

## WORKSTREAMS UPDATE

### SUMMARY

1. This report sets out an update on the workstreams that were originally agreed at the Pension Board in January 2016.
2. The workstreams are designed to ensure that the Board operates in compliance with the Pension Regulator's Code of Practice for Pension Boards.
3. The list of activities is not exhaustive and has evolved over the last 12 months and will continue to do so over the coming months.

### RECOMMENDATIONS

4. That the Board considers the workstreams that are set out in this report.

### WORKSTREAMS

5. Appendix 1 of this report sets out the workstreams proposed for the Pension Board over the short-to-medium term.
6. The workload aims to meet the requirements of the Code of Practice for Pension Boards and has therefore been shaped into three broad areas:-

Governance, Administration and Communication

7. The elements that are timetabled to be reported upon at this meeting are set out below:-

- **Governance**

- G3 workstream – Training

- Training has been delivered at regular points since the inception of the Board in July 2015.

- Most recently in September 2017 a training session for Pension Board Members and Officers was delivered by colleagues from LGA Pensions and the Pensions Regulator.

- G5B workstream – Summary of Complaints Received

- A clear process for complaints has been adopted and is a key component of the governance of the Firefighter Pension Schemes (FFPS).

- There have been no complaints in relation to our administration of the FFPS in 2016/17 or 2017/18 to date.

## G6 workstreams – Risk Register

The Authority's team involved in the operation of the FFPS have developed a comprehensive Risk Register attached as Appendix 2.

The Risk Register identifies the two most dominant risks as the maintenance of Member data (Risk 2) and also legislative change (Risk 7).

These risks reflect the recent significant changes in the FFPS which have brought a much greater emphasis on the completeness and accuracy of data and a number of fundamental scheme changes and legal rulings.

Both of these risks will be monitored carefully and it is felt that the mitigations and controls in place at present are sufficient.

- **Administration**

### A1 workstream – KPIs and Benchmarking, SLAs

The Service now has an agreed set of Key Performance Indicators (KPIs) with West Yorkshire Pension Fund (WYPF) who act as administrators of the FFPS on our behalf.

The KPIs are monitored and reported on monthly. Appendix 3 sets out the position for quarter 1 and 2 of the 2017/18 financial year.

The data shows good performance in most of the key areas.

The KPIs provide a sound basis on which to manage performance going forward.

### A2 workstream – Costs per Member and Number of Scheme Members

Appendix 4 sets out the latest position of scheme members including those currently contributing to the 1992, 2006 and 2015 schemes and those in receipt of a pension.

This information will be brought to each Board meeting. Perhaps most striking is that approximately 68% of those contributing are in the 2015 scheme. This should increase over time as those in the 1992 scheme either retire and draw a pension or transition into the 2015 scheme.

## STRATEGIC PLAN COMPATIBILITY

8. No direct issues arising.

## FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

9. No direct issues arising.

## LEGAL IMPLICATIONS

10. The workstreams outlined in this report will ensure that HFRS can run a legally compliant Pension Board.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

11. No direct issues arising.

CORPORATE RISK MANAGEMENT IMPLICATIONS

12. No direct issues arising.

HEALTH AND SAFETY IMPLICATIONS

13. No direct issues arising.

COMMUNICATION ACTIONS ARISING

14. No direct issues arising.

DETAILS OF CONSULTATION AND/OR COLLABORATION

15. No direct issues arising.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

16. Papers as attached.

RECOMMENDATIONS RESTATED

17. That the Board considers the workstreams that are set out in this report.

**K WILSON**

Officer Contact: Kevin Wilson ☎ 01482 567183  
Executive Director Service Support/S.151 Officer

Humberstone Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull

KW/SJ  
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