

Hereford & Worcester Fire and Rescue Service

Pensions Board Meeting

Tuesday 18th October 2016 1400 hrs, SHQ

Present: Richard Lawrence (RL) - Employer Representative
Martin Reohorn (MR) - Board Advisor
Darren Packwood (DP) - Employee Representative
Jackie Conway (JC) - Board Advisor
Keith Chance (KC) - Employer Representative
Nick Russell (NR) - Employee Representative
Nigel Snape (NS) - Employer Representative
Vicky Sedgley (VS) - Emergency Planning Resilience Officer
(For Item 1 only)

Apologies: Steve Gould (SG) - Employee Representative

Minutes: Julie Bray (JB)

Item	Minute	Action
1.	<p>Risk Register</p> <p>VS gave a short overview of the new Risk Register and explained all areas. She then focused on the current Pensions Board Risk Register which had previously been discussed with JC and MR.</p> <p>Members then went through the 4 Risks on the Risk Register with VS present and agreed the risk scores for each of the Risks. Following this review VS will now populate the scores onto the Risk Register.</p> <p>It was agreed that the Risk Register Review be a standing item at each Pensions Board meeting and VS to attend on an 'as required' basis. (Decision)</p>	All to note
2.	<p>Minutes of Last Meeting</p> <p>The Minutes dated 8th June 2016 were agreed as a true record.</p> <p><u>Matters Arising:-</u></p> <p>Page 1 – First two decisions – actioned by JC. Page 2 – Conflicts of Interest – actioned Page 3 – Comparators – MR to roll this action forward to the next meeting Page 3 – Format of data – To be discussed at today's meeting. Page 3 – Linda Probin to continue to provide information at Quarterly Pensions Meetings but will only attend Pensions Board meetings if necessary. Page 4 – Decisions actioned by JC. Activities of the Pension Board published on website under Fire Authority. Page 4 – Decisions actioned by JC.</p>	Martin Reohorn

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	<p>The Quarterly Pensions Meeting met on 28th September attended by MR, JC, Tania Ling, Linda Probin and Sharon Lewis.</p> <p>Updates to be provided by the pensions administration team at future quarterly meetings on Pension Regulation changes, Annual Benefit statements, KPIs, Scheme Membership Composition, Pensions Administration activity, 2015 Scheme effect on membership, Communications and movements during the years.</p> <p>With regard to Scheme Valuation, data was submitted on 11th August. There were issues as Heywards created the reports to enable data to be extracted from the systems but was delivered only one week before the deadline creating extremely short timescales for reporting and submitting the data, therefore errors were found with the report.</p> <p>With regard to Annual Benefit Statements, it was noted that 50% of FRAs got their statements out on time whilst 50% did not. It was noted that HWFRA got their Annual Benefit Statements issued on time.</p> <p>JC has circulated draft KPIs and has asked Linda Probin for feedback on whether the data is accessible and measurable.</p> <p>KC enquired on the latest update regarding Norman v Cheshire. MR confirmed that he is currently drafting a report that will be presented at SMB before the New Year. He will also be liaising closely with Rep Bodies.</p> <p>RL thanked JC for work undertaken at the Quarterly Pensions meetings and confirmed that this is a significant step forward. The regular meetings with Worcestershire County Council are proving to be extremely beneficial.</p>	<p>Martin Reohorn</p>
<p>7.</p>	<p>Composition of Scheme Membership as at 30th September 2016</p> <p>This was noted by members who were asked to note that the data is not based on numbers of people but on the number of pension schemes people are members of i.e. one individual could be in two schemes.</p> <p>Overall, the Service's number of pensioners is proportionally lower nationally than other FRSS which is due to retained staff that have recently joined the Scheme. It was also noted that there are not many individuals left in the 1992 Scheme – a large number have transitioned to the 2015 Scheme. JC will advise on the exact figure that have opted out.</p> <p>Members all agreed that they now have a better understanding of the current Scheme Membership.</p> <p>MR was asked to look at whether Scheme Membership from 2016 is split between wholetime and retained across these profiles.</p>	<p>Jackie Conway</p> <p>Martin Reohorn</p>
<p>8.</p>	<p>Update from Pensionable Pay Workshop</p> <p>MR, JC, TL and Sharon Lewis attended the above and all agreed that this was an extremely beneficial day with a lot of ground covered. The outcome from this was</p>	<p>Martin</p>

