



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Minutes of the Local Pension Board meeting held at 10:00 hours on Wednesday  
17 November 2021 via Microsoft Teams**

**Members present:**

Mr Ian Cotter	Employer Officer Representative
Cllr Rebecca Knox	Employer Member Representative
Cllr Richard Biggs	Employer Member Representative
Mr Sean Frampton	Scheme Member Retiree Representative
Mr Allan Frias-Robles	Scheme Member Employee Representative

**Other staff:**

Mrs Carol Swan, Head of HR  
Ms Sadie Price, HR BP and Employee Relations Manager  
Mrs Jacqueline Blight, Employee Relations Advisor  
Mrs Jacky White, HR Advisor Employee Relations Pensions

**Guest:**

Ms Helen Scargill, West Yorkshire Pension Fund (WYPF) - Administrator

**Minute taker:** Dave Shaw, Democratic Services Officer

**21/01 Welcome and introductions**

21/01.1 Ian Cotter opened the meeting and welcomed the attendees.

**21/02 Apologies**

21/02.1 ACFO Andy Cole - Employer Officer Representative  
Mr Gerard Senior - Scheme Member Retiree Representative  
Mr Barry Jones - Scheme Member Employee Representative  
Mr Mike Rees - Employee Relations Officer

**21/03 Election of Chair and Vice Chair**

21/03.1 **RESOLVED: that Ian Cotter be appointed Chair and Cllr Richard Biggs be appointed Vice – Chair.**

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**21/04 Conflicts of Interest/Code of Conduct**

21/04.1 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.

**21/05 Minutes from the Local Pension Board meeting held on 21 April 2021**

21/05.1 The Chair asked Members to review and approve the minutes from the meeting of 21 April 2021.

21/05.2 **RESOLVED: That subject to the titles of attendees being amended to provide consistency, the Minutes from the Local Pension Board meeting held on 21 April 2021 be agreed as a correct record.**

**21/06 Review actions from all Local Pension Board meetings**

21/06.1 The actions from the previous meetings were discussed and updated. Three actions remained open, numbers 43, 46 and 47. For Action 43 the Chair explained that the training from WYPF had been overtaken by events, particularly regarding Immediate Detriment (to be covered by Carol Swan in the Scheme Manager Update). On Action 46, it was confirmed that retired members could join the LGA coffee morning sessions as attendees, which Sean Frampton welcomed. On Action 47, the Chair stated that the contract with WYPF would cease on 31 March 2023, although it could be extended by up to 24 months. Sean Frampton commented that with issues arising from Immediate Detriment, it could be a risk if the contract ended whilst this matter remained active. The Chair observed that it might take up to six months to enter a new contract with an alternative provider should the existing contract with WYPF cease and the matter would be kept under review.

**21/07 Local Pension Board Risk Register**

21/07.1 The Chair informed the Board that the risk register had been updated. It was explained that the scores for Risk 2 and Risk 5 had been increased to reflect the impact of the pensions remedy and Immediate Detriment processes. He further informed the Board that Risk 8 had changed following Internal Audit's review of the calculation of employer contributions. The actions would be completed by the end of December and the risk score would be decreased to its previous level when signed off. This matter would also be reported to the Finance & Audit Committee on 8 December 2021.

21/07.2 In reply to a question from Sean Frampton, the Chair stated that Immediate Detriment may be included as a separate specific risk following its consideration at the meeting of the Fire & Rescue Authority on 15 December 2021.

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- 21/07.3 In reply to questions from Cllr Biggs, the Chair stated that it was too early to include the contract with WYPF as a risk and that this would only arise if there was a proposal that the contract should not be renewed and the option to seek procurement was taken. It was also confirmed that Benefit Statements were already covered as a risk.
- 21/08 Scheme Manager update**
- 21/08.1 Carol Swan presented the Scheme Manager Update for November which covered Age Discrimination Remedy and implementing the Immediate Detriment framework, an update on actions, Board applications, the SWAP Pension Administration and Employer Contributions Audit and the Meetings, Events and Training Calendar.
- 21/08.2 Carol Swan informed the meeting that Jacky White had been transferred to support Jacqueline Blight in dealing with data collection and calculations to assist with Immediate Detriment. A Home Office grant of £89,000 had been provided and this would help towards the costs associated with Immediate Detriment, including the required software solution.
- 21/08.3 The Chair stated that on 3 November 2021 he had met with the Chief Fire Officer, the Clerk and Monitoring Officer, the Director People Services and the Chair of the Authority and it had been agreed to take an item on Immediate Detriment to the meeting of the Fire & Rescue Authority on 15 December 2021. In the interim period staff had been analysing the data for the Category B staff who had already retired and the Category A staff that were nearing retirement to consider Immediate Detriment implications.
- 21/08.4 Carol Swan informed the meeting that there were 616 members of staff who were impacted by Immediate Detriment in some way, of which 19 were retired members. The Framework included dependants. The Chair added that consideration of the 616 cases in the Framework would be spread over time, including after October 2023, but there was a challenge in the short term to deal with the issues arising and that the challenges would ease going forward.
- 21/08.5 Cllr Biggs asked if the proposed software solution was currently in use or required bespoke development. Helen Scargill explained that it was the intention that the pensions software would eventually integrate with that used by the WYPF, but this solution might not be in use until October 2023. In the interim period the best use of existing technology would be made, which may be at no additional cost in the immediate future. The Chair stated that the situation would be monitored for emerging risks.
- 21/08.6 Sean Frampton asked if legal advice had been sought regarding Immediate Detriment. It was confirmed that this had been provided by the Local Government Association (LGA) nationally and the Clerk and Monitoring Officer locally.

