

**Hereford & Worcester Fire and Rescue Service**

**Pensions Board Meeting**

**Thursday 16<sup>th</sup> July 2015 at 1400 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><b>Welcome</b></p> <p>Introductions were made at the commencement of the first meeting. RL confirmed that the Board are working towards an agenda suggested by the LGA.</p> <p>Approval was given at P&amp;R Committee on 24<sup>th</sup> March 2015 to establish the Board and also implementation of appointments. RL checked everyone was aware of the background to this.</p> <p>It was noted that JC will be attending the Pensions Board in a supporting capacity ensuring all appropriate documentation is accessed and provided.</p>	
2.	<p><b>Conflicts of Interest</b></p> <p>RL stated that it is imperative to record all conflicts of interest at each meeting. A register will be retained and conflicts of interest and relevant actions will be recorded as they arise. All confirmed that no conflicts of interest were identified at the current time and acknowledged that it will be an individual obligation to report if any are identified in the future.</p> <p>‘Conflicts of Interest’ to be a standing agenda item.</p> <p>Conflicts of interest policy / process and register to be created.</p>	<p>J Conway/ J Bray</p> <p>J Conway</p>
3.	<p><b>Confirm Role of Pensions Board and Members</b></p> <p>The purpose of the Pensions Board is to assist and advise the Scheme Manager, (Fire and Rescue Authority) in the efficient and effective administration of the Pensions scheme. The Board is not a decision making body and its role is to advise the Scheme Manager.</p> <p>The Board must have an equal number of employer and employee representatives and consist of at least four members. SG and JJ are representing as Scheme members whilst RL and MR are representing as the employer.</p>	

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	<p>It is anticipated the Pensions Regulator will undertake surveys in relation to the Board.</p> <p>JC stated that the guidance provides information regarding administration around the Pensions Board and documentation that needs to be retained such as a decision log and training records.</p> <p>It was therefore agreed that the following documentation would be created:-</p> <ul style="list-style-type: none"> <li>• Conflict of Interest register</li> <li>• Decision log</li> <li>• Risk register</li> <li>• Training log</li> </ul> <p>JC then advised that the Guidance Notes refer to a number of policies that recommend the Board have. JC to determine whether these are needed or otherwise. This to be recorded as a Decision.</p> <p>(JB nominated as secretariat and JC confirmed as support to the Board).</p> <p>SG raised whether VER and VR should be recorded as a risk. RL responded that these decisions had been taken prior to the establishment of the Board and the risks would have been identified at the time the decision was made.</p> <p>The Board will have access into the National Scheme Advisory Board and vice versa once it is set up. The Pensions Board will report into the P&amp;R Committee at a frequency to be agreed.</p>	<p>J Conway</p> <p>J Conway</p>
4.	<p><b>Terms of Reference</b></p> <p>It is a requirement to agree the Board's Terms of Reference. The Pensions Board then went through the Terms of Reference and the following was agreed:-</p> <ul style="list-style-type: none"> <li>• No. 5 update with latest changes to the Regulations</li> <li>• No. 11 – Agreed that an independent advisor shall attend Pension Board meetings as and when required.</li> <li>• No. 12 – JC read out the options for appointing a Chair explaining that the Board can either elect a Chair themselves or ask the FRA to elect a Chair. The Board agreed to elect RL as Chair for a 3 year term of office.</li> <li>• Agreed that RL to be appointed Chair to commence proceedings.</li> <li>• Term of Office (Nos 19 and 20) to be amended. It was recommended that the tenure remain open for Term of Office and that a Board Constitution review take place after a period of 3 years.</li> </ul> <p><b>Action - JC to add guidance in respect of Board membership termination due to conflict of interest. Item 20 (a) to be amended to reflect a Board Member who chooses to leave due to retirement.</b></p> <p>The Terms of Reference were therefore agreed in principle subject to some rewording outside of the meeting.</p> <ul style="list-style-type: none"> <li>• No. 21 Frequency of meetings – to remain as a minimum of once a year</li> <li>• No. 22 Additional meetings may be called for any urgent business.</li> </ul>	<p>J Conway</p>

