

## Minutes



To: All Members of the Hertfordshire Fire Pension Board, Chief Executive, Chief Officers, All officers named for 'actions'

From: Legal, Democratic & Statutory Services

Ask for: Theresa Baker

Ext: 26545

---

### HERTFORDSHIRE FIRE PENSION BOARD

15 DECEMBER 2017

#### ATTENDANCE

#### MEMBERS OF THE BOARD

**Employer Representatives:** T W Hone (chairman), J Smith (substituted for S Hedger)

**Member Representatives:** D Cooper (substituted for S Joiner), D Scotchford (vice chairman)

#### STANDING SUBSTITUTE MEMBERS

**Employer Representatives:**

**Member Representatives:**

Upon consideration of the agenda for the Hertfordshire Fire Pension Board meeting on 15 December 2017 as circulated, copy annexed, conclusions were reached and are recorded below:

*Note: 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

#### Chairman's Announcements

Sian Hedger had left the Council on 17 November 2017 and recruitment of another Employer Representative would begin.

#### ACTIONS

P Towey

#### 1. MINUTES

- 1.1 The Minutes of the Hertfordshire Fire Pension Board meeting of 27 September 2017 were confirmed as a correct record and signed by the Chairman.

## 2 COMMUNICATION POLICY STATEMENT 2017

[Officer contact: Jolyon Adam, Finance Manager  
(Tel: 01992 555078)]

- 2.1 The Board received a report on the updated Communication Policy Statement (Appendix A), last reviewed in January 2016.
- 2.2 P Towey highlighted the changes to the Communications Policy, primarily the move to electronic communications with members where possible and, in particular making the Annual Benefit Statement available online with electronic notification of publication.
- 2.3 Written notice of the intention to change the default method of communications would be received between January and April 2018, with the option to opt out of e-communications in favour of continuing to receive paper hard copies. Members opting for e-communication would be asked to nominate an email address for their email communications (including the Pensioner Newsletter), notifications, payslips and alerts; the first online Annual Benefit Statement (ABS) would be in August 2018.
- 2.4 The Board welcomed the convenience of online self-service, in particular for the ABS which would be permanently accessible.
- 2.5 As part of the LPP's new business model, calls would migrate between January and April 2018 from the London team to the Preston Team and similarly administration and payroll to the London team which would have a larger pool of technical support.
- 2.6 The public facing role of the LPPs Engagement Officers at pension surgeries and the technical support they received was highlighted. To assist the Board in understanding what was available to members of the Fire Pension Schemes officers agreed that LPP staff would attend the July meeting to update on the LPP's resilience and technical resources.

P Towey  
T Mutter  
N Lewins

### Conclusions:

- 2.7 The Board approved the 2017 Communication Policy Statement.

## 3. LOCAL PENSIONS PARTNERSHIP FIREFIGHTERS PENSIONS ADMINISTRATION REPORT

[Officer Contact: Taryn Mutter – Head of Client Delivery (LPP)]

3.1	The Board considered a report from the London Pensions Partnership (LPP) which provided the quarterly update on delivery of the pensions fund administration services with respect to statistics and key performance indicators; an update on regulatory changes, including the latest information on potential scheme changes and additional projects.	
3.2	To ascertain the trend in the number of deferred Fire Pension Scheme members, officers agreed to liaise with the LPP to provide the Board with the data (which may be in the annual accounts) (going back 5 years if possible).	P Towey T Mutter
3.3	In relation to the 5 cases completed outside of SLA but within the rectification period, the Board commented that the LPP should have the resources to deal with quarterly surges in transaction volumes and should record that the problems had been solved.	T Mutter
3.4	In regard of scheme regulations and changes, the Board heard that the decision on the discrimination case was likely to be after the March meeting and that the Brewster case was ongoing.	
3.5	Members heard that progress on the Pensions Dashboard was being held up by the need for pension providers to sign up to it.	
3.6	The Board were advised that the government levied all Pension Administering Authorities (the County Council), to fund the Scheme Advisory Board. The Scheme Advisory Board advised the Government on scheme design and also supported local fire pension boards in the interpretation of regulatory changes. The levy was £5.67 per active member.	
	<b>Conclusion:</b>	
3.7	The Fire Pension Board commented on additional information and content to be included in future reports.	
4.	<b>DATES OF FUTURE MEETINGS</b>  23 March 2018: 10:00am – 1:00pm 19 July 2018: 10:00am - 1:00pm  <b>OTHER PART I BUSINESS</b>  There was no other PART I business.	

**KATHRYN PETTITT**  
**CHIEF LEGAL OFFICER**

**CHAIRMAN**\_\_\_\_\_

**CHAIRMAN'S  
INITIALS**

.....