

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**