 16 & 17
 (<http://www.fpsboard.org/index.php/board-publications/bulletins>)
 Helen Scargill mentioned that there was a list of training sessions which would be beneficial for LPB Members to attend.
- 19/07.8 Regulations amendments - April 2019
 The main amendment was with regards to a Supreme Court ruling in July 2017 on the case Walker v Innospec whereby the survivors of a same sex marriage have their pension entitlements equalised with those of widows in opposite-sex marriages.
<https://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN03035>
 The Service has three months to communicate this amendment to affected members and WYPF will carry this out on behalf of the Service.
- 19/07.9 Administration & Benchmarking Survey
 Helen Scargill confirmed that these results are released after June 2019.
- 19/07.10 KPI Reporting
 Helen Scargill went through the KPI figures (Appendices B & C) with Members and a discussion took place.
- 19/08 Service Communications to Members (verbal update)**
- 19/08.1 Sadie Price gave an update on how the Service communicates to Pension members. Any updates are being uploaded onto CONNECT (the Services' internal staff noticeboard) as soon as possible. Sadie also stated that they were looking at using banners and quick links to make this information easier to find.
- 19/08.2 It was mentioned by some Board Members that retiree pension members do not have access to CONNECT (as it is internal) so would be unable to access the same information. Sadie Price confirmed that these members are directed to the WYPF website where they are able to access this information.
- 19/08.3 **ACTION: Jackie Blight, HR Services to add the WYPF website link and links to any LGA leaflets onto CONNECT.**
- 19/09 Breaches Policy and Register (Standing Item)**
- 19/09.1 There were no breaches to report.

19/10 Training and Development (Standing Item)

19/10.1 A discussion took place under Item 19/04, Action numbers 20 (18/40.2) and 21 (18/41.2).

19/10.2 Helen Scargill suggested that at every other meeting a half an hour training session could be set up which she could run for the Members of the Board, this will be added to the Training Log to prove that the Board is receiving ongoing training.

19/10.3 **ACTION: Ian Cotter to arrange future training sessions and these will be confirmed at the next LPB meeting.**

19/11 Future agenda items/forward work programme (Standing Item)

19/11.1 No further agenda items were suggested by Members.

19/12 AOB

19/12.1 There were none to discuss.

19/13 Date of Next Meeting

19.13.1 The next meeting of the LPB will take place on Thursday 20 June 2019 at 10am.

The meeting closed at 11.40am.

Signed: _____