



**DORSET & WILTSHIRE
FIRE AND RESCUE**

**DRAFT Minutes of the
Local Pension Board meeting held
at 10:00 hours on Wednesday 11 December 2019 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

These are draft minutes prepared by officers to be approved by the
Local Pension Board at their next meeting.

Members present: Watch Manager, Andrew Corben; Cllr Pip Ridout; Retired Firefighter, Gerald Senior, Head of Financial Services and Treasurer, Ian Cotter

Other staff: HR Delivery Manager, Carol Swan; HR BP & Employee Relations Manager, Sadie Price; HR Project Officer, Mike Rees; Employee Relations Advisor, Jackie Blight

Guest: West Yorkshire Pension Fund (WYPF), Client Relationship Manager, Helen Scargill – dialled in via the teleconference facility

Minute taker: Democratic Services Support, Steph Howard

19/31 Welcome and introductions

19/31.1 Mr Cotter opened the meeting, welcomed attendees and asked those present to introduce themselves to assist Miss Scargill who had joined the meeting via conference call.

19/32 Apologies

19/32.1 Cllr Richard Biggs; Fire Fighter, Scott Blandford and Cllr Peter Hutton (reserve).

19/33 Election of Chair

19/33.1 Mr Cotter proposed to chair this meeting as there were a few members not present. It was also decided that this item should be deferred again to the next meeting on 5 March 2020, where the attendance should be higher and hopefully new Board members would be in attendance.

Initials _____

19/33.2 **RESOLVED: Head of Financial Services and Treasurer, Ian Cotter was elected Chair for the meeting of 11 December 2019.**

19/33.3 **ACTION: Election of Chair to be added to the agenda for the Local Pension Board meeting on 5 March 2020.**

19/34 Conflicts of Interest/Code of Conduct

19/34.1 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.

19/35 Minutes of the meeting of the Local Pension Board held on 18 September 2019

19/35.1 The Chair asked Members to review and approve the minutes from the meeting of 18 September 2019.

19/35.2 **RESOLVED: The minutes were agreed without amendment.**

19/36 Review actions from all Local Pension Board meetings

19/36.1 The actions from the previous meetings were discussed and updated. Three actions remain open, numbers 20, 30 and 36.

19/37 LPB Risk Register

19/37.1 The Chair asked the Board members for their comments on the updated risk register. There were none from those present.

19/37.2 **ACTION: The Chair asked that all board members look at the Risk Register and provide any comments or suggestions to him as soon as possible.**

19/38 Scheme Manager Update

19/38.1 Ms Swan confirmed that this update report would be provided for all future meetings and cover a number of areas previously included as separate agenda items. The update included Pension Bulletin Updates, Breaches and Membership Communications.

19/38.2 All Pension Bulletins have been emailed to Board members by HR. These were consolidated into a table which was presented at this meeting. The table confirms whether each item is for information only or if action is required. Where action is required updates will be provided in the report.

Initials _____

- 19/38.3 The Board Membership vacancy adverts were about to be released for an Employer Officer representative and an Employee/Retiree representative. The closing date for applications is 10 January 2020.
- 19/38.4 A discussion between Mr Senior and Ms Price took place with regards to the possibility of advertising the Employee/Retiree representative through the National Association of Retired Firefighters network to better target likely candidates.
- 19/38.5 **ACTION: Ms Price to forward the vacancy advert and information to Mr Senior.**
- 19/38.6 **ACTION: Mr Senior to consult with his contact at the NARF to potentially advertise the Employee/Retiree representative vacancy on behalf of our Service.**
- 19/39 West Yorkshire Pension Fund update; including KPI's**
- 19/39.1 Miss Scargill gave an update to the Board Members. This update was on the following areas and can be seen in item numbers 19/39: Fire Technical Community – 24 September; Annual Conference – 24 & 25 September; Fire Quarterly Client Meeting – 31 October; MyPension (online portal); Scheme factor changes; FPS Bulletins – nos. 24, 25 & 26; LGA Training sessions; Monthly Client Reports – September, October & November; Regulations amendments – April 2019; HMRC Event Reporting; Pension Savings Statements/Annual Allowance; GMP Reconciliation; Monthly Returns & Annual Benefit Statements; KPI report; TPR Scheme Returns – Data Scores and Data Improvement Plan.
- 19/39.2 A discussion took place regarding the McCloud case, remedy and timescales. Unfortunately, Miss Scargill was unable to confirm any likely timescales at this stage.
- 19/39.3 The deadline for the Pension Savings Statement to be sent was 6 October 2019. There were 30 scheme members affected for the year 2018-19, they were all sent their PSS's before this deadline.
- 19/39.4 **ACTION: Miss Scargill to send the list of 30 scheme members affected for 2018-19 to HR in order for them to chase if required.**
- 19/39.5 Miss Scargill went through the KPI reporting figures (Appendices B & C) with Members and a discussion took place.

Initials _____

19/40 Training and development

- 19/40.1 There will be bi-annual training on Annual Allowances being provided by WYPF in the near future. Further training throughout next year will be:
- Annual Training Session provided by LGA team
 - Annual LPB Governance Conference in May
 - Annual Wrap Up LPB Training in June
 - Annual Fire Pensions Conference in September
 - Other LGA training events

19/41 Future agenda items/forward work programme

- 19/41.1 Mr Cotter talked about the LPB forward work programme and the yearly cycle of dates that are being worked towards. The board Members were satisfied that this was in hand.

19/42 AOB

- 19/42.1 Miss Scargill will not be attending the 5 March meeting a colleague will take her place.

19/43 Date of Next Meeting

The next meeting of the Local Pension Board will take place at 2.00pm on Thursday 5 March 2020 at DWFRS HQ, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR

The meeting closed at 11.20am.