

## PENSION BOARD – WORKSTREAMS

### SUMMARY

1. This report sets a programme of workstreams that will be brought before the Pension Board over the next 1-2 years.
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 can evolve over the next 1-2 years as the work of the Board develops.

### RECOMMENDATIONS

4. That the Board approves the workstream timetable contained within this report as the basis of its activities for the coming 1-2 years.

### 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 main 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**

- G2 workstream – Code of Practice

- The requirements of the Code of Practice (Appendix 1A) have been reviewed and used as a driver for the workstreams set out in Appendix 1. This will always be an iterative process and will be continuously reviewed as the Board develops over the coming months and years.

- G4 workstream – Knowledge

- Appendix 1B sets out the knowledge requirements of Pension Board members. In order to assist with the development of knowledge, relevant information has been housed in Dropbox and details of how to access this will be circulated separately.

- It is suggested that perhaps Members of the Board assess their knowledge requirements later in 2016 after the Board has had 2-3 meetings and after accessing the information that will be housed in Dropbox.

Further training in support of the G3 workstream (Training) can be arranged to meet any knowledge gaps that Pension Board members identify during 2016.

#### G5 workstream – Complaints

A clear process for complaints is a key component of the governance of the Firefighter Pension Schemes (FFPS). Appendix 1C sets out the flow chart that will be followed to deal with any complaints in relation to the FFPS.

- **Administration**

#### A2 workstream – Costs per member and number of scheme members

Appendix 1D of this report sets out the initial baseline 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 60% 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. This analysis underlines the need for robust and complete information in relation to pay for the 2015 scheme which relies on career average earnings as the driver of pension benefits rather than final salary.

- **Communication**

#### C1 workstream – Communication by the Service's scheme administrators

Attached at Appendix 1E is the latest communication from the Service's scheme administrators to scheme members.

The Service's scheme administrators aim to communicate in this way at least twice a year.

#### C2 workstream – Communication by the Service

Attached at Appendix 1F are screen shots that show an example of the information that will be available via the Service's portal with regard to pension information. This is an ongoing piece of development work. Any urgent pension related issues would be highlighted as messages in payslips as required. The expectation is to launch this before the end of February 2016.

#### JULY 2016 PENSION BOARD

8. The A3 (Data for CARE and data quality) and C4 (Calculators) workstreams will be reported to the July 2016 Pension Board in addition to the A2 (Costs per scheme member and number of scheme members) workstream which will be reported to each Board meeting.

#### STRATEGIC PLAN COMPATIBILITY

9. No direct issues arising.

#### FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

10. No direct issues arising.

#### LEGAL IMPLICATIONS

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

#### EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

12. No direct issues arising.

#### CORPORATE RISK MANAGEMENT IMPLICATIONS

13. No direct issues arising.

#### HEALTH AND SAFETY IMPLICATIONS

14. No direct issues arising.

#### COMMUNICATION ACTIONS ARISING

15. No direct issues arising.

#### DETAILS OF CONSULTATION

16. No direct issues arising.

#### BACKGROUND PAPERS AVAILABLE FOR ACCESS

17. Papers as attached.

#### RECOMMENDATIONS RESTATED

18. That the Board approves the workstream timetable contained within this report as the basis of its activities for the coming 1-2 years.

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