



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Minutes of the  
Local Pension Board meeting held  
at 10:00am on 18 September 2019 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

**Members present:** Cllr Richard Biggs; Firefighter, Scott Blandford; Watch Manager, Andrew Corben; Cllr Peter Hutton; Cllr Pip Ridout

**Other staff:** Head of Financial Services and Treasurer, Ian Cotter; HR Delivery Manager, Carol Swan; HR Project Officer, Mike Rees; Employee Relations Advisor, Jackie Blight

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

**Minute taker:** Corporate Governance Manager, Nicki Whitehouse

**19/14 Welcome and introductions**

19/14.1 Head of Financial Services and Treasurer, Ian Cotter opened the meeting, welcomed attendees and asked those present to introduce themselves.

**19/15 Apologies**

19/15.1 No apologies were received.

**19/16 Election of Chair**

19/16.1 Mr Cotter asked for nominations for Chair. There were none and Mr Cotter was elected Chair for the meeting. It was decided that this item should be deferred to the next meeting.

19/16.2 **RESOLVED: Head of Financial Services and Treasurer, Ian Cotter was elected Chair for the meeting of 18 September 2019.**

19/16.3 **ACTION: Election of Chair to be an item on the agenda of the next meeting of the Local Pension Board.**

**19/17 Conflicts of Interest/Code of Conduct**

19/17.1 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.

**19/18 Minutes of the meeting of the Local Pension Board held on 27 March 2019**

19/18.1 The Chair asked Members to review and approve the minutes from the meeting of 27 March 2019.

19/18.2 **RESOLVED: The minutes were agreed without amendment.**

**19/19 Review actions from all Local Pension Board meetings**

19/19.1 The actions from the previous meetings were discussed and updated. Two actions remain open, numbers 14 and 20.

**19/20 Terms of Reference for Local Pension Board (verbal update) - discuss appointments from FRA 6 June meeting**

19/20.1 The Chair confirmed that the reviewed Terms of Reference had been approved by the Authority at its meeting in June 2019. He also confirmed that the following Members had been appointed to the Board. Cllr Pip Ridout, Cllr Richard Biggs and Cllr Peter Hutton as reserve. The Authority also appointed Mr Cotter as an Employer-Officer member of the Board.

**19/21 Pension Board Membership (verbal update)**

19/21.1 The Chair confirmed that there were currently vacancies for an Employer-Officer representative and an Employee-Retiree representative, and that both of these vacancies would be advertised shortly.

**19/22 LPB Risk Register**

19/22.1 The Chair asked the Board members for their comments on the risk register. Cllr Biggs suggested that the Local Pension Board should be added to risk number 4 as a risk mitigation control. When considering risk number 6 'failure to ensure an operational disaster such as a significant fire or flood does not impact on the activities of the Local Pension Board or the Pension Fund Administrators', the Board agreed that it should have access to the WYPF's business continuity plan.

19/22.2 Cllr Biggs asked whether there were timescales for the reduction in risks to their target scores. Members of the Board were asked to feed any other comments back to the Chair.

- 19/22.3 **ACTION: The Chair asked board members to look at the Risk Register entries and provide any comments to him by the end of October.**
- 19/22.4 **ACTION: The Chair to consider timescales for target risk scores.**
- 19/23 Internal Dispute Resolution Procedures and Breaches Policy (verbal update)**
- 19/23.1 HR Delivery Manager, Ms Carol Swan confirmed that there had been no breaches to report. She did report that there was no protocol in place to set out how an Independent Review Panel meeting would be run or any protocol for any involvement of the Board.
- 19/23.2 WYPF Client Relationship Manager, Ms Helen Scargill, reported that all pension statements had been sent out by 31 August 2019 with exception of those related to the RDS (Retained Duty System) Modified scheme which will go out by the end of October 2019. She stated that this would be required to be reported, and that a new process will ensure that this delay does not occur next year. The Chair asked for a form of words from WYPF as a written explanation of the reasons behind the delay, and the actions being taken to prevent it happening in the future.
- 19/23.3 **ACTION: A protocol will be written and put in place by the HR Team to set out how an Independent Review Panel would be run and detail any involvement of the Board.**
- 19/23.4 **ACTION: WYPF to report the breach relating to the delay in despatch of pension statements relating to the RDS Modified Scheme.**
- 19/23.5 **ACTION: WYPF to provide the Chair with a written explanation as to why the pension statements related to the RDS Modified Scheme were delayed in being sent to recipients, and the actions that had been taken to address the issue and prevent it happening in the future.**
- 19/24 Legislation and LGA Pension Bulletin updates - confirmation of completion (verbal update)**
- 19/24.1 HR Project Manager, Mr Mike Rees, referred to a recent court case relating to pensionable pay and explained that the Service was waiting for guidance from the Local Government Association (LGA). The Board discussed the necessity for an audit trail to record Service decisions on what constitutes pensionable pay. Ms Scargill suggested that a table is developed and recommended an example which could be used as a basis for the work.
- 19/24.2 Watch Manager, Andrew Corben asked about day crewed and on-call contracts and the Board discussed whether two separate pension records should exist. Ms Scargill confirmed that separate contracts should mean separate pension records – i.e. one record for each contract.

