

# West Midlands Fire and Rescue Authority

## Pension Board

**You are summoned to attend the meeting of Pension Board to be held on  
Tuesday, 20 September 2022 at 14:00**

**at Digital Meeting via Teams,**

**for the purpose of transacting the following business:**

## Agenda – Public

- 1 To receive apologies for absence (if any)
- 2 Minutes of the Previous Pension Board held on 28 March 2022 **3 - 8**
- 3 Minutes of the Previous Pension Board held on 10 June 2022 **9 - 10**
- 4 Chairs Introductions
- 5 Business as Usual Performance Report **11 - 18**
- 6 Immediate Detriment Update  
[Verbal Update]
- 7 Recruitment  
[Verbal Update]
- 8 Annual Report of the Pensions Board 2021-2022 **19 - 28**
- 9 Risk Register - RED Rated
- 10 New System/Automation of Process  
[Verbal Update]
- 11 Annual Benefits Statements  
[Verbal Update]

- 12 Pension Processing Issues 2021 - August 2022  
[Verbal Update]
- 13 The Pension Regulator Supervisory Report Update  
[Verbal Update]
- 14 Pension Board Work Programme 2022-2023 **29 - 34**
- 15 Date of next meeting  
[To note the date of the next Pension Board Meeting - 08  
December 2022]

**Distribution:**

Independent Chair - Vacancy, Julie Felton - Employer Representative, Adam Harper - Scheme Member Representative, Kal Shoker – Employer Representative, Alan Tranter – Scheme Member Representative, Employer Representative – Vacancy, Scheme Member Representative – Vacancy.

Clerk Name:	Karen Gowreesunker
Clerk Telephone:	0121 380 6678
Clerk Email:	Karen.Gowreesunker@wmfs.net

**Agenda prepared by Kirsty Tuffin**

**Strategic Hub, West Midlands Fire Service**

**Tel: 0121 380 6906 email: [kirsty.tuffin@wmfs.net](mailto:kirsty.tuffin@wmfs.net)**

**This agenda and supporting documents are also available  
electronically on the West Midlands Fire Service website at  
[www.wmfs.net](http://www.wmfs.net)**

## **Pensions Board**

28 March 2022 at 14:00 hrs by Digital Meeting

### **Attendance:**

**Chair:** Neil Chamberlain – West Midlands Police

#### **Employer Representatives:**

Julie Felton

Kal Shoker

Cllr Miks (Chair of Audit Committee)

#### **Employee Representatives:**

Adam Harper

Emmett Robertson

#### **Officers in attendance:**

Tom Embury – Deputy Clerk to the Authority

Paul Gwynn – Pensions Advisor

Kirsty Tuffin – Democratic Services Officer

### **1. Apologies**

Apologies were received from Alan Tranter.

Please note: Members were advised that Tom Embury, Deputy Clerk to the Authority, would be attending Board meetings on behalf of Karen Gowreesunker, Clerk to the Authority moving forward.

### **2. Minutes of the Previous Pension Board held on 10 December 2021**

Resolved:

1. That the minutes of the Pension Board held on 9 June 2021 be approved as a correct record of proceedings.

### **3. Chair's Introductions**

The Chair advised the Board that he would be retiring in June 2022 and therefore would be stepping down as Chair of the Board. An appointment had been made to fill his position and if agreed with Mike Griffiths would be the new Chair of the Pensions Board following the Chair's retirement. He praised the Board Members for all their contributions and hard work over the years in developing the Board to the standard it had become.

Resolved:

1. That the Chair's introductions be noted.

#### **4. Pension Board Terms of Reference**

The Chair of the Board provided an overview of the Pensions Board Terms of Reference. The Board were advised that no changes had been made since its last approval and it was felt that the Terms of Reference had still been an accurate display of the work undertaken by the Board.

Resolved:

1. That the Pension Board Terms of Reference be noted.

#### **5. Chairs Verbal Update on the Annual Report of the Pensions Board 2021-2022**

The Chair of the Board provided an overview of the planned layout for the Annual Report of the Pension Board for 2021-2022. The Board were advised that the report would contain the following:

- The Background of the Board
- Attendance at meetings
- The work conducted by the Board throughout 2021-2022
- Summary from the Chair of the Board and how Members have supported the Board

The Board were advised that the report would be circulated to Members before the next meeting for any comments/feedback. The Chair thanked Members for the attendance at the Board meetings as it showed the level of commitment from Members.

Resolved:

1. That the Chairs verbal update on the Annual Report of the Pensions Board 2021-2022 be noted.

#### **6. Risk Register – Annual Review**

Julie Felton, Employer Representative, presented the Risk Register – Annual Review that outlined the key risk areas, categorised and scored against their likelihood to occur and the impact that would have.

