

## HUMBERSIDE FIRE AUTHORITY

### PENSION BOARD

26 JANUARY 2018

#### PRESENT:

Employer representatives: Councillor Shepherd (Chairperson) and P McCourt (Director of Public Safety)

Scheme Member representatives: Mr B Johnson

Councillors Briggs, Burton and Green attended as observers.

Executive Director Service Support/Section 151 Officer & Scheme Manager, Monitoring Officer/Secretary, Director of Human Resources, Head of Finance, Senior Finance Officer (Contracts and Procurement), Finance Officer and Committee Manager.

An apology for absence was submitted from Mr G Marshall.

The meeting was held at the Humberside Fire and Rescue Service Headquarters, Kingston upon Hull. Meeting commenced at 10.30 a.m.

*(The Chairperson welcomed the Director of Public Safety and Mr B Johnson who were attending their first meeting of the Board.)*

**5690 DECLARATIONS OF INTEREST** – There were no declarations.

**5691 MINUTES – Resolved** – That the minutes of the meeting of the Board held on 10 July 2017 having been printed and circulated amongst the Members, be taken as read and correctly recorded and be signed by the Chairperson.

**5692 UPDATE REPORTS – REPORTING BREACHES** - The Senior Finance Officer (Contracts and Procurement) reported orally, further to Minute 5531 of the Board held on 10 July 2017 that there had been no reported breaches in the last twelve months. The Executive Director Service Support/Section 151 Officer & Scheme Manager stated that it was good practice to have this as a standing item on the Agenda for meetings of the Board.

**Resolved** – That the report be noted.

**5693 WORKSTREAMS UPDATE** - The Executive Director Service Support/Section 151 Officer & Scheme Manager submitted a report setting out an update on the workstreams that were agreed at the Pension Board in January 2016. The workstreams were designed to ensure that the Board operates in compliance with the Pension Regulator's Code of Practice for Pension Boards. The list of activities was not exhaustive and has evolved over the last 12 months and will continue to do so over the coming months. Appendix 1 of the report set out the workstreams proposed for the Pension Board over the short-to-medium term. The workload aimed to meet the requirements of the Code of Practice for Pension Boards and had therefore been shaped into three broad areas (Governance, Administration and Communication). Attention was drawn to the following elements that were timetabled to be reported upon at this meeting:

- **Governance**

G3 workstream – Training - Training had 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 Local Government Association Pensions and the Pensions Regulator.

G5B workstream – Summary of Complaints Received - A clear process for complaints had been adopted and is a key component of the governance of the Firefighter Pension Schemes (FFPS). There had been no complaints in relation to the 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 had developed a comprehensive Risk Register attached at Appendix 2 to the report. The Risk Register identified the two most dominant risks as the maintenance of Member data (Risk 2) and also legislative change (Risk 7). Those risks reflected the recent significant changes in the FFPS which had brought a much greater emphasis on the completeness and accuracy of data and a number of fundamental scheme changes and legal rulings. Both of those risks would be monitored carefully and it was felt that the mitigations and controls in place at present were sufficient.

- **Administration**

A1 workstream – KPIs and Benchmarking, SLAs - The Service now had an agreed set of Key Performance Indicators (KPIs) with West Yorkshire Pensions Authority (WYPA) who act as administrators of the FFPS on the Service's behalf. The KPIs were monitored and reported on monthly. Appendix 3 to the report set out the position for quarters 1 and 2 of the 2017/18 financial year. The data showed good performance in most of the key areas. The KPIs provided a sound basis on which to manage performance going forward.

A2 workstream – Costs per Member and Number of Scheme Members - Appendix 4 to the report set 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 was 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.

**Resolved** – That the report be received.

**5694 THE PENSIONS REGULATOR SURVEY RETURN** – The Executive Director Service Support/Section 151 Officer & Scheme Manager submitted a copy of the return submitted to the Pension Regulator in response to the Public Service Governance Survey 2017. A copy of the proposed return had been previously circulated to Members of the Board and comments received had been reflected in the return submitted to the Regulator.

**Resolved** – That the information be noted.

**5695 2015 FIREFIGHTERS' PENSION SCHEME DISCRETIONS** – The Executive Director Service Support/Section 151 Officer & Scheme Manager submitted a document listing the Scheme Manager discretions (including those attached to an obligation) as contained in The Firefighters' Pension Scheme (England) Regulations 2014. Members were invited to forward any comments to the Executive Director Service Support/Section 151 Officer & Scheme Manager.

**Resolved** – That the information be noted.

**5696 SCHEME ADVISORY BOARD SURVEY OF FPS LOCAL PENSION BOARDS** – The Executive Director Service Support/Section 151 Officer submitted a copy of the proposed return to be submitted in response to the Scheme Advisory Board Survey of FPS Pension Boards. A Member suggested that the response to Question 21 might usefully elaborate on the tenure of Board Members as there had been a number of changes in the membership of the Board since it was established.

**Resolved** – That, subject to the response to question 21 being elaborated as now suggested, the survey return be approved.

**5697 COMMITTEE WORKSTREAMS 2017/18 AND DRAFT ANNUAL REPORT TO HUMBERSIDE FIRE AUTHORITY** – The Monitoring Officer/Secretary submitted a report reminding Members that the first meeting of each Committee in a new cycle received a report which outlined broadly the substantive reports that Members, as a minimum, could expect to receive during the forthcoming year. The intention behind the workstreams for 2017/18 was to provide Members of the Pension Board with a broad indication of the reports that they could expect to receive during the year. That enabled forward planning for the Corporate Management Team. The workstreams agreed were not exhaustive, but indicative. A draft Annual Report to the full Fire Authority in accordance with the Constitution was attached which briefly outlined progress against the workstreams agreed by the Board as the basis of its activities for the next 1-2 years at its meeting on 29 January 2016 (Minute 5007 refers). The workstreams were last updated by the Board at its meeting on 10 July 2017 (Minute 5532 refers). The report indicated that the details in respect to attendances would need updating after this meeting of the Board prior to the Annual Report being submitted to the Fire Authority (AGM) in June 2018.

**Resolved** – That, subject to the content being updated to take account of this meeting and minor typographical corrections, the draft Annual Report be approved for submission to the Fire Authority AGM in June 2018.

**5698 ANY OTHER BUSINESS** – The following matter was briefly discussed:

- G3 Workstream – Training - The Executive Director Service Support/Section 151 Officer & Scheme Manager reported that following on from the training session held in September 2017 it was proposed to arrange for Board Members to visit the Pension administrator (West Yorkshire Pension Fund) and that Members will be contacted regarding potential dates in the near future.
- Items of Business for Pension Board Agendas – The Executive Director Service Support/Section 151 Officer & Scheme Manager invited Members to contact him if they felt that any items of business not already covered at meetings of the Board should be included on the Agenda for future meetings.
- Cycle of Meetings 2018/19 – The Monitoring Officer/Secretary stated that it was envisaged that meetings of the Board in 2018/19 will reflect the arrangements agreed for the current year (with meetings being held at 10.30am on 13 July 2018 and 25 January 2019) and would be agreed by the Fire Authority AGM in June 2018.

*Meeting closed at 10.54 a.m.*

