



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**DRAFT Minutes of the Local Pension Board meeting held at 14:00 hours on Thursday 5 March 2020 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:** Head of Financial Services and Treasurer, Ian Cotter (Chair); Cllr Richard Biggs (Vice Chair); Cllr Pip Ridout; Firefighter (FF) Scott Blandford; Area Manager (AM) Andy Cole; retired firefighter, Sean Frampton; retired firefighter, Gerald Senior

**Other staff:** HR Delivery Manager, Carol Swan; HR BP & Employee Relations Manager, Sadie Price; HR Project Officer, Mike Rees; HR Employee Relations Advisor, Jackie Blight; Chief Accountant, Martin Platt (observer)

**Guest:** West Yorkshire Pension Fund (WYPF), Team Manager (Business Relations), Stuart Duncombe – by teleconference

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

**20/01 Welcome and introductions**

20/01.1 The Acting Chair Ian Cotter opened the meeting, welcomed two new members, AM Andy Cole and Sean Frampton and all other attendees. He asked those present to introduce themselves to new Members and Stuart Duncombe, from West Yorkshire Pension Fund, who had joined the meeting via conference call.

**20/02 Apologies**

20/02.1 Apologies were received from Watch Manager Andrew Corben.

**20/03 Election of Chair and Vice Chair**

20/03.1 Ian Cotter asked for nominations for the roles of Chair and Vice Chair. Ian Cotter was proposed and nominated as Chair and Cllr Richard Biggs was proposed and nominated as Vice Chair.

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- 20/03.2 **RESOLVED: Head of Financial Services and Treasurer, Ian Cotter was elected as Chair.**
- 20/03.3 **RESOLVED: Cllr Richard Biggs was elected as Vice Chair.**
- 20/04 Conflicts of Interest/Code of Conduct**
- 20/04.1 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.
- 20/05 Minutes of the meeting of the Local Pension Board held on 11 December 2019**
- 20/05.1 The Chair asked Members to review and approve the minutes from the meeting of 11 December 2019.
- 20/05.2 **RESOLVED: The minutes were approved without amendment.**
- 20/06 Review actions from all Local Pension Board meetings**
- 20/06.1 The actions from the previous meetings were discussed and updated. Actions 36, 38, 39, 40 and 41 have all been completed and action 30 has been closed as it will be picked up under the training and development standing agenda item.
- 20/06.2 **RESOLVED: Members noted the actions and comments.**
- 20/06.3 **RESOLVED: Members approved the removal of completed and closed actions.**
- 20/07 LPB Risk Register**
- 20/07.1 The Chair commented that there is an annual review of the risk register scheduled for the next meeting on 2 July 2020. He also asked Board members if there were any comments or feedback on the risk register. Cllr Biggs requested that the scoring matrix be made available. The Chair informed members that this is included in the document file, it just needs to be printed along with the current risk list.
- 20/07.2 **ACTION: Board members to view the scoring matrix, as necessary, and Democratic Services to ensure that it is printed with any papers circulated to Board members.**
- 20/08 Scheme Manager Update**
- 20/08.1 Carol Swan informed new members that this report included Pension Bulletin updates 24 – 28, Internal Disputes Resolution Procedure,

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Breaches, Membership Communications, Scheme under and over payments and Pensionable Allowances.

20/08.2 The Scheme Manager update condenses all the information given in the Firefighters Pension Scheme/Local Government Association (LGA) pension bulletins and the table is produced on a quarterly basis by HR. The table also confirms whether each item is for information only or if action is required.

20/08.3 Carol Swan took members through the report and asked for any comments and feedback on the format.

20/08.4 **RESOLVED: It was agreed that the Scheme Manager update be the established procedure/format for data to be produced for Board members.**

20/08.5 **RESOLVED: Members approved the draft Internal Disputes Resolution Procedure document.**

## **20/09 West Yorkshire Pension Fund update; including KPIs**

20/09.1 Stuart Duncombe from WYPF gave an update to Board members. The update included the following: Fire Technical Community meeting – 31 January; Fire Quarterly Client Meeting – 5 March (am); information included in the FPS Bulletins – numbers 27 and 28; attending LGA Training sessions ; the Monthly Client Reports – January and February; Valuation 2020; WYPF update (HMRC event reporting, Cyber security and annual allowance breaches); the Monthly Returns & Annual Benefit Statements; The Pension Regulator (TPR) Scheme Returns – Data Scores (table in Appendix A) and Data Improvement Plan.

20/09.2 A discussion took place regarding the McCloud outcomes, and remedy timescales. It was discussed that the remedy period could last for two to three years (2022-23).

20/09.3 The remedy is being led by the HM Treasury and their key focus is to look at managing the risks and costs.

20/09.4 A working group has been set up and is working with the Home Office for short term guidance for those retiring now, or due to retire before any remedy has been finalised and implemented. WYPF is still awaiting an update.

20/09.5 WYPF has a process in place to communicate all updates from the Home Office and the Pension Bulletins to scheme members affected.

20/09.6 Stuart took Board members through the Key Performance Indicators (KPI) reporting figures (attached at Appendices B & C).

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**20/10 Training and development**

20/10.1 Ian Cotter will arrange for Helen Scargill (WYPF) to attend and give members a training session. There is also an LGA annual training session due and it was proposed that we explore options for a joint event with Devon & Somerset and Hampshire Fire & Rescue Services.

20/10.2 Members agreed they would keep up to date with the Pension Regulator on-line training and any further training certificates should be forwarded to democratic.services@dwfire.org.uk for filing. This was particularly important for the two new Board members.

20/10.3 **ACTION: The Chair to liaise with WYPF to discuss future member training.**

20/10.4 **ACTION: The Scheme Manager to liaise with the LGA to organise a training session and invite other fire and rescue services.**

**20/11 Future agenda items/forward work programme**

20/11.1 The Chair spoke about the forward work programme and the yearly cycle of dates which was provided in table format at this meeting.

**20/12 Any other business (AOB)**

20/12.1 The Chair advised the Board that WM Andrew Corben and FF Scott Blandford would be standing down after this meeting. The Chair thanked Andrew and Scott for their service and time taken to attend the Board meetings over the course of their involvement.

20/12.2 There would now need to be a further recruitment process to identify two new Scheme Member employee representatives to sit on the Board.

20/12.3 **ACTION: HR BP & Employee Relations Manager, Sadie Price to arrange for an internal advert to Service staff to seek applications for the two vacant positions.**

**20/13 Date of Next Meeting**

20/13.1 The next meeting of the Local Pension Board will take place at 10am on 2 July 2020 at DWFRS HQ, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR

The meeting closed at 3.40pm.

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

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