

LOCAL PENSION BOARD



FIREFIGHTER PENSION SCHEMES MINUTES OF SECOND MEETING 28 JANUARY 2016

PRESENT: **EMPLOYER REPRESENTATIVES**

Councillor Shamal Biswas
Mrs Karen Winter

EMPLOYEE REPRESENTATIVE

Mr David Howe

IN ATTENDANCE:

CFO Ian Hayton - Scheme Manager
Mrs Beverley Parker – LPB Training Advisor
Mrs Diane Snelling – Technical Pensions Advisor

APOLOGIES:

Mr David Kelly – Employee Representative

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 Introductory Meeting of the Local Pension Board on 31 July 2015 be confirmed.

5. TERMS OF REFERENCE

Mrs Winter updated the Board on the action points arising from the last meeting. Members discussed the terms of reference in detail, in particular clarification regarding para 10.2 “must have knowledge and law relating to pensions”. The Scheme Manager referred to Guidance Note 2 at para 8 which clarified this was “to the degree appropriate for them to be able to carry out their role, responsibilities and duties”. The Board agreed that the Terms of Reference be approved subject to the following amendments:

- 1.1 – Definitions - the 1992 and 2006 Schemes to be added
- 14.1 – “the right to vote” be replaced with “a deciding vote”

RESOLVED – that subject to the agreed amendments, the Terms of Reference be approved.

6. GOVERNANCE AND ADMINISTRATION

Mrs Parker updated the Board on Governance and Administration issues which included budgets; transparency; recording keeping; useful contacts and glossary. It was reported that the Pension Advisory Board had still not been established.

RESOLVED - that the report be noted.

7. COMMUNICATIONS

Mrs Snelling updated the Board on a number of Pension issues. Following a detailed discussion, it was agreed that the Pension Administrators, Kier Business Services be invited to the next Meeting to update the Board on:

- The services they provide to CFA
- The cost of those services
- The make-up of the Scheme, including the numbers for each scheme i.e. retired, fully protected, tapered protection, etc
- Communications with their Members

Mr Howe requested that it would be helpful if pension members could receive a newsletter and that the contact names and numbers for Kier Business Services be provided to Pension Scheme Members. It would also be helpful to display this information on FISH and to ask for this to be included in the Stations Memo Book. Mrs Snelling agreed to action this.

RESOLVED

- (i) that the report be noted.**
- (ii) that Kier Business Services be invited to the next LPB meeting**
- (iii) that the contact details of Kier Business Services and associated action points be approved**
- (iv) that the LPB information as outlined at Appendix 1 be approved and displayed on the website**

8. TRAINING AND DEVELOPMENT

Mrs Parker outlined the Pension Regulators quick guide to Personal Development which included a TNA. The Board agreed that the TNA should be completed following the presentation from Kier Business Services. She then referred to the link to the online learning toolkit which the Pension Regulator had requested all Board Members to complete.

Guidance Notes 1 – 4 were attached to the report for Members guidance and referral.

RESOLVED:

- (i) that the report be noted**
- (ii) that the Board complete the Pension Regulators online training**
- (iii) that the TNA be completed following the presentation from Kier Business Services**

**COUNCILLOR SHAMAL BISWAS
CHAIR**

LOCAL PENSION BOARD

FIREFIGHTER PENSION SCHEMES



DATE: 8 NOVEMBER 2016

TITLE: GOVERNANCE AND ADMINISTRATION

REPORT OF: TECHNICAL PENSIONS ADVISOR

For Information

1. PURPOSE

1.1 To update the Board on Governance and Administrative Pension issues.

2. RECOMMENDATION

2.1 That the Board note the report.

3. GOVERNANCE AND ADMINISTRATION

3.1 **Firefighters Pension Scheme (England) Scheme Advisory Board (SAB)**

Malcolm Eastwood has been appointed as Chair of the Scheme Advisory Board whose purpose is to:

- Support Local Pension Boards
- Advise Local Pension Boards
- Take a lead on communications
- Improve scheme administration
- Ensure cost effectiveness of scheme administration
- Advise on how to reduce costs of scheme administration

At the meeting held on 20th April 2016 it was agreed to adopt the regional groups and Fire Technical Community as a mechanism to communicate with Local Pension Boards.

