



Local Firefighters Pension Board

Friday 12 October 2018 at 13:00
Oak Room, HQ

Attendees:

Board Members:

ACFO Craig Parkin – Employer Representative (CP)
Andrew Kelly – Employee Representative (AK)
Mark Stilwell (FBU) – Employee Representative (MS)
Dean Gillen (FBU) – Substitute Employee Representative (DG)
Cllr Francis Purdue-Horan – Substitute Employer Representative (FP-H)
Dean Gillen (FBU) – Employee Representative (DG)
Cllr Sybil Fielding – Employer Representative (SF)

Board Advisers

Becky Smeathers – Scheme Manager (BS)
Ian Howe – Scheme Administrator (IH)
Elena Johnston – Assistant Scheme Administrator (EJ)
Nick Linthwaite – HR Adviser (NL)

Agenda Item	Commentary	Outcome	Decision log. Action . . .	
			By Whom	By When
1	Declarations of Potential Conflicts of Interest			
	None submitted.			

Agenda Item	Commentary	Outcome	Decision log. Action . . .	
			By Whom	By When
2	Apologies for absence			
	Nick Linthwaite – HR Adviser (NL) Cllr Sybil Fielding – Employer Representative (SF)			
3	Minutes of the meeting on 23 July 2018 and Matters Arising			
	<u>Governance Audit</u> Time has been allocated in this year's Internal Audit programme to include the Governance Audit. However, the timing of the audit was discussed and it was felt that the audit would be better if it occurred after the creation of the Joint Board.	Defer Governance Audit until after creation of Joint Board	BS	
4	Current Pensions Issues (report)			
	BS introduced the Current Issues Report. 2016 Pension Valuation The 2016 firefighter scheme valuation was discussed following the issuing of draft directions from HM Treasury for comment. Concern was raised if the directions were implemented unchanged, there would be a negative impact on employer contribution rates. Annual Benefits Statements The 2017/18 Annual Benefits Statements were all issued within the deadline of 31 August. Thanks was extended to the Administration team for their hard work in ensuring the statements went out on time.			

Agenda Item	Commentary	Outcome	Decision log. Action . . .	
			By Whom	By When
	<p>Communications with Scheme Members A pre-retirement workshop and pension roadshow are due to be held in the Autumn, hosted by Leicestershire Fire and Rescue Service.</p> <p>Pension Metrics A revised pension metrics appendix was circulated at the meeting.</p>			
5	Risk Register			
	BS introduced the Risk Register report. The main areas of change were around the pension scheme 2016 valuation, discussed as part of the Current Issues report, and changes in future years charges for pension administration. It was felt that this latter risk was reduced by the awarding of the administration software contract which will bring certainty over prices for the next 5 to 10 years.			
6	Draft Joint Pension Board Submission			
	BS discussed the draft submission and draft letter being forwarded to the Secretary of State.			
	Action: All to forward any comments on the submission to BS	All to forward any comments on the submission to BS	All	
7	Annual Accounts			
	BS discussed the Pension Fund Financial Position at 31 March 2018.			

Pension Board Meeting Actions (as at 14 September 2016)

	SMF Discussion Date	Subject	Commentary	Due Date	By Whom	Comp	Over due	Comment
1	13/01/2017	Current Pensions Issues	SM to draft a letter inviting Malcolm Eastwood to the board.		SM			
2	13/01/2017	Current Pensions Issues	IH/SM to arrange a demo to see the LGPS modeller.		IH/SM			
3	13/01/2017	Current Pensions Issues	SM/SB to discuss what needs to be included in the annual report.		SM/SB			
4	14/06/2017	Confirmation of Appointment of Board Members and Substitutes	CP / SF to discuss a substitute for SF		CP / SF			
5	14/06/2017	Training Plan	Substitute members to ensure they undertake all necessary training		All			
6	14/06/2017	Training Plan	Board Members to note recommendations on the training plan		All			
7	15/11/2017	Current Pensions Issues	BS to review the risk register in regard to budget implications and risk on the FF Pension Scheme valuation as at 31 March 2016		BS	14/03		
8	15/11/2017	Current Pensions Issues	Contributions holiday for FF's serving over 30 years – to be removed from agenda for future meetings		BS	14/03		
9	15/11/2017	Current Pensions Issues	LFRS, NFRS and DFRS to write jointly to LGA on taxations of ill health pensions		BS / IH	14/03		
10	15/11/2017	Current Pensions Issues	BS to add there will be more ill health retirements with an aging workforce		BS	14/03		
11	15/11/2017	Current Pensions Issues	BS to put the risk register as a separate agenda item for future meetings		BS	14/03		
12	15/11/2017	Current Pensions Issues	Clarity on GDPR data is required – what is / isn't provided / shared		IH / BS			
13	15/11/2017	Pensions Metrics	BS to add the metrics to 'Current Pension Issues' for next meeting		BS	14/03		
14	14/03/2018	Current Pensions Issues	IH to host a workshop with the reps and scheme managers from		IH			

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			the three Fire Authorities and LGA (Claire Allcock) to discuss key areas. Arrange for May. IH to provide a selection of dates to everyone.					
15	14/03/2018	Current Pension Issues	CP will recommend to CFO to support the letter to Scheme Advisory Board.		CP			
16	14/03/2018	Current Pension Issues	BS to ask Claire at FFN meeting next week to find out what the position is regarding opt-outs.		BS			
17	14/03/2018	Risk Register	BS/IH Meeting to be sent up for IH/BS/NL/Ceri Baldwin and to discuss GDPR.		BS/IH			
18	14/03/2018	Risk Register	IH to arrange visit from software provider Haywood.		IH			
19	14/03/2018	Pension Breaches	Add Pension Breaches Register Issues on as a standing item on the agenda.		BS/DB			
20	14/03/2018	Pension Breaches	BS to keep breaches register up-to-date. Date needs to be changed from August to September.		BS			
21	14/03/2018	Draft Annual Report	BS to check that there is a minimum of four members (two employee and two employer) and substitutes need to be in place.		BS			
22	14/03/2018	Draft Annual Report	IH to send legislation to BS.		IH			

	SMF Discussion Date	Subject	Commentary	Due Date	By Whom	Comp	Over due	Comment
23	14/03/2018	Death Grant	A link to the Pension Administrator's page to be added to MyNet so that the form can be accessed easily. EJ to send a copy to NL.		EJ/NL			
24	14/03/2018	Death Grant	BS to do staff briefing Pension Death Grant.		BS			
25	14/03/2018	Death Grant	BS to circulate dates for next meeting.		BS			
26	23/07/2018	Current Pensions Issues	BS to circulate the pensions privacy notice to all		BS			
27	23/07/2018	Risk Register	BS to highlight the importance of all three Services inputting at the next regional meeting		BS			
28	23/07/2018	Any Other Business	Any member wishing to attend the LGA Pension Conference to contact BS		All			
29	23/07/2018	Any Other Business	All to review the report on the pension fund account		All			
30	12/10/2018	Draft Joint Pension Board Submission	All to forward any comments on the submission too BS		All			