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- 21/08.7 Carol Swan explained that in respect of Board member applications Allan Frias-Robles had joined the Board as a Scheme Member Employee Representative. Barry Jones had also been appointed as an Employee Representative, but had now withdrawn his application, but could possibly join the Board in the future as a Retiree Representative. A new Scheme Member Employee Representative would be sought.
- 21/08.8 Sean Frampton asked if the day crewing pension issue, on which legal advice had been taken, was the last 'anomaly' following the formation on the Authority. Sadie Price confirmed that this would be the last legacy issue to be consolidated and that the cases of those affected were being given consideration and a remedy sought. The Chair stated that the situation would be monitored, and an update would be brought to the Board at its next meeting.
- 21/08.9 **ACTION: That Carol Swan seek a new Scheme Member Employee Representative to replace Barry Jones.**
- 21/08.10 **ACTION: That an update on day crewing pension issues be brought to the Board's next meeting**
- 21/09 West Yorkshire Pension Fund update**
- 21/09.1 Helen Scargill gave a verbal update based on the WYPF report.
- 21/09.2 Helen Scargill included reference to the Fire Communications Meeting – 27 October 2021 and the Fire Technical Community meeting – 27 October 2021 which had been a special 'National Framework Agreement' meeting and the Fire Quarterly Client Meeting – 20 October 2021.
- 21/09.3 The meeting discussed the November Key Performance Indicators that were shared at the meeting. Sadie Price commented that the inclusion of Immediate Detriment cases within the figures distorted the number of 'out of time' cases. The Chair added that the five retirements highlighted would be examined to confirm that the delays were attributable to Immediate Detriment or whether it was other cases that were out of time.
- 21/09.4 Helen Scargill continued that there were 979 members administered by WYPF on behalf of DWFRS, of which 436 had registered active accounts. The remainder had not accessed their electronic accounts and were not therefore actively engaging. The Chair stated that it was a task for the Service to further promote the WYPF web service via CONNECT and to support registration, and also to gauge how much information to pass to the Board. Allan Frias-Robles observed that the web access was complicated to set up and assistance was required to register and that new members may not be aware of the link. It was agreed that HR could provide a guidance note to promote registration.

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- 21/09.5 In reply to a question from Seam Frampton regarding the Key Performance Indicators (KPIs), Helen Scargill explained that there were five key indicators, and others of a lower priority. The Chair stated that the KPIs could be scrutinised by the Service and the Board and Sean Frampton added that there was a need to report on the KPIs that were not achieved.
- 21/09.6 Helen Scargill detailed to the meeting the issues surrounding the Immediate Detriment Framework and the updating of the pensions spreadsheet fields to include Immediate Detriment data. Improvements to the spreadsheets would aim to speed up the processing of cases as there were approximately 300 cases to be considered within 40 days. Individual cases would be checked further for accuracy. It was noted that template letters had now also been prepared for active members.
- 21/09.7 At the request of Sean Frampton, Helen Scargill stated that a note of why data scores had not been achieved would be included in the next WYPF report.
- 21/09.8 **ACTION: That Carol Swan provide a guidance note to promote electronic registration of the pension portal.**
- 21/09.9 **ACTION: That Helen Scargill include a note of why KPI data scores had not been achieved in the next WYPF report.**
- 21/10 Training and Development**
- 21/10.1 The Authority would liaise with Helen Scargill over further training opportunities for future meetings and also LGA update sessions. The Training Log would be updated with entries for Alan Frias-Robles and Rebecca Knox.
- 21/11 Local Pension Board Work Programme**
- 21/11.1 The Chair highlighted that Immediate Detriment would be an important area of work.
- 21/12 Items agreed with the Chair (AOB)**
- 21/12.1 There were no additional items of business. Sean Frampton requested that Board member details be updated on the Authority's website.
- 21/13 Date of Next Meeting**
- 21/13.1 The next Local Pension Board meeting will be held at 10:00am on 19 January 2022.

The meeting closed at 12.10pm.

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