3.2 **Major Policy Changes to be introduced**

- New State Pension for new pensioners from 6th April 2016. A single tier pension will replace the previous 2 tier system.
- Auto-enrolment – Compulsory for employers, but employees can opt out. Needs to be done every 3 years. Cleveland Fire Brigade's first auto-enrolment was November 2013 and will need to re-enrol employees from November 2016.
- Pension Freedoms for defined contribution schemes subject to changes to safeguard pensions.

3.3 **Update from Pensions AGM London 11th October 2016**

Information was requested from Authorities for data held as at 31st March 2016, the purpose of which was:

- to calculate employer contribution rate from 2019 to 2023
- determine whether the cost cap has been breached

Pensions are financed by contributions paid by firefighters, contributions paid by employers and the shortfall is paid by the taxpayer (via a top up grant). GAD will review the 2016 data that has been provided and may raise queries over the coming weeks after initial and detailed checks.

The output of the 2016 valuation will be an updated employer contribution rate which is expected to apply from April 2019 to March 2023 and will take account of:

- changes to the interest rate (the SCAPE rate)
- changes to other financial assumptions set by HMT
- impact of recent membership movements
- changes to fire specific assumptions to adjust for recent experience in the Fire Scheme, e.g. retirement patterns, life expectancies

This information is currently expected to be published in early 2018

3.4 **Government Actuary's Department (GAD) - Data Collection Exercise**

Pensions Estimates 2016/17 to 2022/23 Assumptions exercise. DCLG collect financial data in April/May each year as part of determining each FRA's annual top up grant entitlement. GAD issued an updated version after making updates to the April/May return which had to be submitted by 9th September 2016. The Brigade submitted this return by the deadline.

3.5 **Contributions holiday for members of the Firefighters Pension Scheme 1992 Scheme**

The Government agreed to introduce a contributions holiday for members of the 1992 Scheme who achieved the maximum 30 years' pensionable service before age 50. This will apply from the point of accruing maximum service in the Scheme until the member's 50th birthday. The change will be applied retrospectively to 1st December 2006 and any affected members who continue in employment beyond their 50th birthday will need to either resume paying contributions until retirement, or choose to opt out of the pension scheme, at which point their pension will be deferred.

Amendment regulations giving effect to this change were laid in Parliament on 9th September and came into force on 30th September 2016 - <http://www.legislation.gov.uk/id/uksi/2016/878>. The Brigade are working with Kier to identify the effected members and process the necessary calculations for payments.

DIANE SNELLING
TECHNICAL PENSIONS ADVISOR

LOCAL PENSION BOARD

FIREFIGHTER PENSION SCHEMES



DATE: 8 NOVEMBER 2016
TITLE: COMMUNICATIONS
REPORT OF: TECHNICAL PENSIONS ADVISOR

For Information

1. PURPOSE

1.1 To update the Board on Pension issues.

2. RECOMMENDATION

2.1 That the Board note the report.

3. COMMUNICATIONS

The Scheme Manager has communicated the following information to Brigade staff via the internal intranet (FISH)

3.1 **Annual Allowance Calculation HMRC**

Following on from recent information which was circulated regarding annual allowances (copies attached) please note that HMRC have now launched a new annual allowance calculator which allows you to check:

- How much annual allowance you have used
- If you have an annual allowance charge to pay
- If you have any unused pension annual allowances to carry forward

This can be found on the GOV.UK website at
<https://www.tax.service.gov.uk/paac/start>

3.2 **National Fraud Initiative**

The Brigade takes part in the National Fraud Initiative which compares data across different public bodies. The aim of the exercise is to prevent people claiming more than they are entitled to and that public money is spent in the areas most deserving. Kier will inform our retired employees in the October payslips that we are taking part in this exercise.

