

Hereford & Worcester Fire and Rescue Service

Pensions Board Meeting

Monday 9th October 2017 1400 hrs, SHQ

Present: Richard Lawrence (RL) - Employer Representative
Darren Packwood (DP) - Employee Representative
Amy Bailey (AB) - Employee Representative
Tania Ling (TL) - Temporary Board Support
Nigel Snape (NS) - Employer Representative

Apologies: Nick Russell - Employee Representative
Keith Chance - Employer Representative
Martin Reohorn - Board Adviser

Minutes: Julie Bray (JB)

Item	Minute	Action
1.	Introductions and Chair's Announcements Apologies noted as above.	
2.	Minutes of Last Meeting The Minutes dated 24 th April 2017 were agreed as a true record. <u>Matters Arising:-</u> Page 2 – TL confirmed that the Risk Register was updated. Page 3 – Training themes – on the agenda. AB is now up to speed and completed all training modules. Page 3 – Publication of Information on the Intranet/Internet – to be discussed on the agenda. Page 4 – RL and KC met with Sharon Lewis and discussed pension information requests as well as feedback from recent station visits. Page 4 – Comparative Data – TL reported that comparative data has not been received to date. Page 4 – Scheme Membership – on the agenda Page 4 – IDRPs – on the agenda and noted on the Decision Log. Page 5 – Code of Conduct – Noted on the Decision Log. Page 5 – Workplan – updated and further discussion/updates to take place today. Page 5 – Decisions Log – Updated.	
3.	Conflicts of Interest No conflicts of interest reported.	

Item	Minute	Action
4.	<p>Pension Board Training Needs</p> <p>The Board agreed on the following training needs:-</p> <ul style="list-style-type: none"> • Pensionable Pay – what considerations are needed to determine if a payment is pensionable or not. • Communications – to find out what ‘good’ looks like. This could also inform future specification for pensions administration. • Tax Training <p>The following was agreed:-</p> <ul style="list-style-type: none"> • TL/MR to enquire as to whether the Pensions Regulator can provide an update. If so, then an update could be undertaken with other regional FRSs. • All to complete online pensions training modules and update TL as appropriate. <p>Refresher training is likely to run periodically for the purposes of new Board members with Claire Hay to be the contact if any is required.</p>	<p>Tania Ling / Martin Reohorn</p> <p>All</p>
5.	<p>Publication of Pensions Information</p> <p>Previously, Jackie Conway and Sharon Lewis undertook a piece of work to look into appropriate pension topics to be placed on the HWFRS external website so that both retired individuals and current personnel can gain access to it.</p> <p>DP and AW were asked to look at (from a Pensions Scheme Member perspective) other FRS websites to see what other pensions information is placed on theirs and anything of note to then forward to TL.</p> <p>Members need to be aware that any information placed on the website should be generic, not showing the Board providing advice whilst also being easily accessible for individuals to find what they are looking for.</p> <p><u>Decisions</u></p> <ul style="list-style-type: none"> • Discussed making available pension information to Scheme Members (see attached) • Agreed that this should be an external page readily accessible outside • Content to be published – list of headings can be attached to the minutes. • Only publish factual information regarding the Pension Scheme • TL to liaise with Comms to look at how to prepare a draft page • Standing agenda item to be added for next meeting entitled ‘Comms/ Pensions Scheme Information’. • TL to review before each Pensions Board meeting. 	<p>Darren Packwood / Amy Waring</p> <p>Tania Ling</p> <p>Julie Bray Tania Ling</p>
6.	<p>Administration Update</p> <ul style="list-style-type: none"> • The last Quarterly Pensions meeting was held on 25th September between MR, TL, Sharon Lewis and Linda Probin. • KPIs are all satisfactory although 6 Benefit statements were late being despatched due to a glitch in the system for employees with multiple 	

