

Public Document Pack

West Sussex Fire & Rescue Service

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22 June 2020

West Sussex Fire & Rescue Service Local Pension Board

A virtual meeting of the Board is to be held at **11.30 am** on **Monday, 22 June 2020**.

Chair Adrian Murphy

Area Manager Response

To: all members of the FRS Local Pension Board

AGENDA

1. **Apologies**

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 Adrian Murphy 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 9 December 2019 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 Chief Fire Officer

6. **Confidential Items for discussion**

Nil to note.

7. **Training Schedule Review**

8. **Date of Next Meeting**

The next meeting of the Board will be held on 28 September 2020.

FRS Local Pension Board Meeting



NOTES OF MEETING HELD ON 9 December 2019

FRS Meeting Room 215 at 10:30hrs

Present: Adrian Murphy, Andy Lowe, Tara Atkins, James Diston, Jon Lacey, Jon Simpson, Giles Sparkes, Jon Weir, Paul Mace, Sreya Gofford (Note taker)

1. Apologies

Dan Jadzevics and Lois Downer

2. Declaration & Registration of Interests, Gifts & Hospitalities

Tara announced that everyone should have signed the WSCC form and returned to her. Jo Weir and Paul Mace haven't finished it and they were asked to finish it and send this to Tara. Once done it will be published on the WSCC website. TPR Survey has been completed.

3. Urgent Matters

N/A

4. Minutes and Actions from Previous Meeting

Minutes and Actions from the previous meeting was agreed as an accurate record.

5. Administration Procedures and Performance

See Fire Pension Board Report and Appendices for further details.

Tara Atkins provided an update to the Board regarding Pension Administration with support from Andy Lowe.

The membership numbers and activity were shared with the LPB as **Appendix A**.

Tara mentioned we have set out membership numbers, which remain constant - the idea is to show the board the numbers within the scheme, some data quality work is still going on, we haven't had a massive change, not a lot of change in the membership portal.

Compliance with scheme regulation –

An update was given regarding **Revised Scheme Factors**. Home Office has issued a letter regarding the review of Scheme Factors due to the change to the SCAPE discount rate. GAD has provided replacement factor tables for FPS 2006. The pension administration software will be updated for the factor change. Civica, the software provider updates the system every 8 weeks.

Annual Benefit Statements – As an update to the September report provided to the Board, only 4 active and 21 deferred benefit statements remain outstanding for members

Agenda Item 4

of the Firefighter's Pension Schemes. This is a breach of Regulations and has been logged. It has been investigated and reported and Sabrina has signed this off now. A copy of the breach report is available at **Appendix B**

Performance – Hampshire County Council have maintained their 100% We are 100% record regarding performance and case completion, further details can be found in **Appendix C**

A copy of the note on Government Actuaries Department (GAD) Data Improvement Reports can be found in **Appendix D**. Working with Hampshire to see what records GAD has sent out a draft data template what information needs to submit in 2020. As a board it needs to be aware of the contributions. The result of the 2020 valuation will not be known immediately.

Communications:

Member Portal Access – Firefighters can register for a pensions account so that they can see their annual benefit statements online. This process was in place with CAPITA however it wasn't identifiable. Tara has now worked with Lucy and they can identify which team member needs to go in to.

Action: AM to create an article for the newsletter; and Union Representatives will cascade this message to their union members.

Registration on the member portal has gone up since last quarter.

Tara has picked up a new work with Lucy on producing a short guide on a fire scheme, there will be a link to the Hampshire Pension website. Tara has done some work to make sure new starters get this in their induction pack. Capita used to provide this as a part of the contract, but it has been stopped now. Tara hasn't had a conversation with Sabrina yet but will soon have one. As part of the recruitment they are now getting a document about the scheme. Joe Weir pointed out if you are not covered in fire pension scheme you are not covered in case of injury. He further added that we can't make people sign up but can make them aware so that they know about this.

Action – Communicating this to the staff. To look at including something in regard to the injury piece so that people are aware.

Firefighters Pension Scheme bulletins -Since last meeting, the LGA have issued 3 bulletins and brief detail of these, they are set out on **Appendix E**

Pensions Savings statement – Hants identified those that are potentially in breach and asked for additional information

The Pension Regulators (tPR) Scheme return was submitted by the statutory deadline of 19 Nov 2019. A copy of the scheme return is available at **Appendices F, G and H**.

tPR Administration and Governance Survey was submitted by the deadline of 30 October. A copy of the survey is available at **Appendix I**. CFO looked at it before it was submitted

The LGA's two-day AGM is covered within bulletin 24 and provides the links to the presentation throughout the two days- Tara suggests board members to look at it. Tara attended the sessions.

Action: Tara to investigate the numbers of deferred membership numbers in the 2006 scheme.

6. The Pension Regulator Code of Practice 14 (Compliance)

Tara gave an update on the Code of Practice 14.

The code covers 4 areas –

Governing the Scheme
 Managing Risks
 Administration
 Resolving Issues

The Code explains what you must have and should have. Tara has made a comparative study between 2019 and 2018, other than a few personalised training plans – most other items we are compliant with.

One of the recommendations by the Board is to have a process in place or training. This will illustrate what are the expectation of the board members etc. and the plan to go forward with that.

The latest compliance checklist has been appended **Appendix A –tPR Compliance Table**

We are in the process of publishing the conflict of interest – need two of the Board members – Jo Weir and Paul Mace to complete their forms. We are in compliance with the compliance table

7. New Policy Changes –tPR Governance requirements

Tara explained the six key processes, which are

- Documented policy to manage board members conflicts of interest
- Access to knowledge, understanding and skills needed to properly run the scheme
- Documented procedures for assessing and managing risks
- Process to monitor records for accuracy / completeness
- Process for resolving contribution payment issues
- Procedures to identify, assess and report breaches of the law

Tara has pulled together a knowledge questioner and then the Board will look at that what in terms of training it can do. On annual basis we will do the knowledge quest and will keep on top of that. The board members are asked to put sufficient time to do this.

Action: Adrian and Tara to put training plans for each of the members and complete this on an annual basis.

There will be an element of induction training going forwards, e-learning programme, local government declares there will be pension board training, if anyone can't attend the board training, they can attend the wrap up training. We need to have a better attendance at AGM.

Actions: Sreya to send the invite for the placeholder date for Firefighters Pensions AGM – 22-23 Sep 2020

8. Confidential Items for Discussion

N/A

9. Training Schedule Review

N/A

10. Date of Next Meeting

25 March 2019.

11. LPB Training Session (12:30 to 13:30)

The Board's training session consisted of the TPR Self-Assessment Tool and the 5 S's in Governance.

12. Appendix

Item 5 - Administration Procedures and Performance

Fire Pension Board Report, September 2019

Appendix A – Membership Numbers

Appendix B – Breach Assessment- Annual Benefit Statements 2019 (Active and Deferred)

Appendix C – Caseload Performance

Appendix D – GAD Data improvement note

Appendix E – LGA Fire Scheme Bulletins

Appendix F – Scheme Return Fire 2015 2019

Appendix G – Scheme Return Fire 2006 2019

Appendix H- Scheme Return Fire 1992 2019

Appendix I – tPR Public Service Governance Survey 2019

Item 6 – The Pension Regulator Code of Practice 14 (Compliance)

Appendix A – tPR Compliance Table

Item 7 – New Policy Changes – tPR Governance requirements

Item 8 – Confidential Items for Discussion

Item 9 – Training Schedule Review

Item 10 – Date of Next Meeting