3.3 Annual Benefit Statements

Annual benefit statements were sent out to all staff on 19th August 2016. This year's statements differed to those of previous years in that they included a projection of benefits at normal retirement age as well as 31st March.

Details were communicated to staff as well as a link to further information on www.myownpension.co.uk

3.4 Online Forum for board members

The online Local Pension Board Members Forum is regularly updated with guidance to assist Local Pension Boards in gaining the knowledge and understanding required.

The log in can be found by accessing the following link:

<https://khub.net/group/guest/search/-/results/firefighter%20pension%20scheme>

Once you have signed in you will be able to view and contribute to the following forum



DIANE SNELLING
TECHNICAL PENSIONS ADVISOR

LOCAL PENSION BOARD

FIREFIGHTER PENSION SCHEMES



DATE: 8 NOVEMBER 2016

TITLE: TRAINING AND DEVELOPMENT

REPORT OF: PENSION TRAINING ADVISOR

**For
Recommendation**

1. PURPOSE

- 1.1 To establish the Board's Training requirements following Kier Business Services Information Session.

2. RECOMMENDATIONS

- 2.1 That Members complete the training needs analysis at Appendix 1 and forward to Bev Parker to enable a gap analysis to be undertaken and a development programme established.
- 2.2 That Members complete the online training as outlined at paragraph 3.2.

3. DEVELOPMENT

3.1 **Training Needs Analysis**

At the Local Pension Board meeting on 28 January 2016, the Board agreed to defer completing the Pension Regulators Personal Development Training Needs Analysis (TNA) form (Appendix 1) until after the next Board meeting to enable Kier Business Services to update the Board.

3.2 **Online Learning**

The Public Service online learning toolkit has been provided by the Pension Regulator and can be accessed via the following link. [Go to the Public Service toolkit.](#)

3.2 Online Learning continued

The Pension Regulator encourages all Board Members to complete this online learning programme which will assist them to review your skills, competencies and knowledge to identify any gaps or weaknesses.

- Conflicts of interest
- Managing risk and internal controls
- Maintaining accurate member data
- Maintaining member contributions
- Providing information to members and others
- Resolving internal disputes
- Reporting breaches of the law

A copy of the Pensions Regulator “A quick guide to personal development” is enclosed at appendix 2 for information.

3.3 Pension Training

Clair Alcock carried out basic pension training at Queen’s Meadow Complex on 18th October. An invitation was sent out to members of the Local Pension Board and also to regional HR colleagues.

BEV PARKER
PENSIONS TRAINING ADVISOR

Public service pension schemes: Learning needs analysis of certain governance and administration requirements

Step 1 – Plan your learning

Learning needs analysis

Personal development

1 – My role, responsibilities and duties as a pension board member

Do I know...?	Rate my skills 1 – no knowledge 5 – highly skilled	My objectives	Timescale	What learning am I planning to do?	Where to find information
Who The Pensions Regulator is What my role, responsibilities and duties are How the regulator's code of practice will support me in assisting the scheme manager with running an effective and efficient scheme	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5				Introduction to public service pension schemes: www.tpr.gov.uk/PS-introduction

2 – The knowledge and understanding I need as a pension board member

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What I need to know about my scheme as a pension board member What I need to know about pensions law as a pension board member How to plan, follow and record my training, knowledge and understanding	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5				Knowledge and understanding duty on pension board members: www.tpr.gov.uk/PS-knowledge

3 – Conflicts of interest

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information I need to provide to the scheme manager	1 2 3 4 5				'Conflicts of interest' course in the Public Service toolkit: www.pensionseducationportal.com
How to disclose potential or actual conflicts of interest	1 2 3 4 5				
How to monitor and discuss the risk of potential or actual conflicts of interest	1 2 3 4 5				
4 – Publishing scheme information					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information needs to be published about the pension board	1 2 3 4 5				Publishing scheme information: www.tpr.gov.uk/PS-publishing
How that information is to be recorded and published	1 2 3 4 5				
What the pension board's role is regarding the publication of that information	1 2 3 4 5				
5 – Risk management and internal controls					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How risks will be identified and assessed	1 2 3 4 5				'Managing risk and internal controls' course in the Public Service toolkit: www.pensionseducationportal.com
How internal controls will be set up	1 2 3 4 5				
How risk assessments will be documented	1 2 3 4 5				
How possible fraudulent activity will be identified and dealt with	1 2 3 4 5				

