



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Draft Minutes of the Local Pension Board meeting held at 14:00 hours on  
Wednesday 1 February 2023 via Microsoft Teams**

These are draft minutes to be approved by the Board at their next meeting.

**Members present:**

Mr Ian Cotter	Employer Officer Representative (Chair)
Cllr Brian Ford	Employer Member Representative
Cllr Rebecca Knox	Employer Member Representative (substitute)
Mr Gerard Senior	Scheme Member Retiree Representative
Mr Sean Frampton	Scheme Member Retiree Representative
Mr Allan Frias-Robles	Scheme Member Employee Representative

**Other staff:**

Mr Mike Rees, Employee Relations Officer  
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:** David Shaw, Democratic Services Officer

**23/01 Welcome and introductions**

23/01.1 Ian Cotter, Employer Officer Representative and Chair, opened the meeting and welcomed the attendees.

**23/02 Apologies**

Cllr Richard Biggs, Employer Member Representative  
Assistant Chief Fire Officer (ACFO), Andy Cole - Employer Officer Representative  
Mrs Carol Swan – Head of HR  
Ms Sadie Price - HR Business Partner and Employee Relations Manager

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**23/03 Conflicts of Interest/Code of Conduct**

23/03.1 The Chair asked the meeting for any declarations of conflicts of interest. There were no disclosures.

**23/04 Minutes from the Local Pension Board meeting held on 16 November 2022**

23/04.1 The Chair asked Members to review and approve the minutes from the meeting of 16 November 2022.

23/04.2 **RESOLVED: That the Minutes from the Local Pension Board meeting held on 16 November 2022 be agreed as a correct record.**

**23/05 Review actions from all Local Pension Board meetings**

23/05.1 The actions from the previous meetings were discussed and updated. Four actions remained open, numbers 43, 45, 51 and 52. It was noted that actions 51 and 52 had been completed since the last meeting.

23/05.2 For Action 43 the Chair explained that the future member training item was ongoing. Action 45, to arrange for an internal advert to Service staff to seek applications for the two vacant positions, was also ongoing.

23/05.3 In reply to a comment from Cllr Ford regarding Action 43, in that the action dated back to 5 March 2020, the Chair stated that the action referred to specific member training to be arranged with the Local Government Association (LGA) Pension Scheme, or by the West Yorkshire Pension Fund (WYPF).

23/05.4 **RESOLVED: That the pending actions on numbers 43, 46 be noted and that action numbers 50 and 51 were complete.**

**23/06 Local Pension Board Risk Register**

23/06.1 The Chair informed the Board that the risk register had been updated to include the cyber security arrangements for records held by third parties and the mitigations that were in place to prevent data loss, as detailed in Action 51 at the 16 November 2022 meeting of the Board.

23/06.2 Helen Scargill explained that the cyber security arrangements for the WYPF were administered by Bradford Metropolitan District Council, and a document that detailed the cyber security arrangements had been submitted to the Authority for its information.

23/06.3 Cllr Ford enquired if the document submitted had been analysed to see if it was fit for purpose and that due diligence had been exercised. Following debate, it was agreed that the document be provided to the Service's Cyber Security Manager for review and the outcome be reported to the next meeting of the Board.

23/06.4 **ACTION: That cyber security arrangements for WYPF be provided to the Service's Cyber Security Manager for review and the outcome be reported to the next meeting of the Board.**

23/06.5 **RESOLVED: That the report be noted.**

## **23/07 Scheme Manager update**

23/07.1 Mike Rees, Employee Relations Officer, presented the Scheme Manager Update for February which covered LGA Pension Bulletins; Ongoing work; Internal Disputes Resolutions; Board Application; General Update / Actions / Information / Communications; Meetings, Events and Training.

23/07.2 LGA Bulletins 63 and 64 had been circulated to Board members in advance of the meeting and issue 65 would be circulated shortly.

23/07.3 In respect of the pension issues with Day Crewing, letters would be sent out in the following week, and this task was progressing well. Information would be sent to WYPF for the 1 April 2023, with priority being given to progressing existing members first.

