

Minutes of a meeting of the Combined Fire Authority - Local Pensions Board held at Leicestershire Fire and rescue Service Headquarters, Birstall on Wednesday, 20 June 2018.

**PRESENT**

Mr. P. Bedford CC (in the Chair)

Cllr. A. Thalukdar  
Alison Greenhill  
Ian Howe  
Elena Johnston

Adam Stretton  
Adam Taylor  
Andrew Brodie

1. **Apologies.**

Apologies were received from Graham Vaux, Fire Brigade Union.

2. **Minutes of the Local Pension Board meeting held on Wednesday 14 March 2018.**

**RESOLVED:**

The minutes of the Local Pension Board meeting held on 14 March 2018 were confirmed as a correct record.

3. **Conflicts of Interest.**

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No such declarations were made.

4. **Key Performance Indicators; KPI overview, Estimate breakdown, Metric data.**

The Board received a verbal update from Ian Howe, Scheme Administrator, regarding the Key Performance Indicators (KPIs).

Members were informed that all KPI targets for quarter 4 (from 1 January 2018 to 31 March 2018) had been met. The report also showed the positive comments from users regarding the level of service received.

Data showing the level of pension estimates requested and provided by each of the three Fire Authorities, showed that Leicestershire Fire Authority received more requests than Nottinghamshire and Derbyshire. It was explained that some had been multiple requests and Members were assured that all pension estimates were checked to ensure that mistakes had not been made. Members agreed that it would be beneficial to understand the reasoning for the higher number of requests for pension estimates in Leicestershire.

The Chairman asked that his recognition of the work of the team be placed on record.

**RESOLVED:**

- a) That the Scheme Manager would interrogate the data available and would inform the Committee of any reasons or trends identified which would lead to a higher level of requests for pensions estimates from Leicestershire Fire Authority.
- b) That the data presented regarding the pension estimates for Leicestershire Fire Authority be noted.

5. Scheme Administrator's Update.

The Board received a verbal update from Ian Howe, Scheme Administrator, regarding the administration of the Pension Scheme for Leicestershire Fire Authority.

Arising from discussion the following points were raised:

- i) The General Data Protection Regulations (GDPR) came into force in May 2018. Members were informed that all GDPR notices had been produced and were available on the website. Positive feedback had been received from the Leicestershire Fire and Rescue Service (LFRS) Data Protection Manager;
- ii) Regarding valuation – a meeting had been held with the three Fire Authorities and the Home Office; there was no news on the impact on pension members although it was expected that contribution rates would be affected. Members were informed that the issue affected many Fire Authorities;
- iii) The year-end report from the payroll provider had been received and detailed pensionable pay for each pension record. Queries related to the level of pensionable pay, where there had been an increase or decrease, had been sent to LFRS Finance Team for clarification and these were currently being checked;
- iv) The Pensions Regulator had increased the standards expected regarding data quality; the Scheme Administrator would ensure that the standards were met;
- v) The Scheme Administrator had compared LFRS Scheme Data with HMRC data to ensure that the Guaranteed Minimum Pension (GMP) requirements were met. Currently, some outstanding queries were being addressed by HMRC. This was a national exercise, for all Pension Schemes; the Scheme Administrator assured Members that the deadline of 31 December 2018 would be met.

**RESOLVED:**

That the update on the administration of the Pension Scheme for Leicestershire Fire Authority be noted.

6. Scheme Manager's Update.

Alison Greenhill, Scheme Manager, provided a verbal update to the Board and informed Members that there were no significant issues to report; previous issues raised had been resolved.

Regarding membership, it was acknowledged that more employer side members were required to sit on the Board. Andrew Brodie, the Assistant Chief Fire Officer, agreed to pursue this with staff.

**RESOLVED:**

That the:

- a) Update from the Scheme Manager be noted; and
- b) Senior Management Team would encourage increased attendance by the employee side members at future meetings.

7. Risk Register.

The Board received a report from Alison Greenhill, Scheme Manager which presented the risk register for the Leicestershire Pension Scheme. A copy of the report, marked 'Agenda Item 7' is filed with these minutes.

Members were informed that officers would compare the risk register for each of the three Pension Schemes (Leicestershire, Nottinghamshire and Derbyshire) to ensure that the approach to risk, and the related scoring, was consistent. It was recognised that the system in place for Leicestershire needed refining to bring it up to the standard of the Derbyshire and Nottinghamshire Schemes.

**RESOLVED:**

That

- a) the report from the Scheme Manager be noted; and
- b) the risk register for the Leicestershire Pension Scheme be approved.

8. Breaches.

The Board received a report from Alison Greenhill, Scheme Manager which informed of the new procedures in place to record, consider and report breaches in the administration of the Pension Scheme. A copy of the report, marked 'Agenda Item 8' is filed with these minutes.

Members were informed that there were no breaches to report this quarter.

**RESOLVED:**

That the new procedures in place to record, consider and report breaches in the administration of the Pension Scheme, be noted.

9. Joint Pension Board - next steps.

The Board received a verbal report from Alison Greenhill, Scheme Manager regarding proposals for a joint pension board.

Arising from discussion, the following points were made:

- i) Members of Leicestershire, Derbyshire and Nottinghamshire Pension Boards met with representatives from the Local Government Association, the Home Office and the Fire Authorities, on 14 June 2018 to consider the formation of the East Midlands Joint Pension Board;
- ii) The Home Office was supportive of the plans for the East Midlands region; this would be the first joint pension board nationally. It was expected that this would be well received by the Secretary of State;
- iii) The membership of the East Midlands Joint Pension Board would initially involve the merger of the three Local Pension Boards as they were currently formed; the Joint Pension Board would have a rotating Chairman;
- iv) The proposal would be submitted to the Secretary of State in September 2018;  
and
- v) The new arrangement would generate efficiency savings.

The Chairman asked that his gratitude to the officers involved be recorded.

**RESOLVED:**

That the verbal report of the Scheme Manager and the formation of the joint pension board be noted.

10. Date of next meeting.

The next meeting of the Local Pensions Board will be held on Thursday 27 September 2018 at Leicester City Council following the meeting of the Combined Fire Authority.

11.10 - 11.50 am  
20 June 2018

CHAIRMAN