Who is involved in internal controls and risk management and their role	1 2 3 4 5				
What the pension board's role is in internal controls and risk management	1 2 3 4 5				
6 – Record-keeping					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How an effective scheme record-keeping process will be set up	1 2 3 4 5				'Maintaining accurate member data' course in the Public Service toolkit: www.pensionseducationportal.com
How the required records of scheme members' data, transactions and pension board decisions will be kept	1 2 3 4 5				
Who is involved in record-keeping and their role	1 2 3 4 5				
What the pension board's role is in record-keeping	1 2 3 4 5				
7 – Maintaining contributions					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How employer and employee payment contributions will be monitored and recorded	1 2 3 4 5				'Maintaining member contributions' course in the Public Service toolkit: www.pensionseducationportal.com
How late or failed payments which are likely to be of material significance to the regulator will be reported to the regulator	1 2 3 4 5				
What the pension board's role is in maintaining contributions and notifying the regulator of late or failed payments	1 2 3 4 5				

8 – Communicating with members

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information must be provided to members about the administration of the scheme and their benefits	1 2 3 4 5				‘Providing information to members and others’ course in the Public Service toolkit: www.pensionseducationportal.com
How that information will be provided to members	1 2 3 4 5				
Who is involved in member communications	1 2 3 4 5				
What the pension board’s role is in member communications	1 2 3 4 5				

9 – Resolving disputes

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How disputes within my scheme will be resolved	1 2 3 4 5				‘Resolving internal disputes’ course in the Public Service toolkit: www.pensionseducationportal.com
How disputes within my scheme and their resolutions will be documented	1 2 3 4 5				
What the pension board’s role is in the resolution of issues and disputes	1 2 3 4 5				

10 – Reporting breaches of the law

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information

How to identify breaches of the law	1 2 3 4 5				'Reporting breaches of the law' course in the Public Service toolkit: www.pensionseducationportal.com
How breaches of the law will be assessed	1 2 3 4 5				
How breaches of the law likely to be of material significance to the regulator will be reported	1 2 3 4 5				
What my responsibility is to report breaches	1 2 3 4 5				
Who else is under a duty to report breaches	1 2 3 4 5				

Step 2 – Complete the learning

Monthly study plan

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Week 1						
Week 2						
Week 3						
Week 4						

Step 3 – Record the learning	Step 4 – Reflect on the learning Event review		
What did I do? Course/event/activity Date, location and provider Learning objectives Content summary/programme Any qualification/mark I achieved	How did it go? What happened? Have I learnt what I hoped to learn from my training?	How have my knowledge, skills and mindsets been improved? What have I actually gained from this event? What do I know at the end of this event that I didn't know at the beginning? How have I benefited from the experience?	How will I be able to bring what I have learned into my work? How will the organisation benefit? Any feedback received – what do other people say [scheme manager, peers, etc]?

Step 4 – Reflect on the learning

Periodic review

Review Have I achieved my development plan for this period? Have I completed the training I identified?	The positives What type of development has delivered the greatest benefit? What and why was this?	The negatives What type of development has delivered the least benefit? What went wrong? How can I ensure this does not happen next time?	Next steps What development needs do I still feel I have? What are my priorities and deadlines for future development? What should I look to include in my next development planning cycle?

A quick guide to personal development

Information
for public
service pension
scheme board
members

.....

This guide is for anyone who is a member of a public service pension scheme board. Legislation about the new governance and administration requirements is expected to come into effect in April 2015.

