

## FIREFIGHTER PENSION SCHEMES MINUTES OF ANNUAL BOARD MEETING 23 AUGUST 2022

<b>PRESENT:</b>	<b>EMPLOYER REPRESENTATIVES</b> Councillor Ben Clayton - Chair Councillor Teresa Higgins Councillor Lynn Hall (Sub)  <b>EMPLOYEE REPRESENTATIVES</b> Alan Turner - Vice Chair Sidney Walker
<b>IN ATTENDANCE:</b>	Ian Hayton - Scheme Manager Beverley Parker - Governance/Training Advisor Michelle Richardson - Technical Pension Advisor Paul Mudd - Governance Manager XPS Business Services
<b>APOLOGIES:</b>	Councillor Steve Matthews Dave Howe

### 1. **APPOINTMENT OF CHAIR**

Nominations were sought for the position of Chair of the Local Pension Board. Councillor Clayton was subsequently proposed and seconded whereupon nominations were closed.

**RESOLVED – that Councillor Clayton be appointed Chair of the Local Pension Board for the ensuing year.**

### 2. **APPOINTMENT OF VICE CHAIR**

The Chair sought nominations for the position of Vice Chair of the Local Pension Board. Mr Alan Turner was subsequently proposed and seconded whereupon nominations were closed.

**RESOLVED – that Mr Alan Turner be appointed Vice Chair of the Local Pension Board for the ensuing year.**

**3. DECLARATION OF MEMBERS INTERESTS**

It was noted no Declarations of Interests were submitted to the meeting.

**4. MINUTES**

**RESOLVED – that the Minutes of the Local Pension Board Meeting on 17 May 2022 be confirmed.**

**5. CHAIRS ANNUAL BUSINESS REPORT TO THE BOARD**

The Board considered the Chairs Annual Business Report to the Board which included:

- Membership
- Terms of Reference
- Board Activity
- Finance
- Notifications of Interests
- Record Keeping
- Transparency
- Breaches of the law
- Risk Register
- GDPR
- FPS bulletins
- Approved Policy/Guidance Documentation
- Training

**RESOLVED – That the Chairs annual report be noted and be forwarded to the Chief Fire Officer.**

**6. SCHEME MANAGERS REPORT TO THE BOARD**

The Scheme Manager (SM) provided the Board with the following updates:

- Governance and Administration – Updated Terms of Reference & Annual Work Programme 2022/23.
- Discretions Applied - none
- Ill Health - none
- Appeals - none
- IDRP - none
- Members and Movement - noted
- Cyber Security - no breaches - Cyber Essential Plus (CE+) accredited
- Breach of the law - one data breach relating to information of one scheme member was reported on 12 May 2022. XPS outlined the breach in detail and gave assurances that it had been fully investigated by XPS. The Board agreed with the Scheme Managers recommendation that it be recorded in the LPB Register, it did not need reporting to the Information Commissioner and discussed at the next Pensions Management Team meeting.  
Councillor Hall asked if this would have come to light and was assured by MR and PM that their systems and checks would have eventually highlighted this
- Internal Audit Report - noted
- Risk Registers – noted

## **6. SCHEME MANAGERS REPORT TO THE BOARD**

- FSP / Legal Update – the SM reported that the FBU had launched a campaign against the ‘pension trap’ and that he had a meeting with the Home Office this week to try seek a solution re this issue. He agreed to share the FBU circular with Board Members and provide further updates when available.
- Immediate Detriment – the SM provided a detailed update on the current position and reported that a revised framework had been agreed in principle and was going through the FBU governance routes. This would allow Fire Authorities to make Category 1 and 2 payments without incurring liability. The Framework and Guidance Document was expected to be finalised in the next few weeks and he hoped to present a report to the next Executive Committee outlining a full financial assessment. The Board thanked Michelle Richardson (MR) for producing a standard financial assessment template for calculations, which is now used across the service.
- Training and Development - noted
- FPS Administration - noted

### **RESOLVED:-**

- (i) **That the Scheme Manager’s Report be noted.**
- (ii) **That the Terms of Reference and Annual Work Programme for 2022/23 be approved.**
- (iii) **That the SM share the FBU Circular on ‘pension trap’ with Board Members for information.**

## **7. PERFORMANCE MANAGEMENT UPDATE**

### **7.1 Complaints**

There were no complaints for Q1.

### **7.2 Contract Performance Management Update**

MR reported a slight increase in compliance from 69% to 78% and confirmed the Brigade continued to actively work with XPS to improve this. P. Mudd confirmed that while staffing numbers at XPS had increased, low compliance was due to training issues and also an increase in call volume from 4k to 5.5k per month.

**RESOLVED – that the Contract Performance Management update be noted.**

## **8. XPS BUSINESS SERVICES UPDATE**

The Board noted the tabled XPS Business Services Update Report.

PM confirmed that only 41.8% of Members had registered with self-service against a national average of 45.8%. He confirmed that XPS was contacting all Members to advise that Annual Benefit Statements were now available online and encouraging members to sign up using a YouTube video to provide step-by-step guidance. The Board agreed it was timely to revisit the Comms approach and work with XPS and the FBU to ensure as many active members as possible are accessing Self Service.

**8. XPS BUSINESS SERVICES UPDATE**

The SM noted that the Pension Savings Statements would need to be further updated to reflect any Cat 1 and Cat 2 payments.

**RESOLVED:-**

- (i) That the XPS Business Services update be noted.**
- (ii) That the Brigade works with XPS and FBU to further promote Self Service.**

**9. COMMUNICATIONS AND BULLETINS**

**9.1 FPS Bulletins**

Members considered the following bulletins:

- Bulletin 56
- Bulletin 57
- Bulletin 58

MR confirmed that the bulletins had been circulated to the Board and all actions would be implemented.

**RESOLVED – that the Communications and Bulletins be noted.**

**10. SCHEME ADVISORY BOARD (SAB) UPDATE**

The SM noted that the last SAB meeting had been cancelled and advised that he had also been appointed to the Scheme Management & Administration Committee.

**RESOLVED – that the verbal update be noted.**

**COUNCILLOR BEN CLAYTON  
CHAIR**