

Hereford & Worcester Fire and Rescue Service

Pensions Board Meeting

Tuesday 19th January 2016, 1030 hrs

Present: Richard Lawrence (RL) – Employer Representative
Jackie Conway (JC) - Board Advisor
Martin Reohorn (MR) - Employer Representative
Steve Gould (SG) - Employee Representative
Julian Jenkins (JJ) – Employee Representative

Minutes: Julie Bray (JB)

Item	Minute	Action
1.	<p>Minutes of Last Meeting</p> <p>The minutes of 16th July were agreed as a true record.</p> <p>Matters Arising:-</p> <p><u>Page 1</u> – Conflicts of interest – now placed as a standing item and policy/process and register created by JC.</p> <p><u>Page 2</u> – Documentation – to be discussed further on today's agenda. Terms of Reference – JC has incorporated all of the changes.</p> <p><u>Page 3</u> – Decision Log updated Scheme Advisory Board – JC confirmed that the latest update is that a Chair has been appointed with 7 Members on each side. No further update since.</p> <p><u>Page 4</u> – Discretions – These have been completed and approved at the FRA. Reporting of Pensions Board to the FRA – The general consensus is to report on an annual basis to the P&R Committee. MR suggested that a report be produced for P&R in the near future outlining Terms of Reference, work undertaken to date, its set up ensuring that the Pensions Board is compliant.</p>	Jackie Conway
2.	<p>Conflicts of Interest</p> <p>Conflicts of Interest has been added as a necessity at each meeting and placed within the Terms of Reference. JC has also drafted a Code of Protocol.</p> <p>RL asked Pension Board members if any of them had any conflict of interest and the following was noted:-</p> <p>SG reminded members that there is a live IDRP issue ongoing.</p> <p>Moving forward there is a need to examine our process and ensure that it is correct and robust. If there is a conflict of interest the Board needs to find a solution to overcome this. There may be an increased number of IDRPs in the future due to an ageing workforce.</p>	

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	<p>It was confirmed that there are currently two potential conflicts of interest:-</p> <ul style="list-style-type: none"> • One affects MR specifically in his role and as a Board member • The other affects SG/JJ and their FBU role in regard to IDRP. <p>This is an issue that needs to be carefully monitored moving forward. It was agreed that Board members will now research this area in order to understand it more fully and then discuss at the next meeting.</p>	All
3.	<p>Agree Terms of Reference</p> <p>Members had a copy of the draft Pension Board Terms of Reference which showed tracked changes made by JC. The following amendments were made:-</p> <p>Point 5 – To now read ‘The FPS member representatives shall have the capacity to represent members’.</p> <p>Point 11 – Amended to ‘shall attend the Board as required....’</p> <p>Point 12 – To read ‘ The Chair will be appointed from a member of the Pension Board <i>for a three yearly term of office.</i></p> <p>Point 19 – Removed ‘ should be in accordance with the committee cycle in Hereford & Worcester Fire Authority.</p> <p>Point 20 - (a) added ‘chooses to step down from their role due to their change in circumstances where they no longer have capacity to represent members’.</p> <p>Removed ‘appointed on the basis of their membership of the scheme no longer being a member of the scheme’.</p> <p>Point 20 – (b) removed which stated ‘a member representative no longer being a member of the body on which their appointment relied’. New para added relating to conflict of interest.</p> <p>Point 20 - (e) added ‘A Board member having a conflict of interest. The Delegated Officer responsible for appointments to the Board has a duty to ensure Board members do not have any conflicts of interest on appointment or whilst they are members of the Board. This could involve temporary removal from the Board. It is the responsibility of Board members to identify any potential conflicts of interest within the Board. Where a conflict of interest is identified Board membership may be terminated’.</p> <p>Point 21 – Add “as a minimum meet once a year but the frequency to be determined by the Board’</p> <p>Point 22 – Delete point 22</p> <p>Point 23 – New paragraph to be inserted relating to agendas and papers, open and closed business and being placed on the Sharepoint site.</p> <p>Point 24 – Additional paragraph stating that the Board will be supported by a suitable representative who will advise on the application of the Scheme and ensure the Board has all required documentation.</p> <p>Point 25 – New paragraph to be inserted - The Board will have the following documentation updated and published following each Board meeting:</p> <ul style="list-style-type: none"> • All decisions will be recorded in the Decision Log • All Risks will be recorded in the Risk Register • All training requirements will be recorded in the Training log • All known conflicts of interest will be recorded in the Conflict of Interest Register. 	

