

Public Document Pack

West Sussex Fire & Rescue Service

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16 September 2022

West Sussex Fire & Rescue Service Local Pension Board

A virtual meeting of the Board will be held at **11.30 am** on **Monday, 26 September 2022**.

Chair Peter Rickard

Assistant Chief Fire Officer

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. **New members to complete a declaration of interest form.**

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. **Risk Register**

5. **Minutes from the meeting held on 27 June 2022 and Action log** (Pages 3 - 4)

To confirm the previous meetings minutes and action log.

6. **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

7. **Communication Strategy**

The Board is asked to note the report and provide any feedback on the communications provided within the report.

Communication Strategy Report - Chief Fire Officer

8. **AOB**

9. **Date of Next Meeting**

The next meeting of the Board will be held virtually at 11.00 am on 7 December 2022.

Local Pension Board

Virtual meeting held on 27 June 2022

Attendees: Peter Rickard, Tara Atkins, Giles Sparkes, James Diston, Rachel wood, Jon Simpson, Dave Bray, Lee Spencer-Smith, Ali Thompson (minutes)

1. Apologies

Steve Ash, Andrew Lowe and Joe Weir.

2. Declaration of Interests & Gifts and Hospitality

None raised.

3. Urgent Matters

None raised.

4. Risk Register

This was last updated November 2019 and currently holds 17 items.

Action: PR, DB, SA TA to update it outside of this meeting and review items with control measures. This revised Risk Register will be used to drive the agenda of future meetings.

5. Minutes from the meeting held on 13 December 2021 and Action report

- PR to share his email with the Board – Action closed
- All other actions completed

6. Administration Procedures and Performance

Administration Procedures and Performance Report

Key points

- Paper should reference March meeting and not December.
- Member portal enrolment – comparison looks like figures have gone down without explanation. However, Hampshire had been notifying us of figures without reflecting when active members become retired members. It is a change in method of reporting.
- We are 100% compliant in regard to KPIs.
- There is an increase of members onboarding onto the system.
- DB - Can a notification come via email that responses or new documents are available online? **Action:** TA to raise.
- JD – login process is much easier now.
- LSS –when issues are raised, team responses have been very positive.

See Cyber Risk report

- If any risk was presented to the wider system, the Pension system would be taken down to protect it
- Monitoring cyber security, risk and resulting actions – WSCC fully compliant in IT systems. **Action:** TA will look at this for FRS and ensure we have the same level of security for pension services. Because we are part of WSCC, the Board have to do mandatory training which includes cyber risk training.

7. Communication Strategy

- Pension Board papers will be on the website once Accessibility Compliance has been achieved for past papers. **Action:** AT
- Future plan is to have a workshop for staff to ask Pension questions

8. Confidential Items for discussion

None raised.

9. Training Schedule Review

- Make this into an appendix for future meetings so that it is accessible. We need to review the schedule as being accurate and up to date because as a board we have to demonstrate that we are reviewing this at each meeting.
- The Annual Training Report from Board members should gather the statistics to inform the following year's training schedule. **Action:** TA to collate
- Annual LGA training completed by the Board at last meeting.

10. Future Pension Board Chair

PR agreed as Chair.

11. Date of Next Meeting

The next meeting of the Board will be held on Monday, 26 September 2022.