LOCAL PENSION BOARD

CLEVELAND FIRE AUTHORITY

FIREFIGHTER PENSION SCHEMES
MINUTES OF ANNUAL MEETING
12 SEPTEMBER 2018

PRESENT:

EMPLOYER REPRESENTATIVES
Councillor Teresa Higgins - Chair
Karen Winter
EMPLOYEE REPRESENTATIVE
Dave Howe

IN ATTENDANCE: Ian Hayton – Scheme Manager
Beverley Parker – Governance/Training Advisor
Diane Snelling – Technical Pensions Advisor
Paul Mudd - Governance Manager, Kier Pensions Unit

1. APPOINTMENT OF CHAIR

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

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

Councillor Higgins in the Chair

2. APPOINTMENT OF VICE CHAIR

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

RESOLVED – that Mr David Howe 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 April 2018 be confirmed.

5. CHAIRS ANNUAL REPORT

The Chair presented the Annual Report covering:

- Membership
- Terms of Reference
- Board Meetings
- Transparency
- Budgets
- Notifications of Interest
- Record Keeping
- Approved Guidance Notes
- Breaches of the Law
- Risk Register
- GDPR
- Training
- Annual Pensions Conference

The Board agreed that the Scheme Manager would present the Chairs Annual Report to the Fire Authority meeting for information.

RESOLVED:-

(i) That the report be noted.

(ii) That the Chairs Annual Report be presented to the Fire Authority for information.

6. GOVERNANCE AND ADMINISTRATION

The Board considered the report which covered:

- Terms of Reference
- Breaches of Law
- 2018/19 Schedule and Frequency of Meetings
- Annual Work Programme
- The Pensions Regulator – Public Service Governance and Administration Survey

The Board agreed that the two meetings per year was currently adequate and additional meetings could be called if required.

RESOLVED:

(i) That the Local Pension Board Terms of Reference be approved and reviewed on an annual basis.

(ii) That no breaches or potential breaches of the law be reported.

(iii) That two meeting be scheduled for 2018/19.

(iv) That the Annual Work Programme attached at Appendix 2 be approved.

(v) That the TPR 'Public Service Governance and Administration Survey be noted.

7. COMMUNICATIONS

FPS Bulletins 7,8,9 and 10

The Board discussed the bulletins which had been previously circulated to the Board which covered:

- FRS 2006 Special Members – resettlement lump sum payment
- New Factsheets
- Invitation to bid
- GDPR
- Financial Guidance and Claims Act 2018
- Data Protection Act 2018
- Annual Benefits Statements
- Bulletin FPS11
- Firefighter Pension Schemes Administration and Payroll Services
- Online Forum for Board Members

The Board discussed GDPR in detail and confirmed that the Privacy Notice was now displayed on the Brigade website. Paul Mudd confirmed that Annual Data Reviews were undertaken to ensure the most up-to-date information is held for scheme members.

The Board discussed the contract ending with Kier in March 2019 and Karen Winter confirmed that the Executive Committee had approved an extension for 12 months to allow a base line review and Tender Process to be carried out.

RESOLVED:- That the report be noted

8. TRAINING & DEVELOPMENT

The Board considered the report and agreed that a training programme for 2018/19 be established incorporating the following risk areas identified by the TPR 2017:

- Scheme Governance
- Record Keeping
- Internal Controls

The Board agreed for Members to receive two training sessions scheduled mid-way between the Board Meetings.

RESOLVED:-

(i) That a training programme be established for 2018/19 as detailed above.

9. PROGRESS OF RISK REGISTER

The Board reviewed the Risk Register and agreed that it should only include outstanding risks. Paul Mudd agreed to look at the register and identify any areas of concern to Bev Parker.

RESOLVED:-

(i) That the Risk Register be updated to only include outstanding risks.

(ii) That Paul Mudd review the risk register and highlight any issues.

10. ELIGIBILITY TO JOIN THE FIREFIGHTERS' PENSION SCHEMES CORRESPONDENCE

The Board considered the above FBU circular which informed FBU members about a potential breach around eligibility of Membership of the firefighters Pension Scheme. Dave Howe sought assurance from the Board that only those eligible are, and have been allowed to join. It was confirmed that only those eligible as defined are, and have been, allowed to join the Firefighters' Pension Scheme.

RESOLVED:- That the report be noted

11. KIER BUSINESS SERVICES UPDATE April 2018 – March 2019

The Board received a Service Delivery Report from Kier covering the period April 2018 – March 2019. Paul Mudd informed the Board that Kier had recently invested in new software to extract data and this would be demonstrated at the next meeting.

The Board discussed client meetings not taking place and Paul Mudd agreed to feed this back to Kier and establish a programme for these to take place.

Paul Mudd informed the Board of a 'buy out' offer received for the Pensions Unit from Kier Workplace Services by a pension specialist company which was due to be announced. He reported that this was a positive move and the new company would want to meet all existing clients at first possible opportunity.

RESOLVED – That the report be noted.

12. ANY OTHER BUSINESS

12.1 Public Service Pension Schemes: Valuations Update

The Board received an update on the FPS Valuation 2016 from Government Pensions Advisor Clair Alcock which had been circulated by email on 10 September 2018.

Paul Mudd briefly explained the contribution rates, cost cap and cost sharing mechanism and explained how some scheme members had been overpaying. He confirmed that further information would be circulated from Kier's actuary department.

Dave Howe agreed to circulate any information from the FBU to members as soon as it becomes available.

RESOLVED – that the report be noted

COUNCILLOR TERESA HIGGINS
CHAIR