

## FIREFIGHTER PENSION SCHEMES MINUTES OF ANNUAL MEETING 12 SEPTEMBER 2017

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**PRESENT:**                    **EMPLOYER REPRESENTATIVE**

Councillor Teresa Higgins  
Mrs Karen Winter

**EMPLOYEE REPRESENTATIVE**

Mr David Kelly

**IN ATTENDANCE:**    Mrs Beverley Parker – Governance/Training Advisor  
Mrs Diane Snelling – Technical Pensions Advisor  
Mr Graeme Hall – Governance Manager, Kier Pensions Unit

**APOLOGIES:**            CFO Ian Hayton - Scheme Manager  
Dave Howe – Employee 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 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 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 for the ensuing year.**

**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 8 November 2016 be confirmed.**

**5. CHAIRS ANNUAL REPORT**

The Chair presented the Annual Report covering:

- Membership
- Budget
- Transparency
- Notifications of Interest
- Record Keeping
- Terms of Reference
- Governance
- Board Meetings
- Board Decisions
- Training

**RESOLVED – that the contents of the Annual Report be noted**

**6. TERMS OF REFERENCE**

The Chair presented the proposed updates to the Terms of Reference as outlined in red at Appendix 1 of the report.

**RESOLVED:-**

- (i) **that the Local Pension Board Terms of Reference be approved and displayed on the external website.**
- (ii) **that the Terms of Reference be reviewed on an annual basis.**

**7. GOVERNANCE AND ADMINISTRATION**

The Board discussed the increasing knowledge required regarding internal control processes and requested that a Guidance note be established and that this subject be added to their Annual Training Programme. Risk management was another area they also requested further written guidance be provided which should include information on the process for reporting breaches of the law to the Pension Regulator and approving a risk register.

**RESOLVED –**

- (i) **that a Guidance Note on Internal Control Processes be established**
- (ii) **that a Guidance Note on Risk Management be established**

## 8. COMMUNICATIONS

Mrs Diane Snelling (Technical Pensions Advisor) circulated an updated report to the Board which included information on:

- Brewster Judgement
- Retained Firefighter Pension
- Pension Freedom
- Auto Enrolment
- Contributions Holiday
- Appointment of Assistant Firefighters' Pension Adviser
- Firefighters Pensions Scheme Bulletin 1
- Update from Pensions AGM – November 2016
- Public Service Governance and Administration Survey 2016 – The Pensions Regulator
- Firefighter Pensions – Scheme Advisory Board Levy – including the Public Service Governance and Administration Survey summary of results
- Discrimination Appeal – Firefighter Pension Scheme
- Contribution Rate Bands
- Annual Pension Increase
- Recent Police Injury Award Appeal
- Annual Allowances
- Kier Business Services 2016/17 Performance
- Online Forum for Board Members

Mrs Snelling informed the Board that a Pension section had been established on the internal website for staff to access whenever they wished.

Mrs Karen Winter referred to the communication relating to the Public Service Governance and Administration Survey 2016 at paragraph 3.8 of the report and queried what record of complaints Kier kept. Mr Graeme Hall confirmed that Kier kept a record of any complaints received and these would be reported in the performance report. He confirmed that no complaints had been received for CFA to date.

The Board suggested a future meeting should address the issue of how communications are circulated to avoid duplication.

### **RESOLVED:-**

- (i) that the report be noted.**
- (ii) that future discussion takes place around how correspondence is circulated to avoid duplication.**

**9. TRAINING AND DEVELOPMENT**

Mrs Parker reported that some of the Board members had meet prior to the meeting to discuss and refresh their Training Needs Analysis and once all the Boards had been received, an updated training programme would be established. It was proposed that training sessions every three months be planned in but some members were concerned regarding the increased time commitments.

Mr Hall advised that Kier would also be able to contribute to the training programme either in new areas or a refresh in any areas the Board requested.

The Board discussed the issue of its limited knowledge regarding Pensions and Mr Hall suggested that an increase in the size of the Board by two Members (one employer and one employee representative) may help offset the risk of being inqurate and bring additional knowledge and experiences.

**RESOLVED –**

- (i) that Board training sessions be programmed in every three months.**
- (ii) that future consideration be given to increasing the size of the Local Pension Board by one additional employee representative and one additional employer representative.**

**10. ESTABLISHMENT OF RISK REGISTER**

Mrs Parker tabled a draft risk register based on potential risks to the Pension Board and each item was considered and discussed in detailed. Members requested some amendments and additions to the Risk Register which were then agreed.

**RESOLVED:-**

- (i) that the report be noted.**
- (ii) that the risk register be agreed and reviewed at every Board meeting.**

**11. VOLUNTARY SCHEME PAYS IN THE FIREFIGHTERS PENSION SCHEME**

The Board considered the operation of the Voluntary Scheme Pays in the Firefighter Pension Scheme for Cleveland Fire Authority and agreed that the Scheme Manager should use his discretion to agree to operate voluntary scheme pays for members unable to rely on mandatory scheme pays.

**RESOLVED – that the Scheme Manager use his discretion to operate voluntary scheme pays for Members unable to rely on mandatory scheme pays.**

**12. LGA FIREFIGHTERS PENSION CONFERENCE**

The Chair outlined details of the LGA Firefighter Pension Conference taking place in London on 9 and 10 October 2017. It was agreed Mrs Winter attend on the 9<sup>th</sup> October and a representative from Kier attend on the 10<sup>th</sup> October and reports be presented to the next meeting.

**RESOLVED – that Karen Winter and a representative from Kier attend the LGA Firefighters Pension Conference on 9 and 10 October 2017 and provide an update at the next meeting.**

**13. KIER BUSINESS SERVICES UPDATE**

In addition to apprising members of the Kier Business Services 2016/17 Performance report, two additional tabled reports were presented for the Boards information:

- Membership Report, which detailed
  - Member Data Quality
  - Measurement
  - Results
  - Opt Out Data
  
- Cleveland Fire Service Delivery Report 2017-18, this covered:
  - Regulations and Guidance overview April – June 2017
  - Performance Charts against individual service level requirements
  - Detailed performance tables (Appendix A)

Mr Hall reported that Kier was due to launch ‘21<sup>st</sup> Century Governance’ which was general guidance. He advised the Board on some of their internal processes reported that an address check of all the membership had recently been undertaken with 290 returns out of 360 being received.

Mrs Winter enquired whether there were any clashes with the Pension Scheme as we were registered with the National Fraud Data. Mr Hall responded that this would not cause any issues and they would commence reporting failures from April 2018 asked if Kier worked with any other Fire and Rescue Services (FRS). Mr Hall confirmed they worked with Cheshire FRS. Mrs Winter asked what experience Kier brought to the Brigade. Mr Hall confirmed he had worked with the Brigade when it was Cleveland County Fire Brigade and they had a number of staff with over 20 years experience and service.

**RESOLVED – that the report be noted**

**COUNCILLOR TERESA HIGGINS  
CHAIR**