

West Sussex Fire & Rescue Service

CPP Room 214
2nd Floor West Wing
County Hall
West Street
Chichester
West Sussex
PO19 1RQ
(01243) 786211
www.westsussex.gov.uk



23 March 2023

West Sussex Fire & Rescue Service Local Pension Board

A meeting of the Board will be held at **2.00 pm** on **Monday, 3 April 2023** at **County Hall, Chichester**.

Sabrina Cohen-Hatton
Chief Fire Officer

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.

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. **Part I Minutes of the last meeting** (Pages 5 - 6)

To confirm the Part I minutes of the meeting of the Board held on 7 December 2022.

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, that is whether they wish to discuss in depth any aspect of the Part II minutes of the previous meeting.

6. **Risk Register** (Pages 7 - 14)

Report by Chief Fire Officer.

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

7. **Administration Procedures and Performance** (Pages 15 - 26)

Report by Chief Fire Officer.

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

8. **Regulations and Guidance Update** (Pages 27 - 32)

Report by the Chief Fire Officer.

The Board is asked to consider the report.

9. **Communication Strategy** (Pages 33 - 48)

Report by Chief Fire Officer.

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

10. **Knowledge Assessment** (Pages 49 - 54)

Knowledge assessment report by Chief Fire Officer.

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

11. **Date of Next Meeting**

The next meeting of the Board will be held at 10.00am on Wednesday 14 June 2023 at County Hall, Chichester.

Part II

12. **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 another person (including the authority)

13. **Part II Minutes of the last meeting** (Pages 55 - 56)

To confirm the Part II minutes of the meeting of the Board held on 7 December 2022 (for members of the Board only - yellow paper).

To all members of the West Sussex Fire & Rescue Service Local Pension Board