AGENDA ITEM 6

LOCAL PENSION BOARD
FIREFIGHTER PENSION SCHEMES

DATE: 12 SEPTEMBER 2018

TITLE: ANNUAL REPORT

REPORT OF: CHAIR OF THE BOARD

For Information

1. PURPOSE

1.1 To report on the Boards activities from April 2017 to August 2018.

2. RECOMMENDATION

2.1 That the Board note the report.

3. MEMBERSHIP

3.1 The Cleveland Fire Authority Local Pension Board Firefighter Pension Schemes (hereafter referred to as 'the Board') was established on 27 March 2015 in accordance with statutory requirements and the first meeting was held on 31 July 2015.

3.2 The Board consists of 4 voting members with equal number of employer and scheme member representatives as follows:

Employer Representative 1	COUNCILLOR TERESA HIGGINS
Employer Representative 2	MRS KAREN WINTER
Employee Representative 1	MR DAVID HOWE
Employee Representative 2	MR DAVID KELLY

Also in attendance at Board meetings are:

Scheme Manager - Chief Fire Officer, Ian Hayton
Technical Pension Advisor - Diane Snelling
Governance/Training Advisor - Beverley Parker
Kier Business Services - Graeme Hall

4. GOVERNANCE AND ADMINISTRATION

4.1 Terms of Reference

The Board refresh the terms of reference on an annual basis to ensure they are still current and relevant.

The principle remit of the Board is to assist the Scheme Manager in the efficient and effective governance and administration of the Pension Schemes through:

1. the provision of advice in line with the primary core function in securing compliance with the regulations, and all other legislation relating to the governance and administration of the Scheme, and those requirements imposed by the Pensions Regulator.

2. the secure compliance with Regulations, any other legislation relating to the governance and administration of the Scheme and requirements imposed by the Pension Regulator in relation to the Scheme.

Under the Regulations the Scheme Manager can determine the appointment of other Local Pension Board Members, ie members who are not there to represent employers or scheme members. .

4.2 Board Meetings

The Board meets in an advisory capacity and has no delegated powers. The Board has met regularly to discharge its duties and responsibilities effectively and also hold regular training sessions. There is also the provision for additional meetings to be convened on notice. The quoracy of the Board is one employer and one employee. The Board met on the following occasions:

12 September 2017 – LPB meeting
25 January 2018 – Training
17 April 2018 – LPB meeting

The Chair is a representative from the Employer side and was appointed by the Board at the 2017 Annual meeting.

A minimum of two Board meetings are held in addition to scheduled training sessions. Additional Board meetings can be called under notice.

4.3 Transparency

All Board meeting agenda and reports are published on the website and will be kept electronically for 7 years (excludes information under Section 100(A) (4) of the Local Government Act.

Information on the LPBFPS can be found on the Brigade website at https://www.clevelandfire.gov.uk/about/fire-authority-2/

4.4 Budgets

A budget of £500 has been established to undertake any training requirements the Board may have to enable them to fulfil their role.

Under the terms of the 2014 regulations [4H(2)] the Authority continue to pay a levy to the Scheme Advisory Board (SAB) to cover the cost of the National Fire Pensions Advisors posts and the work of the SAB. The cost to the Authority for 2017/18 is £5.67/firefighter.

4.5 Notification of Interests

All members of the Board have completed a Notification of Interest Form to which the Scheme Manager and Legal Advisor and Monitoring Officer have concluded that there are no current conflicts of interest. Declarations of Interest are a standing agenda item. All Notifications of Interest Forms are refreshed annually

4.6 Record Keeping

Records are kept for:

- Records relating to any pension board meeting
- Records relating to any other decision made by pension board members while carrying out their role as pension board members
- Records relating to any decision made by a committee or sub-committee of the pension board not ratified by the pension board
- Training logs which are maintained by the Training Advisor for all LPB members
- Any Breaches or potential breaches of the law

4.7 Approved Guidance Notes

The Board have adopted the following Guidance Notes:

Guidance Note 1 – Conflicts of Interest and Representation
Guidance Note 2 – Knowledge and understanding required by Board members
Guidance Note 3 – Administration
Guidance Note 4 – Role of Local Pension Board Members
Guidance Note 5 – Breaches of the Law

5 BREACHES OF THE LAW

In April 2018, the Board adopted Guidance Note 5 and agreed that the register would include details of all breaches and also areas of concern that have been considered and not felt to be a breach.

6 RISK REGISTER

A risk register has been established and the progress of which is a standing agenda item.

7 GDPR

The Board have received training on the implications of GDPR and have issued a Full Privacy Notice which is displayed on the website.

8 TRAINING

The Board have attended numerous training sessions based on The Pension Regulator areas of

- Conflicts of Interest
- Managing risks and internal control
- Maintaining accurate member data
- Maintaining member contributions
- Providing information to members and others
- Resolving internal disputes
- Reporting breaches of the law

The majority of Board Members are now nearing completion of the TPR e learning modules. The following training events have taken place:

12 September 2017	LPB Annual Meeting	2017/18 training programme Training Needs Analysis	Cllr Higgins K Winter D Kelly Technical Pensions Advisor Governance Training Advisor Kier Pensions Manager
9/10 October 2017	LGA Annual Pension Conference, London	2 day conference	K Winter Scheme Manager Kier Pensions Manager
15 November 2017	Leeds	Tax Aware Seminar	Cllr Higgins Pensions Training Advisor
25 January 2018	LPB Training	TPR e learning	Cllr Higgins K Winter Scheme Manager Kier Training Co-ordinator Technical Pensions Advisor Governance Training Advisor
15 March 2018	Northumber -land FRS	LGA Pension Board Training – presentation circulated to Board	Governance Training Advisor
17 April 2018	LPB Meeting	Training took place prior to meeting GDPR TPR e learning How to report a breach	Cllr Higgins D Howe K Winter Scheme Manager Technical Pensions Advisor Governance/Training Advisor Kier Pensions Manager,
19 June 2018	London	LGA Pension Board Training	Cllr Higgins Governance Training Advisor

9 ANNUAL PENSION CONFERENCE

The LGA Annual Pension Conference is to be held on 17/18 September 2018 in London. The Chair, Scheme Manager, K Winter and the Technical Pensions Advisor are attending the relevant seminars.

COUNCILLOR TERESA HIGGINS
CHAIR