

# Minutes



To: All Members of the Fire  
Pensions Scheme Board

Ask for: Nicola Cahill  
Ext: 25554

## **FIRE PENSIONS BOARD 20 JULY 2016**

### **ATTENDANCE**

### **MEMBERS OF THE BOARD**

R Thake, S Hedger, T Morey, N White

Upon consideration of the agenda for the Fire Pension Board meeting on 20 July 2016 as circulated, copy annexed, conclusions were reached and are recorded below:

*No declarations of interest were made by any member of the Board in relation to the matters considered at this meeting.*

### **PART I ('OPEN') BUSINESS**

### **ACTION**

#### **1. MINUTES**

Members agreed the minutes of the meeting held on 23 October 2015. Following on from action points raised at that meeting N White was appointed Vice Chairman of the Fire Pensions Board.

#### **2. PENSIONS COMMITTEE AND FIRE PENSION BOARD DIVISION OF RESPONSIBILITIES AND FORWARD PLANNING OF WORK**

2.1 The Fire Pensions Board considered a report which provided an update on the split of responsibilities between the Pensions Committee, which has the local responsibility for the administration of the Fire Scheme, and the Fire Pensions Board and confirmed the work of the Fire Pension Board along with a training policy for the Board.

2.2 The group's attention was drawn to Appendix A which outlined the training strategy, the purpose of which was to equip members with the necessary skills and knowledge to be competent in their role and to meet the need in relation to the fund's objectives. Members of the Board were advised that training issues would be addressed as they arose.

## **CONCLUSIONS**

The Fire Board noted the division of responsibilities between the Pension Committee and Pension Boards and agreed the business and training plan for the next 12 months.

### **3. HERTFORDSHIRE FIREFIGHTERS PENSION SCHEME – PENSION REGULATOR REQUIREMENTS**

- 3.1 Members considered a report which outlined the Pension Regulator Requirements and how they related to the Hertfordshire Fire Fighter Pensions Scheme.
- 3.2 The Board were advised that the Pension Regulator had provided a range of material to enable Pension Boards to discharge their duties in supporting the governance and administration of pension fund schemes.
- 3.3 It was noted that the Board was not a decision-making Board, but had the ability to review actions and decisions made by the Council regarding Fire Pensions.
- 3.4 The Board noted that the code of practice which outlined the standards of conduct and practice and how issues such as conflicts of interest, managing risk, record keeping, Member communications and managing contributions should be approached. Members welcomed the news that the code of practice provided by the Pensions Regulator was supported by an online tool kit.

#### **Conclusion**

- 3.5 The Board noted the report.

### **4. FIRE FIGHTER PENSIONS SCHEME – DISCRETION POLICIES**

- 4.1 The Fire Pensions Board considered a report which presented the Firefighters Pension Scheme discretion policy. It was noted that the policy covered the Firefighters Pension Scheme 1993, the New Firefighters Pension Scheme 2006 and the Firefighters Pension Scheme 2015
- 4.2 The Board were advised that the County Council had an obligation to publish discretions for each pensions scheme. On 23 February Full Council agreed that all matters relating to the policy (for all three schemes) should be the responsibility of the Pensions Committee and confirmed that decisions under the policy be delegated to the Director of Resources. At that meeting the Chief Legal Officer was also authorised to make any necessary changes to the Constitution to reflect these arrangements.

**CHAIRMAN'S  
INITIALS**

.....

- 4.3 The Board requested that regular updates be circulated to advise Members as to how discretions were being used and requested that an annual report be brought to the Board for its consideration.

### **Conclusion**

- 4.4 The Board noted the contents of the Fire Pensions Scheme discretion policy.

## **5. FIREFIGHTERS PENSION SCHEMES COMMUNICATION POLICY**

- 5.1 The Fire Pensions Board considered a report regarding the Firefighters Pension Communication Policy which had also been presented to the Pension Committee on 5 February 2015.
- 5.2 Members noted that members of the scheme (both active and deferred members) receive an Annual Benefit Statement, additionally information was available via the internet, information notes, a newsletter for active members and payslips.
- 5.3 The Board highlighted that the inclusion of information on payslips served as the best way to communicate with pension scheme members. Whilst materials may not be read at the time and discarded, payslips were filed electronically and so information would be readily available at any time.

### **Conclusion**

- 5.6 The Pension Board noted the Communications Policy.

## **6. LONDON PENSIONS FUND AUTHORITY FIREFIGHTERS PENSION ADMINISTRATION REPORT**

- 6.1 The Fire Pension Board considered a report which was provided by the London pensions fund Authority which provided a quarterly update on the delivery of the pensions fund administration services on; statistics and key performance indicators and an update on regulatory changes.
- 6.2 Members were pleased to note that the performance in relation to Service Level Agreements in the last two quarters had been over 99%.
- 6.3 Members heard that during quarter 4, one of the three deferred benefit cases had not been completed on time, translated to performance against the SLA at 67%. Members were pleased to note that the case had been completed within an agreed

rectification period.

6.4	In general discussion it was noted that the number of deferrals had increased. Members requested a breakdown of these statistics, to include those that remain in employment but had chosen to defer their membership.	Claire Cook
-----	--	-------------

6.5	Members requested that a Risk Report be brought for consideration by the Board at its next meeting.	Claire Cook
-----	---	-------------

**CONCLUSIONS**

6.6	The Fire Pensions Board considered a report which detailed the Firefighters Pension arrangements.	
-----	---	--

**KATHRYN PETTITT  
CHIEF LEGAL OFFICER**

**CHAIRMAN'S  
INITIALS**

.....