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	<p>Point 26 - Remove 'plus the chair or deputy chair' Old Points 4 and 5 Removed. Point 30 - Covers all Schemes. Point 31 – Amended to state 'regulations include the Pension Regulators Codes of Practice as they apply to the scheme manager and pension board and any other relevant legislation applying to the Scheme.</p> <p>The Board therefore agreed all the above changes and were now happy to accept the Terms of Reference subject to all changes above.</p>	<p>Jackie Conway</p>
<p>4.</p>	<p>Feedback following LGA Induction Training</p> <p>A general discussion took place following attendance by members at last year's LGA Pensions training.</p> <p><u>Identify Training Needs</u></p> <p>It was noted that Shropshire FRS are hosting Pensions Board training this coming Friday 22nd January which is being well attended by JC, MR, JJ and SG. MR suggested using Friday as a way of looking at verifying what the Board's training needs might be and then refine these afterwards. It was agreed that top themes and high priorities for training need to be identified and then meet as soon as practicable following the training. One area that definitely needs to be looked at in more detail is Scheme details.</p> <p><u>Pension Board Workplan</u></p> <p>The Workplan was agreed by the Board as follows:-</p> <ol style="list-style-type: none"> 1. Baseline data - What is the current membership profile across all Pensions schemes i.e. Active, Retired, Deferred members? <ul style="list-style-type: none"> • Administration and standards (KPIs) • Cost of pension admin • Record keeping of pensions - Care Scheme and Record Keeping – Need to look at what WCC do in terms of the Care Scheme as well as ensuring that records kept are accurate and of a sufficient quality. • Training Plan • Publication of information <p><u>Pension Board Administration</u></p> <ol style="list-style-type: none"> (i) Decision Log – members had a copy of this – everyone agreed that they were happy with this format. Decisions taken today:- <ul style="list-style-type: none"> ➤ Training ➤ Workplan ➤ Terms of Reference ➤ Agreed Publication <p>It was agreed that old decisions should be greyed out and see in time if this system works.</p> 	

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	<p>(ii) Risk Register – Risks have not been identified to date. Discussion then took place over what type of risk the Board could encounter. Once data comes through from WCC then risks may materialise. Risks were identified in relation to:</p> <ul style="list-style-type: none"> a. Record keeping b. Accessibility of pension information c. Board members not conversant with the Schemes d. Board members maintenance of knowledge and understanding of the Schemes specifically related to loss of Board membership so a decision needs to be taken whether to extend or backfill the Board. MR agreed to raise this at Shropshire's training day on Friday. <p>(iii) Training Log – JC to populate this with last year's LGA training and then to add Friday's training to this. JC / MR also confirmed that they attended pre-training at Staffordshire FRS. It was agreed that any training undertaken by any individual should be declared. This will be a standing agenda item moving forward.</p> <p>(iv) Draft Policy on Code of Conduct and Conflicts of Interest – JC and Alison Hughes have drafted this policy based on the FRA Code of Conduct and made it relevant to the Pension Board. It was agreed to defer this item today, review it outside of the meeting and then make a decision at the next meeting.</p>	<p>Martin Reohorn</p> <p>Jackie Conway</p> <p>All to action as necessary</p> <p>All to look at</p>
<p>5.</p>	<p>AOB</p> <ul style="list-style-type: none"> • JJ notified the Board that he would possibly be retiring in June but was happy to continue as a Board member in the interim until a replacement is appointed. <p>It was agreed that once appropriate to do so, the vacancy will be advertised. SG and JJ confirmed that they know of one individual that is possibly interested but if the Board is expanded then two further individuals may be needed. Some appropriate communication will be needed around this when it is appropriate to do so.</p> <ul style="list-style-type: none"> • Alison Hughes suggested to JC that the Board has its own Pensions Sharepoint site and following each meeting an update should be placed in the SB with a link to the site. All agreed that they liked the suggestion of having a dedicated Sharepoint page. JC was therefore asked to explore with Alison Hughes an appropriate location for publications with accessibility to all Scheme members including pensioners and whether these publications are transparent to everybody. 	
<p>6.</p>	<p>Date of next meeting</p> <p>25th February 2016, 1400 hrs, RL's office</p>	