Item	Minute	Action
	<p>records. Further discussion on this under Item 13.</p> <ul style="list-style-type: none"> • TL to send out the KPI update. • Fire Pensions Visits to stations – AB to place on the agenda for the forthcoming ROIC meeting. Successful station visits have recently taken place at Hereford, Eardisley and Kington. • Pension Regulation changes were noted. • The ‘Governance and Administration Survey’ results are now available on the website with the top risks being Governance i.e. concern that scheme managers and Board members are not fully aware of their governance duties and also Record Keeping. For HWFRS having a Pensions Administrator based at SHQ 3 days a week enables the Service to continually improve and maintain data accuracy. Other risks relating to Internal Controls were that some Boards operate without a risk register or a Breach reporting process as well as Member Communications. • NS enquired about split pensions and TL confirmed she would liaise further with Sharon Lewis. 	<p>Tania Ling</p> <p>Amy Bailey</p> <p>Tania Ling</p>
<p>7.</p>	<p>Composition of Scheme Membership</p> <p>The Board reviewed Scheme Memberships and had a discussion around the profiles and trends presented.</p>	
<p>8.</p>	<p>IDRP</p> <p>One IDRP that was due to take place on 10th October has been postponed to 6th November.</p> <p>The Board noted that no trends or themes appear to be emerging at the present time.</p>	
<p>9.</p>	<p>Scheme Advisory Board Update</p> <ul style="list-style-type: none"> • The last meeting took place in June and the minutes have now been placed on the website. • The Pensions Regulator attended to present findings from the recent survey (as detailed under Item 6). • MR sits on the Administration and Benchmarking sub-committee and will be attending their next meeting later this month. FRA Chair Roger Phillips sits on another of the sub-committees. • LGA are arranging some regional seminars on Tax Training between October and January. TL to send out details once information is received so that Pension Board members can attend. • General Data Protection Regulation (GDPR) – This comes into force in May 2018 and all Pension Boards need to ensure that the administration and payment of pensions are compliant. Currently awaiting further information from our Information Governance Officer. • Annual Fire Pensions Conference – Today and tomorrow – MR attending today and TL/Sharon Lewis tomorrow. 	<p>Tania Ling</p>

Item	Minute	Action
10.	<p>Pension Board Work Plan Update</p> <p>No. 6 – Change ‘Jackie Conway’ over to TL</p> <p>No. 8 - Breaches policy – MR has a draft to look through. TL to then forward to JB to circulate with the minutes for comments by Board members. If favourable to everyone then this Policy will be adopted and signed off at the next meeting.</p> <p>No. 11 - Norman v Cheshire – This is currently at the communications stage. MR has had discussions with some stations affected and will look at the best way to communicate to those affected.</p> <p>No. 12 - Pensions Administration Provider – Draft document is awaiting feedback and will be progressed in the near future. October 2018 is the completion date for moving to a new provider. Tender process to take place towards the end of this calendar year.</p> <p>No. 13 – Payroll/Pension Audit – To remain open on the Work Plan.</p>	<p>Tania Ling</p> <p>Actioned</p> <p>Martin Reohorn</p>
11.	<p>Risk Register update</p> <p>Update as detailed below:-</p> <p>PB1A – TL to add that the LGA carry out periodical training which will be available for new Pensions Board members. Online training is also available 24/7.</p> <p>PB1B – TL to add that regular updates are received from the Scheme Advisory Board.</p> <p>PB2 – TL to add that having Pensions Administrator at SHQ 3 days a week ensures that data transferring across is accurate.</p> <p>PB3 – TL to add that further resilience nationally provides support to the Pensions Board – Claire Hay has now been appointed as assistant to Clair Alcock. TL to change Likelihood Risk Score to 1.</p>	<p>Tania Ling to amend Risk Register as detailed</p>
12.	<p>Decisions Log</p> <p>23. Training to be undertaken in taxation - Remain open</p> <p>24. Publication of pension scheme information for staff - Remain open but anticipate closing this down at the next meeting</p> <p>26. Breaches Policy - Remain open but draft to be circulated</p> <p>27. Code of Conduct – can be closed down. TL to check whether this has been placed on the website.</p> <p>28. Scheme Composition Figures – Close down.</p> <p>29. IDRPCs – Close down.</p> <p>New Decision</p> <p>30. The Pension Board decided on future training topics to include Pensionable Pay, Communications and Tax Training.</p>	<p>Tania Ling to amend Decisions Log as detailed</p>

Item	Minute	Action
13.	<p>Breaches</p> <p>The Board reviewed a potential breach where it was noted that 6 Annual Benefit statements had not been printed due to a problem in the system with employees who have multiple records.</p> <p>The Board therefore referred to the draft Breaches Policy and agreed that this issue falls within the green category and thus does not need to be reported to the Pensions Regulator.</p>	
14.	<p>AOB</p> <ul style="list-style-type: none"> • The next Pensions Board update will be required for the P&R meeting on 28th March. 	Tania Ling
15.	<p>Date of Next Meeting</p> <p>The next Pensions Board meeting will take place on 25th April 2018. 1400 hrs in CS1.</p>	