

# Public Document Pack

## West Sussex Fire & Rescue Service

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10<sup>th</sup> October 2018

## West Sussex Fire & Rescue Service Local Pension Board

A meeting of the Board is to be held at **14.30hrs** on **Wednesday, 7 November 2018** at **County Hall, Chichester**.

### Chair Kieran Amos

Assistant Chief Fire Officer

**To: all members of the FRS Local Pension Board**

### AGENDA

1. **Apologies: Jon Lacey**

2. **Declaration of Interests and Gifts and Hospitality**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such as an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt, contact Kieran Amos before the meeting.

3. **Urgent Matters**

Items not on the agenda, which the Chairman of the meeting is of the opinion, should be considered as a matter of urgency by reason of special circumstances.

4. **Minutes from the meeting held on 2nd May 2018 and Action report**  
(Pages 3 - 6)

To confirm the previous meeting's minutes and action log.

5. **Administration Procedures and Performance**

The Board is asked to note the report and request any further information that is required.

Administration Procedures and Performance Report - by Executive Director for Communities and Public Protection and Chief Fire Officer

- Supporting appendices
  - Appendix A Amendment Order Technical Note

- Appendix B Voluntary Scheme Pays Policy
- Appendix C WSF Common Data Certificate
- Appendix D West Sussex Trustee Pack
- Appendix E Fire Caseload Performance Stats
- Appendix E Fire Caseload Performance Stats v2
- Appendix F Membership Movements and Opt Outs
- Fire Pension Board Oct 2018

6. **Scheme Advisory Board**

7. **Confidential Items for discussion**

Nil to note.

8. **Pension Regulator survey response summary report**

9. **Training Schedule review**

10. **Eligible Board Members**

11. **Date of Next Meeting**

The next meeting of the Board will be held on 3<sup>rd</sup> December 2018.

# FRS Local Pension Board Meeting



## NOTES OF MEETING HELD ON Wednesday 2<sup>nd</sup> May 2018

### CPP Meeting Room 215 / from 14:00 hrs

#### Present:

Kieran Amos	Chair FRS Board Representative
Jon Lacey	FRS Board Representative
Gary Locker	FOA Board Representative
James Diston	RFU Board Representative
Joe Weir	FBU Board Representative
Tara Atkins	WSCC Pension Consultant
Clare Chambers	Capita Pension & Operations Manager

#### **1. Attendees and Apologies**

FRS Board Representatives Jon Simpson and Adrian Murphy

Introductions were made for the new board members.

#### **2. Declaration & Registration of Interests, Gifts & Hospitality**

Nil to declare.

#### **3. Outstanding Actions & Issues**

The Previous minutes were reviewed and authorised. The minutes can be added to the website.

#### **Urgent Matters**

Nothing to declared

#### **4. Administration Procedures and Performance**

Tara Atkins (TA) provided papers for circulation prior to the meeting. The papers were reviewed and discussed at this meeting.

Tara Atkins and Clare Chambers provided a breakdown of the reports and any queries or further clarification has been noted below.

*Caseload Performance Membership*

*Movement*

*Pension Board Presentation Capita Role Fire and*

*Pension Statistics*

*Fire Pension Board Report*

**1) Caseload Performance**

- Issues with payroll causing delays in providing estimates.
- KPI failings CC can look at the delays, for reference these cases have been completed.
- TA confirmed identified recently the way Capita report is for month completed rather than month received.
- Hartlink portal does not recognise more than one scheme number for a member therefore produces incorrect benefit summary figures. Concern that approx. 90% of staff has more than one scheme reference number. A request was made for the portal to be taken off line until rectified.

*Action: 18<sup>th</sup> June scheduled pension meeting to be changed to a Hartlink portal practical session to address queries invitees will be Board Members, TA, CC, Sandy Armstrong and James Scull.*

*GL has offered as an end user to speed up ahead of the meeting on the 18<sup>th</sup> June. GL to send details of queries and if required CC to arrange an internal meeting ahead of the 18<sup>th</sup> June.*

**2) Membership Movement**

Paper reviewed and discussed.

Newsletter will be published in line with annual benefit statement for active members. Aim will be to send the comms at the same for those that opted out to receive electronic communication and pensioners statements.

