

# Public Document Pack

## West Sussex Fire & Rescue Service

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29 November 2022

## West Sussex Fire & Rescue Service Local Pension Board

A virtual meeting of the Board will be held at **11.00 am** on **Wednesday, 7 December 2022**.

### Chair Peter Rickard

Assistant Chief Fire Officer

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

## Agenda

### Part I

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 Peter Rickard 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. **Minutes from the meeting held on 26 September 2022 and Action log**  
(Pages 5 - 6)

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

5. **Part II Matters**

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

6. **Risk Register**

The Board is asked to provide feedback on the content of the report and request any further information that is required.

Risk Register Report - by Chief Fire Officer.

7. **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

8. **Communication Strategy**

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

Communication Strategy Report – by Chief Fire Officer

9. **Knowledge Assessment**

The Board is asked to note the report and provide any feedback on the training referred to within the report.

Knowledge Assessment Report – by Chief Fire Officer

10. **Date of Next Meeting**

The next meeting of the Board will be held at 10.00 am on 1 March 2023.

**Part II**

11. **Exclusion of Press and Public**

The Board is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated below, and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

Exempt: Paragraph 3, Financial or business affairs of any person (including the authority)

12. **Cyber Security**

The Board is asked to note the report and provide any feedback on the training referred to within the report.

Cyber Security Report – by Chief Fire Officer **(for members of the Board only)**



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## Local Pension Board

Virtual meeting held on 26 September 2022

Attendees: Pete Rickard, Tara Atkins, Rachel Wood, Dave Bray, Steve Ash (first hour), Lee Spencer-Smith (second Hour), Joe Weir, James Diston, Ali Thompson (Notes)

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### 1. Apologies

None.

### 2. Declaration of Interests & Gifts and Hospitality

New contact required as Adrian Murphy no longer the contact.

### 3. Urgent Matters

None raised.

### 4. Risk Register

R01 – TOR to be updated to appoint a Deputy Chair – agreed.

Do we appoint from the existing board or appoint a new member to the board? The latter will impact numbers on each side. **Action:** PR to appoint and update TOR.

R02 – agreed

R03 – agreed

R04 - agreed

R05 – agreed – RW mitigation coming in a new member of team about to start mid-October. In the event of that not being available, we would look to the wider Hampshire Pensions network and other partners.

Control measure to be added **Action:** RW/PR

R06 – **Action:** PR change to high risk as it is based on Hampshire having the resources to support. PR to look at control measures and mitigation measures

R07 – Agreed

R08 – **Action:** PR upgrade to medium risk to the FRS (rather than to the Board)

R09 – agreed

R10 - should we look to have agreed expectations on response times from pensions payroll to scheme members requesting information? **Action:** PR – to explore a reasonable expectation of time for payroll to get paperwork to Hampshire. **Action:**

PR – look at revising the WSCC HR policy to pay the known leavers in time for their retirement rather than waiting for scheme members to submit requests for payment. **Action:** PR What would an MOU look like.

R11 – agreed

R12 – agreed

R13, 14, 15 – Immediate Detriment needs to be added. The risk should be focussed on being taken to court. If we are specific, we should reduce the risk to unlikely and change the wording to focus on the admin. **Action:** PR

R16, R17, R18 are mapping across to the corporate RR

R19 – agreed

R20 – Union has successfully applied for judicial review

**Action:** AT - send the RR out 2 weeks prior to next meeting for updates and revisions

**5. Minutes from the meeting held on 27 June 2022 and Action report**

- Item 6 Cyber Risk report – **Action:** all - Each member must do the mandatory training on cyber security

**6. Administration Procedures and Performance**

No comments.

**7. Communication Strategy**

- Number of overseas members? **Action:** TA to find out

**8. AOB**

**Risk Register**

- Agreed to keep the RR as a framework for future meetings and give updates by exception ahead of each meeting. **Action:** AT to send out 2 weeks prior for updates by members for Board to be aware of before the meeting.

**Training – ref Pensions Training Assessment**

**Action:** TR

- December – Pension legislation and governance training
- March – annual LGA training – will require extra length **Action:** AT
- June – Andy’s team in Hampshire to help provide training on what the pensions admin team do
- September – training on Risk Management and Controls
- Will reassess knowledge and understanding end 2023
- New module on Cyber Risk available – **Action:** TA to resend email with info

**9. Date of Next Meeting**

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