The Public Service Pensions Act 2013 requires you to have the knowledge and understanding needed to carry out your duties effectively. Additionally, our code of practice, which sets out how we expect public service pension boards to act, advises you to:

- complete and follow a personal training needs analysis and training plan
- keep records of training activities to help you demonstrate the steps you have taken to comply with knowledge and understanding requirements.

Working towards personal development

There are four stages to learning in the context of your personal development:

1. Plan
2. Complete
3. Record
4. Reflect

Plan your learning

It is important that you regularly review your knowledge and understanding, the tasks you need to do and the skills you need to develop. To help you we have created a training needs analysis template at www.tpr.gov.uk/ps-knowledge. The template helps you assess what learning you need and then create a personal development plan (PDP).

It is important to set yourself clear, simple, written objectives for your learning and development. Using the SMART principle can help you do this.

SMART objectives

It's important to set yourself clear, simple, written objectives for your learning and development:

Specific: Target a specific area for improvement, stating exactly what you need to achieve and defining precisely what you're going to do.

Measurable: Include a quality measure – how you did is as important as what you did – and show tangible evidence that you've accomplished the objective.

Achievable: If an objective is impossible to achieve, you may feel de-motivated. Objectives should be a challenging and achievable stretch towards success.

Realistic: Make sure that you're being realistic - state what results you can achieve, given all available resources and limitations.

Time-limited: Set clear milestones and deadlines for reviewing your achievements.

When creating your PDP it can be useful to ask yourself these questions:

- What can I do to achieve this objective?
You could try:
 - reading codes or guidance provided by the regulator
 - other training sessions – internal or external to the board
 - talking to other board members
 - reading scheme or other documents
 - online research
- What is my timescale?
- What might help or hinder me?
- How will I know when I've achieved this objective?

The tool includes further reading for each area, so you can quickly and easily find related learning. There is also space for you to record other learning activities like those suggested above.

Complete your learning

To help you complete the learning we have created an e-learning programme, Public Service toolkit. Register at www.pensionseducationportal.com.

Scrutinise each learning and development activity as you do it. It can be useful to ask yourself:

- What am I learning here?
- What will I know at the end of this activity that I didn't know at the beginning?

Record your learning

To help you record and reflect on your learning we have created a downloadable learning log at www.tpr.gov.uk/ps-knowledge.

You can keep this for your own records or, if required, provide to the Chair of your pension board as proof of your achievements.

Each time you complete a learning and development activity, record this in your learning log. It can be useful to consider these areas:

- What did I do? (eg courses, e-learning, workshops, video, personal reading, attending events, shadowing)
- Who provided the learning/where did I get this from?
- What objectives did I achieve?
- What objectives do have I left?
- What qualification, assessment score, certificate or record did I receive?

Reflect on your learning

Reflecting on what you have learnt is a key step which is often forgotten.

Reflecting helps you monitor your developing confidence and skills. It can demonstrate your levels of knowledge and understanding and help you consider how you might do things differently in your role.

When completing your learning log, consider:

- How have I benefited from this activity?
- Have I learnt what I hoped to learn?
- How have my knowledge, skills and understanding improved?
- What will I do differently as a result?
- What type of learning and development has delivered the greatest and the least benefit?
- What do I still need to learn?

Most importantly, congratulate yourself on your progress and focus your thinking on your next personal development activities to keep closing any gaps you identify. Seeking to continually improve is a key element in personal and professional development.

How to contact us

Napier House
Trafalgar Place
Brighton
BN1 4DW

T 0845 600 0707

F 0870 241 1144

E customersupport@thepensionsregulator.gov.uk

www.thepensionsregulator.gov.uk

www.pensionseducationportal.com

A quick guide to **personal development**
for public service pension scheme board members

© The Pensions Regulator January 2015

You can reproduce the text in this publication as long as you quote The Pensions Regulator's name and title of the publication. Please contact us if you have any questions about this publication. We can produce it in Braille, large print or on audio tape. We can also produce it in other languages.

The Pensions
Regulator