AGENDA ITEM 7

LOCAL PENSION BOARD
FIREFIGHTER PENSION SCHEMES

DATE: 12 SEPTEMBER 2018

TITLE: GOVERNANCE & ADMINISTRATION

REPORT OF: GOVERNANCE/TRAINING ADVISOR

For Approval

1. PURPOSE

1.1 To update the Board on the following governance and administrative issues.

2. RECOMMENDATIONS

2.1 That the Local Pension Board Terms of Reference be approved and reviewed on an annual basis.
2.2 That the Board establish if there have been any breaches or potential breaches of the law.
2.3 That the frequency and schedule of meetings for 2018/19 be agreed.
2.4 That an Annual Work Programme be approved
2.5 That the Board note the TPR "Public Service Governance and Administration Survey"
2.6 That the Guidance Notes be noted

3. TERMS OF REFERENCE

The Terms of Reference were first approved by the Board in 2015 and updated in September 2017. The Board are asked to consider if the current Terms of Reference attached at Appendix 1 are still current and relevant. The Pension Regulators Code of Practice 14 – Governance and Administration of Public Service Pension Schemes forms part of the Terms of Reference and can be found at https://www.clevelandfire.gov.uk/about/fire-authority-2/cfa-committee-information/local-pension-board-2/

4. BREACHES OF THE LAW

At the LPB meeting on 17 April 2018, the Board agreed that any breaches or potential breaches be referred to the Scheme Manager, who would also hold the Register. The Board agreed that Guidance Note 5 – Breaches of the Law be adopted.

5. 2018/19 SCHEDULE AND FREQUENCY OF MEETINGS

in 2017 the Board met twice to discharge its duties and responsibilities effectively and also held additional training sessions. There is also a provision within the terms of reference for additional meetings to be convened on notice.

The LGA and The Pension Regulator are now proposing that Local Pensions Boards hold a minimum of three to four Board meetings a year in addition to any scheduled training sessions.

The Board are asked to consider the future frequency of Board meetings and training sessions.

6. ANNUAL WORK PROGRAMME

The Board are asked to consider the establishment of an annual work programme, the aim of which is to assist the Board in the planning and administration process and relevant timelines of the Annual Pension cycle.

This work programme will assist in strengthening the Boards internal controls and monitoring.

A draft programme is attached at Appendix 2 for the Boards consideration.

7. THE PENSIONS REGULATOR – PUBLIC SERVICE GOVERNANCE AND ADMINISTRATION SURVEY

That the Board consider and note the TPR "Public Service Governance and Administration Survey" summary of results publication attached at Appendix 3.

BEV PARKER
GOVERNANCE/TRAINING ADVISOR