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	for MR to lead on the impact of the Cheshire v Norman case.	Reohorn
9.	<p>Scheme Advisory Board Update</p> <p>All members had an update on the above from JC.</p> <p>Main items of note from the recent LGA Conference held on 11th October were as follows:-</p> <ul style="list-style-type: none"> Malcolm Eastwood (Chair of Scheme Advisory Board) gave a presentation around cost effectiveness, improving scheme information and ensuring the effectiveness of local pensions boards. He also highlighted other areas such as internal controls, record keeping, communications and the cost of administration. As a Pension Board, members need to be clear about what its role is as well as the role of Scheme Manager and what the Scheme Manager is responsible for. A piece of detailed work needs to be undertaken on this to include where decisions are made within the Authority. Once this work has been undertaken it should be brought back to the next Pensions Board meeting for a discussion. There will be changes to pensions tax relief based on 30% going forward. – A dashboard goes live in March whereby all individuals will be able to access their pensions information. Malcolm Eastwood has indicated that it is his intention to visit all Pensions Boards if an invite is forwarded to him. However, RL suggested that it would be easier for him to meet with Pensions Boards en masse. JC to feed this back to him. <p>The Pensions Board website is a useful tool for the Board to look at what it does as well as Board as well as where improvements can be made.</p>	Jackie Conway
10.	<p>Pension Board Workplan Update</p> <p>Baseline data – progress made and reviewed – work still to be done – remain on Workplan</p> <p>KPIs – remain work in progress – update to state that draft KPIs have been presented to Linda Probin</p> <p>Cost of Pensions Administration – spending £39k a year. At next meeting MR to provide analysis on pensions board administration. Need to demonstrate we are providing some scrutiny on this. Ongoing work to determine the pensions admin function will allow us to review a cost of provision – remain on workplan</p> <p>Record keeping – Actioned through Quarterly meeting – remain on workplan</p> <p>Training Plan – Liaising regionally on other training plans – remain on workplan</p>	Jackie Conway to update Workplan

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	<p>Publication of information – action changes –create a web page – remain on workplan</p> <p>Audit of pension records – H Tiffney auditing in November – remain on workplan</p> <p>Develop Breaches Policy – no template drafted to date (see Item 12 below) – remain on workplan.</p>	
11.	<p>Policy on Code of Conduct and Conflicts of Interest</p> <p>MR recommended that this be kept as simple as possible which also needs to comply with the Ethical Framework. It was agreed that a separate Code of Conduct for the Pensions Board is not required, just a short one page summary stating that the Pensions Board operates to the Ethical Framework and then add any main points onto this that are specific to Pension Board members themselves.</p> <p>(Decision)</p> <p>It was agreed that this be recorded as a decision on what our Code of Conduct will be.</p>	<p>Jackie Conway</p> <p>Jackie Conway</p>
12.	<p>Breaches Log</p> <p>RL and MR have had a discussion although no template has been drafted yet for a Breaches Policy. It was agreed that the Board have this as a standing agenda item to consider but await centralised guidance in accordance with best practice (Decision). Any breaches will be dealt with as they arise and will be considered professionally as to whether they are a material breach or otherwise.</p>	Jackie Conway
13.	<p>Decisions Log</p> <p>JC and JB to liaise outside of the meeting.</p>	Jackie Conway / Julie Bray
14.	<p>Date of Next Meeting</p> <p>It was agreed that Pensions Board meetings be held on a quarterly basis. JB will therefore schedule the next meeting to take place in January 2017 followed by April, July and October.</p>	Julie Bray

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