AGENDA ITEM 5

LOCAL PENSION BOARD

CLEVELAND FIRE AUTHORITY

FIREFIGHTER PENSION SCHEMES
MINUTES OF MEETING
17 APRIL 2018

PRESENT:

EMPLOYER REPRESENTATIVES
Councillor Teresa Higgins - Chair
Karen Winter
EMPLOYEE REPRESENTATIVE
Dave Howe

IN ATTENDANCE: Ian Hayton – Scheme Manager
Beverley Parker – Governance/Training Advisor
Diane Snelling – Technical Pensions Advisor
Graeme Hall – Governance Manager, Kier Pensions Unit

1. DECLARATION OF MEMBERS INTERESTS

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

2. MINUTES

RESOLVED – that the Minutes of the Local Pension Board Meeting on 12 September 2017 be confirmed.

3. GOVERNANCE AND ADMINISTRATION

3.1 Guidance Note 5 – Reporting Breaches of the Law

The Board considered Guidance Note 5 – Reporting Breaches of the Law which covered:

- Legal requirements
- Practical Guidance
- Implementing adequate procedures
- Judging whether a breach must be reported
- Judging whether there is a 'reasonable cause'
- Judging was it of 'material significance' to a regulator
- Cause of the breach
- Effect of the breach

3.1 Guidance Note 5 – Reporting Breaches of the Law continued

- Reaction to the breach
- Wider implications of the breach
- Submitting a report to the regulator
- Whistleblowing protection and confidentiality

The Scheme Manager asked what mechanisms Pension Service Providers, as data processors, had in place to assure their systems were compliant. Graeme Hall reported that a specific amendment to the Service Level Agreement (SLA) would be required to reflect the introduction of the General Data Protection Regulations (GDPR) on 25 May 2018.

Karen Winter noted that this would also need to be a consideration when procuring Pension Services in the future.

The Board agreed to adapt the LGA template for reporting and recording breaches included in the report and agreed that all breaches by the Pension Services Provider needed to be reported to them on a regular basis including nil returns.

Mr Howe highlighted the potential for a situation where the Scheme Manager does not consider a breach serious but the Board may think otherwise.

It was agreed that a process for reporting breaches be established which outlined the actions to be taken in the event of a data breach which would include a flow chart and contact numbers.

RESOLVED –

(i) that Guidance Note 5 – Reporting Breaches of the Law be adopted.

(ii) that reporting of Breaches be included as a standing agenda item at all LPB meetings.

(iii) that the LGA table for reporting breaches be adapted for use by Cleveland.

(iv) that a draft process for reporting breaches be presented to the next Board meeting.

4. COMMUNICATIONS

4.1 FPS Bulletins 4, 5 and 6

The Board discussed the bulletins which had been previously circulated to the Board. Attendance at the National Pensions Conference in London on 17 and 18 September 2018 was also discussed.

The Board asked that a further update on Public Sector Pension Scheme protection be brought to the next meeting and whether any additional monies would be required.

Mr Hall reported that he would be attending the Modified 2006 Scheme Workshop on 2 May 2018 and would feedback to the Board at its next meeting.

4.1 FPS Bulletins 4, 5 and 6 continued

RESOLVED:-
(i) that the FPS Bulletins be noted.
(ii) that an update on Public Sector Pension Scheme protection be presented to the next meeting.
(iii) that the attendance of the Chair and Karen Winter at the Annual Pension Conference on 17 and 18 September 2018 be noted.

4.2 FPS Local Pension Board Effectiveness Report – Survey of FRA Local Pension Boards 2017

The Board considered the above report and specifically the following recommendations: Board Meetings; Board Membership, Key documents and processes and Scheme governance which were all detailed at Section 5.

The Board discussed whether it was possible to link with another FRS LPB regionally to improve effectiveness and skillbase.

RESOLVED:-
(i) That the report be noted.
(ii) That an update be provided to the next meeting regarding the potential of regional schemes.

5. TRAINING & DEVELOPMENT

5.1 2018/19 Training Programme

Some Members of the Board had attended the training session prior to the meeting regarding:

- How to report a breach of the law
- GDPR
- TPR online training modules
- Training needs analysis
- 2018 Training programme

Mr Hall gave Members a verbal update from the recent LGA Local Pension Board GDPR seminar.

The Board reported that they were working through the modules of the TPR online learning toolkit which was assisting in identifying any gaps in knowledge.

RESOLVED:-
(i) That the Board continue to complete their e learning development on the TPR website.
(ii) That the Board identify future development areas.

6. RISK REGISTER UPDATE

The Board reviewed the format of the current risk register and agreed to merge it with The Pension Regulator example included in the toolkit, as recommended at the annual Pension Conference.

6. RISK REGISTER UPDATE continued

Members agreed that the introduction of GDPR in relation to the potential for having a new Pension Service Provider when the contract expires in March 2019 was a significant risk.

RESOLVED:-

(i) That the Risk Register be updated to include the GDPR risk of the current Pension Service Providers contract expiring in March 2019.

(ii) That the format of the Risk Register be changed to incorporate the LGA Regulator toolkit example.

7. KIER BUSINESS SERVICES VERBAL UPDATE

7.1 Performance

Mr Hall circulated the 2017/18 Service Delivery Report which was discussed and scrutinised by the Board.

Mr Hall outlined some of the courses Kier offer and the Board requested an induction course be offered to staff.

RESOLVED:-

(i) That the 2017/18 Service Delivery Report update be noted

(ii) That Kier make arrangements to deliver an induction training session.

8. ANY OTHER BUSINESS

8.1 Thanks to Graeme Hall

Members congratulated Mr Hall on his new role and thanked him for the support he has given the Board since it was established.

COUNCILLOR TERESA HIGGINS
CHAIR