

FIREFIGHTER PENSION SCHEMES MINUTES OF INTRODUCTORY MEETING 31 JULY 2015

PRESENT:

EMPLOYER REPRESENTATIVES
Councillor Shamal Biswas
Mrs Karen Winter

EMPLOYEE REPRESENTATIVES
Mr David Howe
Mr David Kelly

IN ATTENDANCE: CFO Ian Hayton - Scheme Manager
Mrs Beverley Parker – LPB Training Liaison

1. DECLARATION OF MEMBERS INTERESTS

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

2. GOVERNANCE FRAMEWORK

The Scheme Manager welcomed representatives to the meeting and explained that the Fire Authority had delegated the responsibility of Scheme Manager to him in his role of Chief Fire Officer and explained that all significant matters were reported back to the Fire Authority.

He introduced Bev Parker, who will be responsible for any training requirements identified by the Local Pension Board (the Board).

The Scheme Manager also suggested that the Board may wish to consider inviting Diane Snelling to attend meetings when technical pension advice was required.

Mr Howe agreed that it would be useful to have Diane's input but added that it was also possible for the Board to approach the Scheme Advisory Board direct, once it was established.

The Scheme Manager presented a summary of the Governance Framework to the Board, (copy attached at Appendix 1) highlighting:

- The minimum membership is four with equal numbers of employer/employee representatives
- Only the employer/employee representatives have voting rights
- The Board is not a decision making body
- Facilities time is already in place for Mr Howe
- Options for the position of Chair

- Mouchel were the pension administrators

2. GOVERNANCE FRAMEWORK (cont)

Following detailed discussion, it was agreed that Councillor Shamal Biswas be appointed Chair of the Board and that Mr Dave Howe be appointed as Vice Chair of the Board for a one year term of office. These positions would be rotated on an annual basis, but could be reviewed at any time. The Chair of the Board does not have a casting vote.

The Scheme Manager detailed the roles and responsibilities of the Local Pension Board.

Representatives agreed that the Terms of Reference would remain in draft format to enable due consideration and time for reflection. However, it was agreed that further clarification should be sought from the Authority's Legal Adviser/Monitoring Officer (LAMO) with regard to Section 4 Membership and Appointment to ensure that any potential conflicts of interests are resolved. Representatives agreed that Mrs Winter should meet with the LAMO to discuss this matter and report back to the next meeting.

Representatives considered items for future discussion and Mrs Winter suggested that items are considered under three key areas:

- Governance
- Administration
- Communications

In order to identify any common knowledge gaps, a Training Needs Analysis was circulated for completion ahead of the next meeting. Following discussion, it was agreed that, where possible, training should be organised on a regional basis and that this could be accommodated at Cleveland Fire Brigade Headquarters.

Representatives agreed that the next scheduled meeting will take place on Friday 6 November 2015 at Cleveland Fire Brigade Headquarters in Hartlepool, although it was noted that, if required, the Scheme Manager can call an earlier meeting.

Items for discussion on 6 November are to include: Terms of Reference, Budget, Communications and Training Needs Analysis.

RESOLVED:

- (i) **That Councillor Shamal Biswas be appointed as Chair of the Local Pension Board for the ensuing year.**
- (ii) **That Mr Dave Howe be appointed as Vice Chair of the Local Pension Board for the ensuing year.**
- (iii) **That the Chair and Vice Chair positions be rotated on an annual basis.**

**COUNCILLOR SHAMAL BISWAS
CHAIR**