

## FIREFIGHTER PENSION SCHEMES MINUTES OF MEETING -8 NOVEMBER 2016

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**PRESENT:**                    **EMPLOYER REPRESENTATIVE**  
Councillor Teresa Higgins

**EMPLOYEE REPRESENTATIVE**  
Mr David Kelly

**IN ATTENDANCE:**    CFO Ian Hayton - Scheme Manager  
Mrs Beverley Parker – LPB Training Advisor  
Mrs Diane Snelling – Technical Pensions Advisor  
Mr Graeme Hall – Governance Manager, Kier Pensions Unit

**APOLOGIES:**            Mrs Karen Winter – Employer Representative

**1.    APPOINTMENT OF CHAIR**

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

**RESOLVED – that Councillor Higgins be appointed Chair of the Local Pension Board.**

**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 David Kelly was subsequently proposed and seconded whereupon nominations were closed.

**RESOLVED – that Mr David Kelly be appointed Vice Chair of the Local Pension Board.**

**3.    DECLARATION OF MEMBERS INTERESTS**

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

**OFFICIAL**

#### 4. MINUTES

**RESOLVED – that the Minutes of the Local Pension Board Meeting on 28 January 2016 be confirmed.**

#### 5. PRESENTATION BY KIER BUSINESS SERVICES

Mr Graeme Hall, Governance Manager – Kier Pensions Unit provided an overview of Kier including:

##### Services provided

- Pension administration
- Year End Processes
- Annual Benefit Statements
- Employer on-line self-service system
- Pre-retirement Courses
- Induction Courses
- Pension regulator returns
- Valuation Details
- Pension Contribution Holidays
- Performance Reporting

##### Scheme Memberships

- 365 active Members
  - 134 in 1992 Scheme
  - 3 in 2006 Scheme
  - 228 in 2015
- 125 Deferred
- 650 Pensioners
  - 640 in 1992 Scheme
  - 10 in 2006 Scheme
  - 106 of those are Dependents

##### Communications with Members

- New Starters
- Those transferring into the Scheme
- Leavers
- Annual Benefit Statements
- Ad hoc queries
- Information available for Members from [myownpension.co.uk](http://myownpension.co.uk) which provides news, scheme information, allowances and contacts

Mr Hall reported that Kier use an electronic task management system to ensure that all enquiries/tasks are dealt with in the order received and all information is accessible electronically.

CFO Hayton referred to those affected by the Contributions Holiday for members of the Firefighters Pension 1992 Scheme and asked if they had been updated as to progress. Mrs Snelling confirmed that a letter is due to be sent to those affected this week. CFO Hayton asked if it affected any of our current staff. Mrs Snelling confirmed that this impacted 2/3 Members.

**5. PRESENTATION BY KIER BUSINESS SERVICES (cont)**

CFO Hayton asked if Kier would be able to cope with enquiries from individuals. Mr Hall stated that he would speak to his teams and find out if a dedicated e-mail address would be the best way forward. This e-mail address could then be included in Mrs Snelling's letter. Mr Hall confirmed that he would contact Mrs Snelling as soon as possible to progress this.

Members agreed that it would be of assistance if a representative from Kier could attend all Local Pension Board Meetings. Mr Hall agreed that this would be possible.

The Chair thanked Mr Hall for his comprehensive presentation.

**RESOLVED:**

- (i) That the report be noted**
- (ii) That a representative from Kier Pensions Unit be invited to attend future Local Pension Board Meetings.**

**6. GOVERNANCE AND ADMINISTRATION**

Mrs Snelling outlined the key issues in her update report.

Mr Hall enquired as to the Brigade's approach in Auto Enrolment with regard to employees who have reached the tax limit. Mrs Snelling confirmed that the approach had been to auto enroll all staff.

**RESOLVED – that the report be noted.**

**7. COMMUNICATIONS**

Mrs Snelling outlined communications to Brigade Staff via the internal intranet (FiSH).

**RESOLVED – that the report be noted.**

**8. TRAINING AND DEVELOPMENT**

It was agreed that an informal meeting be arranged to enable Members to complete the necessary training. Members agreed that this should take place before the date of the next meeting of the Local Pension Board.

**RESOLVED – that an informal meeting be arranged to enable the completion of the necessary training.**

**COUNCILLOR TERESA HIGGINS**  
**CHAIR**