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	<ul style="list-style-type: none"> <li>No. 23 to change to reflect a Board and quorate of 4.</li> <li>Nos 26 and 27 – To be removed.</li> <li>No. 29 – Modified and Compensation Regulations to be included.</li> <li>No. 30 – JC to call the Schemes as previously mentioned.</li> </ul> <p><b>Action - JC to make the above amendments</b></p> <p><b>Action – JC to add in a separate section ‘Pension Board Administration’ to include support to the Board advising that there will be agendas, minutes, decision, training, risk and conflict of interest logs.</b></p> <p><b>Action - JC to look at policies recommended within the Guidance Notes and see whether these are required (to be added to Decision Log)</b></p> <p><b>Action - An agenda item for the next meeting entitled ‘Terms of Reference’ to ensure that our Terms of Reference are suitable and appropriate. JC/JB to action.</b></p>	<p><b>J Conway</b></p> <p><b>J Conway</b></p> <p><b>J Conway</b></p> <p><b>J Conway</b></p> <p><b>J Conway/ J Bray</b></p>
5.	<p><b>Appoint a Liaison Member to Liaise with LGA/Scheme Advisory Board</b></p> <p>The Board agreed that RL be nominated as the Liaison Member.</p> <p><b>Action - JC to add this to the Decision Log.</b></p>	<p><b>J Conway</b></p>
6.	<p><b>Appoint a training representative to consider the Board’s Training Plan and to liaise with LGA</b></p> <p>This role is responsible for ensuring the Board members have the knowledge and understanding required of them. The role will identify, monitor and determine delivery method for the training needs of Pension Board members. The training plan will be informed by initial training sessions. It was agreed RL would undertake this function.</p>	
7.	<p><b>Confirm Training Dates for Induction</b></p> <p>The training dates for the initial Pension Board sessions, run by the LGA are as follows:-</p> <p>20<sup>th</sup> July 2015, London - SG and JJ to attend  28<sup>th</sup> July 2015, Dorset – JC to attend  30<sup>th</sup> July 2015, Manchester – MR to attend  13<sup>th</sup> August 2015, Eastbourne – RL to attend</p> <p>No further dates scheduled as yet. All attendees to learn from each other’s sessions.</p>	

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<p><b>8.</b></p>	<p><b>Draft 2015 Scheme Discretions</b></p> <p>JC provided an overview of the Scheme Manager Discretions:</p> <ul style="list-style-type: none"> <li>• Some are specific and require immediate decision in relation to:- <ul style="list-style-type: none"> <li>○ Regulation 19 Active membership,</li> <li>○ Regulation 17 Pensionable pay,</li> <li>○ Regulation 111 Contributions during absence from work due to illness, injury, trade dispute or authorised absence.</li> </ul> </li> <li>• Delegated decisions are suggested for a number of decisions that will arise on an ad hoc basis</li> </ul> <p>Members were asked to provide feedback to JC and for these to be agreed at the next meeting for recommendation to the P&amp;R Committee on 14 September.</p> <p>In addition there are four policies that will need to be developed which are:-</p> <ol style="list-style-type: none"> <li>1. Review of ill-health award or early payment of retirement pension (Regulation 68)</li> <li>2. Appeal concerning entries on the certificate (Regulation 148)</li> <li>3. Reference of appeal to the Board (Regulation 156/161)</li> <li>4. Appeals on other issues (Regulation 163)</li> </ol> <p>It was suggested that an update on the Pensions Board could be reported to P&amp;R Committee on 14<sup>th</sup> September to include the recommended discretions. RL to consider.</p>	<p>RL, MR, SG, JJ</p> <p>RL</p>
<p><b>9.</b></p>	<p><b>Date of next meeting</b></p> <p>3<sup>rd</sup> September, 1400 hrs, CS1.</p>	
<p><b>10.</b></p>	<p><b>AOB</b></p> <p>Further discussion to take place regarding the style of the Pensions Board report for P&amp;R as well as frequency of reporting to be determined at a future meeting.</p>	