



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Minutes of the  
Local Pension Board  
at 10:00 hours on Monday 15 October 2018 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

**Board Members present:** Area Manager, Byron Standen (Chair); Cllr Richard Biggs; Firefighter, Scott Blandford; Watch Manager, Andrew Corben; Retired Firefighter, Peter Edge; Cllr Pip Ridout; Retired Firefighter, Gerard Senior

**Apologies:** HR Project Officer, Mike Rees

**Other staff:** Head of HR, Jane Staffiere; HR Services Advisor, Fiona Bacon

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

**Minute taker:** Democratic Services Support, Steph Howard

**18/27 Welcome and introductions**

18/27.1 The Chair opened the meeting and welcomed attendees. The Chair asked those present to introduce themselves.

18/27.2 Peter Edge and Gerard Senior were welcomed as new Board Members.

**18/28 Apologies**

18/28.1 Apologies were received from HR Project Officer, Mike Rees.

**18/29 Conflicts of Interest - Code of Conduct**

18/29.2 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.

**18/30 Election of Vice Chair**

18/30.1 Board Members discussed the requirement to appoint a Vice Chairman. Mr Peter Edge was nominated and seconded as the Vice Chairman of this Board.

18/30.2 **RESOLVED: Mr Peter Edge be Vice Chairman of the Local Pension Board.**

**18/31 Review and approve the Minutes and actions of the Local Pension Board meeting on 9 July 2018**

18/31.1 The Chair asked Board Members to review and approve the minutes from the previous meeting.

18/31.2 Actions from the previous minutes were discussed. Three actions were completed and two outstanding, these were: 18/20.8 *'To investigate Split Pensions and how this may have affected our staff'*; and 18/23.3 *'All Board Members to work through the on-line learning packages on the Pensions Regulator website'*.

18/31.3 Miss Helen Scargill updated Board Members on the timeframe for the availability of the self-service online pension calculator which, at the earliest, will be October 2019.

18/31.4 **RESOLVED: Minutes were confirmed and signed without amendment**

**18/32 Pensions Membership Matrix**

18/32.1 Board Members received a handout on the Pensions Membership Matrix update and discussed the data in detail.

18/32.2 A discussion took place over opt outs due to HR not being permitted to give advice to staff.

18/32.3 **ACTION: Head of HR and WYPF to agree 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.**

18/32.4 **ACTION: HR Services Advisor, Fiona Bacon to review the pension communication being provided to new starters and ascertain what facts and information is given at present.**

**18/33 Update on procurement exercise of new provider**

18/33.1 In HR Project Officer, Mr Mike Rees' absence a brief overview and update was given by Head of HR, Jane Staffiere.

18/33.2 As part of the Data Improvement Plan data checks were carried out over a four week period. A comparison of data was taken from a few areas and this data collection came up with some queries. These have now been resolved and our HR system (HRMIS) updated.

18/33.3 **ACTION: Notes from the Data Cleansing Q1 to be circulated to Board Members.**

#### **18/34 Update from West Yorkshire Pension Fund**

18/34.1 Miss Helen Scargill from West Yorkshire Pension Fund (WYPF) gave an update to the Board Members on Key Performance Indicators (KPI) figures up to 31 August 2018 and compared these to the last quarter.

18/34.2 A discussion took place over shortfalls of data provision (mainly former Wiltshire CC) and the possibility that some pension statements may need reviewing. WYPF and HR are working through these queries.

18/34.3 Miss Scargill gave an explanation on how data checks are completed by WYPF and how these checks flag up data inaccuracies which are subsequently rectified.

18/34.4 **ACTION: HR to review the data provision for pension estimates and Annual Benefit Statements.**

18/34.5 **ACTION: Democratic Services to circulate the KPI data comparisons, the Service's Quarterly KPIs and Membership numbers with these minutes.**

#### **18/35 Breaches Policy and Register**

18/35.1 There were no breaches to report.

18/35.2 It was suggested that for Good Practice this Board should have a separate Policy Risk Register to cover the work carried out by Board Members.

18/35.3 **DECISION: Board Members agreed that an LPB Risk Register be implemented.**

18/35.4 **ACTION: The Chairman and HR to draw up an LPB Risk Register and this to be put on the agenda as a standing item.**

#### **18/36 Future agenda items/Forward work programme (taken after 18/41)**

18/36.1 A standing agenda item was requested for an LPB Risk Register as discussed in 18/35.2.

18/36.2 It was suggested that 'Communications' should be added to the agenda as a standing item, this will be included under WYPF updates.

**18/37 Annual Benefits Statements/Annual allowance update**

18/37.1 Annual Benefits Statements were discussed in 18/34.

18/37.2 There were several Annual Allowance updates which were not sent on time, this however, was not a breach.

**18/38 Update of Data Improvement Plan**

18/38.1 This was updated in Item 18/33.

**18/39 Update form Annual Pensions Conference**

18/39.1 Head of HR, Jane Staffiere gave an update and talked through some of the content of the conference.

18/39.2 Board Members were invited to attend next year's Conference being held on the 24 and 25 September 2019.

**18/40 E Learning Module**

18/40.1 Board Members discussed the online modules, most Board Members had already completed these. A copy of each individual's Development Record will be required by email to keep as a training record.

The link to the Pensions Regulator website can be found here:  
<http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

18/40.2 **ACTION: Once completed all Board Members to forward the on-line learning package Development Record to [stephanie.howard@dwfire.org.uk](mailto:stephanie.howard@dwfire.org.uk) so a central training log can be kept. All Board Members to complete by the 18 January 2019 meeting.**

**18/41 Further Training Needs**

18/41.1 Training needs were discussed as part of Item 18/40 and it was agreed that future training or a seminar would be taken up yearly.

18/41.2 **ACTION: Head of HR to organise future training, circulate option dates and to also circulate a link to WYPF's website regarding further training.**

**18/42 AOB**

**18/42.1 Local Pension Board Terms of Reference**

Head of HR, Jane Staffiere highlighted that there has been a slight amendment made to the Terms of Reference. The minor changes will be discussed at the next meeting and will require sign off.

**18/42.2 Regulation Amendments**

Miss Helen Scargill updated the Board Members on the Regulation Amendments/Statutory Instruments.

18/42.3 As a result of an Amendment dated 8 October 2018, WYPF will communicate to pension Members affected by the removal of the requirement to nominate an unmarried cohabiting partner to receive a survivor pension.

18/42.4 **ACTION: WYPF to communicate to affected pension members the removal of the requirement to nominate an unmarried cohabiting partner to receive a survivor pension.**

**18/43 Date of Next Meeting**

18/43.1 Members agreed the next meeting will take place on 18 January with further dates for May 2019 onwards to be confirmed.

The meeting closed at 12.13pm.

*Signed:* \_\_\_\_\_