Clare Chambers (CC) referred to the One Voice communication email circulated with details for pilot member drop session this Friday to ask questions about the pensions. It was noticed that FRS staff have not arranged to attend. It was felt that a FRS communication would be too late at this stage therefore CC offered to attend arranged locations to hold drop in sessions for FRS staff.

*Action: To arrange drop in sessions at various station locations, CC will run a presentation with a Q&A session or 1:2:1 clinic, preferred option to be confirmed. Then arrange for a FRS All communication with Jo Steele CC/JW/KA*

**3) Website Review**

TA As in the report made reference to OSD annual review of website and random content review. To be reviewed on a monthly basis and relevant interim period to ensure information contained on the website is up to date and relevant.

**4) Capita Administration Pension**

CC confirmed a wider staffing team to assist further Fire and Rescue.

## **5) Fire Pension Report**

Reordered the way the report is set as a reminder to the Board.

Deferred letter changes advice guidance LGA legislation, adopting the same process for Fire and change the way in which we communicate. Options and benefit entitlement, standard letter at point of leaver letter received and options sooner i.e. to transfer and benefit entitlement.

JW made reference to ill health, assessed against the wrong regulations. Capita were not advised of the ill health process. CC confirmed Capita normally would not know until awarded. No issues with advance warning to commence the process.

TA Fire use County Council sickness policy at relevant point the person should be referred to ill health and then have the person assessed and part of that would be the point to liaising with pension or HR directly for an estimate for the individual. Until the individual is assessed it is difficult to say which tier that would be. KA referred to a heads up for prework. TA raised a concern with that process may end up doing a lot of work for someone who may not be offered an ill health assessment. FRS estimate may take some time and it was felt the Service would like to be in a better place. TA confirmed the final decisions are made by CFO Gavin Watts with advice from TA.

*Action: KA suggested for an Advance Warning process Ill Health Assessment meeting to be arranged between KA/CC/JW/Donna McCarthy HR and Sandy Armstrong Capita.*

TA identified ill health certificates were out of date and not user friendly. Redesigned certificate in line with LGA and circulated out to regionally group to be used. Hopeful this will help with the process and HML will use for fire.

Error HML report – feedback, Producing the report provided the information to inform a decision to be made.

## **6) Contributions Holiday**

JW pointed out raised at Sean Starbuck level and don't be surprised if another issue is raised. TA stated personal tax issues and not fire authority.

JW if there was a refusal to pay and demand letter issued. CC we paid the money to HMRC and for Fire authority to claim the money.

TA confirmed we have the ability to put a hold on reminders.

## **7) Brewster Judgement**

TA made reference to update of information in the report and going forward will not be an issue.

## **8) Guaranteed Minimum Pension (GMP)**

Capita appointed to carry out a full reconciliation on work elements as stated in the report.

## **5. Urgent Matters Arising**

- Nil raised for discussion

## **6. Confidential Items for Discussion**

- Nil raised for discussion

## **7. Pensions Ombudsman case Mr A vs Warwickshire FRS**

JW provided a brief summary case retained pay everything should be treated as pensionable. Disturbance pay not pensionable.

TA Referenced understanding based on the Norman and Cheshire case. A piece of work to do to identify and rectify. LGA guidance and advice for regionally and nationally and outcome scheme advisory board a piece of pensionable pay in general. Agenda piece ongoing in getting clear guidance. TA recommendation will be to wait for outcome of the other case as we do not want to put resource into one case and then have to do something different further down the line.

See what the wider agenda pensionable pay are looking to do.

JW raised a question green book or non-operational entering into the pension scheme. IRMP indicated that non-operational should not be able to join the Firefighter Pension Scheme. TA advised potentially in the 1992 scheme as guidance was different. Firefighter up to a WM definition into scheme.

## **8. Communications Update**

Reference for newsletter

- Address communications Hartlink online portal issues to take down until satisfactory
- Pension drop in sessions to be arranged and communicated
- CC learning and development gateway and feedback forms
- Pension special newsletter – Target the areas KA/CC to sit down with Jo Steele after the Hartlink workshop session in June
- Signposting Scheme advisory board, just for board and admin. Wait for the member's advisory board

Reviewed the service being supplied by Capita and looking to provide additional resource

## **9. Date of Next Meeting: 18<sup>th</sup> June 2018**

Due to the timing of the rescheduled May meeting it was decided to use the scheduled date in June to run the Hartlink Portal exercise.

*This concludes the meeting held on 2<sup>nd</sup> May 2018.*