23/07.4 For injury pension awards, two cases were being considered in conjunction with WYPF to establish whether under or over payments were involved.

23/07.5 Work on the pension dashboard was in progress.

23/07.6 In considering pensions Remedy, the data had now been received. There were 6500 lines of data to be checked through, and a better idea of the timescales required to check this data would be established at the end of the following week when checking had commenced.

23/07.7 If industrial action by firefighters took place, this would have an impact on both the work of payroll and pensions.

23/07.8 In respect of the Matthews Remedy, 655 former on-call firefighters were to be written to regarding the second options exercise. The LGA had prepared a template letter, which was helpful. Personal data on those affected was held by the Authority back to 2014, and work would be required to contact those affected prior to this date.

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23/07.9 Mike Rees continued that regarding the internal dispute resolution the claimant had to lodge an appeal by the end of February 2023; that no breaches had been reported since the previous meeting, and that the vacancy for an Employee Scheme Member Representative continued to be advertised but no applications had been received. Contact would now be made with the Fire Brigade Union to seek their assistance in appointing a representative. Mike Rees added that working in conjunction with WYPF was progressing satisfactorily.

23/07.10 The Chair informed the Board that Assistant Chief Fire Officer (ACFO) Andy Cole - Employer Officer Representative, would not be attending future meetings of the Local Pension Board and that he would be replaced by Area Manager Damian Bence as the Employer Officer Representative.

23/07.11 Sean Frampton drew attention to the LGA coffee mornings to be kept up to date on pensions matters.

23/07.12 **RESOLVED: That the report be noted.**

## **23/08 West Yorkshire Pension Fund update**

23/08.1 Helen Scargill gave a verbal update based on the WYPF report.

23/08.2 An update was provided on the meetings attend by WYPF that had taken place since the last meeting of the Board. The quarterly client meeting had been held on 11 January 2023. One of the meetings attended had discussed an ill health fact sheet for Fire and Rescue Authorities and the processes to follow. Client reports had also been circulated and the WYPF member website had been updated, including an entry on the compensation scheme.

23/08.3 In advance of possible firefighter industrial action, the LGA had prepared a template letter and a fact sheet detailing the impact of a strike and the effect on pension benefits.

23/08.4 Reference was made to the Remedy timetable. From 1 October 2023 there would be a period of 18 months to contact all those affected by age discrimination and to set out their options. Consideration was being given to the order of priority of undertaking the task. Those on ill health retirements would be considered first. Discussion had also taken place on those retiring after 21 October 2023 and how retirement figures could be provided.

23/08.5 Returns had been made to His Majesty's Revenue and Customs and payments had been finalised. A copy of the letter detailing the payments made had been provided to the Authority. Monthly returns had also been made to December. The Chair thanked WYPF for undertaking this.

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- 23/08.6 Helen Scargill referred to the Client report and the staff changes that had taken place at WYPF; that the Annual Benefit Statements had been completed and also the Key Performance Indicators, and the work that had been undertaken on cyber security and disaster recovery to provide assurance.
- 23/08.7 Sean Frampton referred to a member the LGA staff, Claire Hey, Bluelight Senior Pensions Adviser, leaving the organisation in three months' time and commented this could have an effect on the forthcoming legislation.
- 23/08.8 The Chair enquired if computer systems were active to deal with the administration of the Remedy of pensions from the 1 October 2023. Helen Scargill explained that as the regulations were not yet in force, systems developers had part developed software solutions that could be completed when the full extent of the implementation of the regulations was known. There would be a period of 18 months to meet the calculation deadline to comply with the legislation, with calculations for current members being less problematic than for legacy members.
- 23/08.9 **RESOLVED: That the report be noted.**
- 23/09 Training and development**
- 23/09.1 The training and development information detailed on the agenda was noted.
- 23/10 Local Pension Board work programme**
- 23/10.1 The work programme was noted.
- 23/11 Items agreed with the Chair (AOB)**
- 23/11.1 There were no additional items of business.
- 23/12 Date of Next Meeting**
- 23/12.1 The next Local Pension Board meeting would be held on 27 April 2023 via MS Teams.

The meeting closed at 14.40pm.