- 19/24.3 **ACTION: HR Project Manager to contact the LGA to determine what the position is regarding the court case (Booth v Mid and West Wales) relating to pensionable pay. Once known then HR to check who is affected and what action to take.**
- 19/24.4 **ACTION: HR team to develop a table to record decisions on what constitutes pensionable pay. This table is to be brought back to a future meeting of the Board to be approved.**
- 19/24.5 **ACTION: HR Project Manager to examine the records and ensure that the principle in paragraph 19.24.2 has been applied.**
- 19/25 West Yorkshire Pension Fund update, including KPIs**
- 19/25.1 Ms Scargill asked for any comments on the June update. She reported that an on-line calculator was being developed for the website.
- 19/25.2 Ms Scargill gave an update from the Fire Technical Community. The Home Office are to amend the regulations for the 1992 scheme. There is no information on what these changes are, but they are not believed to be fundamental.
- 19/25.3 The Home Office are looking at the impact of the O'Brian v Ministry of Justice pension ruling. This may have an impact on the RDS Modified pension scheme and the potential for further back dating of pension claims, but will only affect employees eligible on July 2000 as far as we know.
- 19/25.4 The Added Pension factsheet is being updated and will be released shortly. Work will also commence shortly on factsheets for transitional members.
- 19/25.5 Ms Scargill advised Board members to look at the slides from the recent LGA training sessions and that any issues arising can be discussed at future meetings.
- 19/25.6 HMRC Event reporting will happen in January 2020 as required.
- 19/25.7 WYPF is on track to issue all annual benefit statements by the September deadline.
- 19/25.8 Ms Scargill explained the Data Improvement Plan to the Board, why it was needed, and that the errors were a result of the way certain fields were recorded historically. She explained that there were no issues for the Board to be concerned about.

**19/26 Pension Scheme discretions (verbal update)**

19/26.1 Mr Rees informed the Board that a report was to be presented to the Dorset & Wiltshire Fire and Rescue Authority on 30 September that was a result of a review of discretions policies. In the main the paper dealt with discretions to WYPF as the pensions' administrator and other cosmetic changes.

**19/27 Training and development needs**

19/27.1 The Chair explained that the Service was entitled to training sessions from the LGA and outlined the Annual Local Pension Board conference which should be attended. He emphasised that learning should be fed back to the Board where possible and that members would attend training where appropriate.

**19/28 Future agenda items/forward work programme (Standing Item)**

19/28.1 No further agenda items were suggested by Members.

**19/29 AOB**

19/29.1 There were none to discuss.

**19/30 Date of Next Meeting**

19.30.1 The Chair confirmed that future meetings need to be scheduled into the diaries and it was suggested that the Board have an annual cycle of meetings in the following months:

- July
- October
- January
- April

As an interim the Chair requested that meetings be put into the diary in the first instance for December 2019 or January 2020 and March 2020 before moving to the annual cycle of meetings from July 2020 onwards.

19/30.2 **ACTION: Democratic Services to organise meetings and notify Board members.**

The meeting closed at 11.38am

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