

## DRAFT

Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority Pension Board, held at the Leicester City Council, City Hall, Charles Street, Leicester on Wednesday, 14<sup>th</sup> March 2018.

### PRESENT

Mr P Bedford CC (Chair)

Cllr A Thalukdar

Mr G Vaux (Fire Brigades Union)

Mr A Webster (Fire Brigades Union)

Mr I Howe (Pensions Manager, LCC / Scheme Administrator)

Ms E Johnston, (Pensions Dept, Leicestershire County Council)

Ms A Greenhill (CFA Treasurer / Scheme Manager)

Mr A Stretton, (Head of Finance, Leicestershire Fire and Rescue Service)

Mrs J Green (Minutes)

#### 1. **Apologies**

None received.

#### 2. **Minutes of the Local Pension Board meeting held on 28<sup>th</sup> September 2017**

##### **RESOLVED:**

The minutes of the Local Pension Board meeting held on 28<sup>th</sup> September 2017 were confirmed as a correct record.

#### 3. **Conflicts of Interest**

None declared.

#### 4. **Key Performance Indicators**

Ian Howe (IH), Scheme Administrator, Leicestershire County Council provided copies of the metric data on behalf of Leicestershire for the quarter ending 31.12.17.

##### ***Recording of estimates.***

IH noted that the number of requests being made by members needed to be monitored, adding that some members were making multiple requests as they wanted a variety of dates taken into account. The amount of requests received from Leicestershire was low but it was felt Fire Authorities should monitor the level of requests received to be able to make members aware of a potential cost being incurred if requests continue in significant numbers.

##### ***Metric Data.***

The information presented was for monitoring purposes only. IH felt they were

reflective of the other Authorities.

**RESOLVED:**

The Board noted the information presented.

**5. Scheme Administrators Update**

Ian Howe (IH), Pensions Manager, Leicestershire County Council provided a verbal update.

**Points raised:**

***GMP reconciliation – data held by HMRC***

IH confirmed things were going well for fire. Of 467 active members, 54 queries were being looked at and had been returned to HMRC for review and remain unresolved to date.

The Board were informed that any decision not to pay any stalemate cases would be made by the Scheme Manager, in agreement with IH, based on all evidence available. The Board was happy with this process.

***GDPR (General Data Protection Regulations)***

Adam Stretton (AS) confirmed he was carrying out work to provide this information. It was anticipated that the templates would be ready by the end of month and IH would circulate. AS is working on an action plan to establish a Project Board and Team and would contact Elena Johnston when the guidance is received. All three Authorities are to follow the same process.

***Valuation***

The first results of the cost of the overall fund had been expected by the end of last year, this has now been extended to Spring 2018. IH had contacted the LGA as the delay was having an impact on future budgeting but no further progress had been made to date.

Alison Greenhill (AG) confirmed she would be happy to send a letter on behalf of the 3 Fire Authorities.

***IDRPs – Appeals Stage II***

AG confirmed there had been 3 Appeals heard during the last quarter.

***One Joint Board***

A letter had been sent to ministers on behalf of the 3 Fire Authorities in this regard. No response had been received to date.

AG suggested that a pre-emptive report be taken to the June meeting of the CFA seeking its approval to a joint board. It was also acknowledged that the same report could be sent to the other Fire Authorities for information, noting their FAs have previously agreed to proceed with a joint board.

***Governance***

The Board discussed the following matters:

- A Workplan – Identifying standing items for each meeting
- Member training
- Frequency of meetings

The Board considered the following Agenda items to be added to each meeting:

- A Breaches log
- A Risk register
- The Annual Report – linked to the Annual Meeting of the CFA

### ***Members of the Board***

It was acknowledged that more employer side members were required to sit on the Board. AG had discussed this with the Chief Fire and Rescue Officer (CFO) and the Assistant Chief Fire and Rescue Officer (ACO). It was suggested that in the short term a pool of up to 4 people be established. All member representation would be reviewed if a joint board was approved.

#### **RESOLVED:**

The Board noted the information provided.

## **5. Scheme Manager's Update**

Alison Greenhill (AG), Scheme Manager provided a verbal update to the Board.

Graham Vaux (GV) discussed the IDRP process and suggested that the consideration of a new process would be beneficial. He had looked at different processes undertaken by other regions and felt a no member panel offered a possible way forward. AG agreed she would give this some consideration and report back to the Board.

#### **RESOLVED:**

The Board noted the information provided and the actions arising:

- AG and AS agreed to meet to discuss the allowances paid and pensionable allowances and provide a report of the findings to the next Board meeting.
- AG to provide a report for consideration by the Board suggesting options for a new IDRP process.

## **7. Draft Risk Register**

Alison Greenhill (AG), Scheme Manager presented this report seeking the Board's approval of a first draft risk register.

#### **RESOLVED:**

The Board approved the draft risk register and agreed to receive an update report at each quarterly meeting.

## **8. Breaches**

Alison Greenhill (AG), Scheme Manager presented the report to the Board. It was confirmed that to date there was nothing to note but that this would be a standing Agenda item going forward.

It was confirmed that the Register would be completed and circulated to Board Members in the event of a breach.

#### **RESOLVED:**

That the Board approved the Breach Assessment template and Breach Register as noted at Appendix 1 and 2 of the report.

**9. Date of next meeting**

**RESOLVED:**

The Board agreed that future meetings would take place following each Combined Fire Authority meeting. The next meeting to be held on 20 June 2018.

**Future Meetings:**

27<sup>th</sup> September 2018

12<sup>th</sup> December 2018

6<sup>th</sup> February 2019

**9. Any other business**

There was no further business.

**14<sup>th</sup> March 2018**  
**10:00 am – 11.05 am**

**CHAIR**