The Board were advised that, as agreed at the last Board meeting, herself, Paul Gwynn and Alan Tranter met to review the Risk Register the previous week and they key risks for discussion from the Board had been highlighted in yellow. The following changes to the Risk register were agreed:

- 3b – remove reference to signatory lists rather than remove to ensure there had been a trail of payments.
- Risk 10 – increased likelihood
- Risk 11 – risk raised to highest risk rating
- Risk 18 – increased risk due to the McCloud changes as there had been a risk if not correctly implemented.
- Risk 19 – increased due to the volume of information required to be issued to Members
- Risk 10 – increased
- All sections highlighted in grey to be removed.

The Board were advised that Risk 6 likelihood had been increased as the work had not been completed and would take place over the upcoming months. This work would be incorporated alongside the move to the new system and would enable all members to be contacted as previously only those deemed high risk had been contacted annually and p60s circulated to all members annually. Internal Auditors had reviewed this a year ago and raised no concerns. It was agreed that the Pensions Board would see the outcomes of the next Internal Audit Progress report scheduled to take place in upcoming months.

Following queries around risk 18 and resources, Paul Gwynn re-assured Members that although the risk had been complex, the service had been managing this. Regular meeting would be taking place with Mike Griffiths, Strategic Enable – Finance, external companies and technical advisory Board meetings.

Following discussions on the potential rating of Risk 21, Paul Gwynn advised the Board that the number of those affected had expected to be roughly 20 individuals as it had been the Individual Brigades responsibility so only the retained Firefighters for the West Midlands would be looked into. It was agreed that Adam Harper and Paul Gwynn would meet to discuss how this information could be incorporated through the Comms team to help individuals understand. It was agreed that Julie Felton, Alan Tranter and Paul Gwynn would meet to discuss the risk in further detail and circulate to the Board Members to decide on the overall rating for the Board before the next Audit and Risk Committee meeting for its discussion at the Committee. It was agreed that Kirsty Tuffin, Democratic Services Officer, would circulate the Audit and Risk Committee dates to Julie Felton. Cllr Miks, Chair of the Audit and Risk Committee, advised the Board that as the elections would be taking place on Thursday 5 May 2022, it had been uncertain if she would remain at the Chair of the Audit and Risk Committee but had confidence with the diligence of officers to ensure this actioned.

Resolved:

1. That the Risk Register – Annual Review, be approved.
2. That it be agreed that the Pensions Board would see the outcomes of the next Internal Audit Progress report scheduled to take place in upcoming months.
3. That it be agreed that Julie Felton, Alan Tranter and Paul Gwynn would meet to discuss risk 21 in further detail and circulate to the Board Members to decide on the overall rating for the Board before the next Audit and Risk Committee meeting.
4. That it be agreed that Kirsty Tuffin, Democratic Services Officer, would circulate the Audit and Risk Committee dates to Julie Felton.

## **7. Recruitment – Verbal Update**

Tom Embury, Deputy Clerk to the Authority, provided a verbal update on the recruitment process for both the employee and employer representatives vacancies held on the Board. The Board were advised that the Strategic Enabling Team had been made aware and Shirley Haines, Strategic HR Manager, would be processing the recruitment process forward. A further update would be provided via the Pension Board Teams Channel and at the next Pension Board Meeting. It was agreed that a timeline for the recruitment process be provided at the next Board Meeting.

The Chair of the Board thanked Emmett Robertson for their hard work and dedication whilst being a member of the Pension Board.

Resolved:

1. That the verbal update on the recruitment for both the employee and employer representatives' vacancies held on the Board, be noted.
2. That it be agreed that a further update on the recruitment of both employee and employer representatives' vacancies be provided via the Pension Board Teams Channel and at the next Pension Board Meeting.
3. That it be agreed that a timeline for the recruitment process be provided at the next Pension Board Meeting.

## **8. Business as Usual Performance Update**

Paul Gwynn, Pensions Advisor, presented the Business-as-Usual Performance update that outlined the basic demographics, activity levels/performance and the Internal Dispute Resolution Procedure.

The key figures, as at 25 March 2022, highlighted to the Board were:

- Active Firefighters = 1,392
- 1992 Members = 40
- 2006 Members = 1
- 2015 Members = 1,219
- Non-Members = 132
- Pensioners = 2,205
- Dependants = 428

The Board were advised that overall, around 10% of the workforce had not been a part of the scheme.

They key activity levels for 01 April 2021 to 31 March 2022 compared with levels from 01 April 2020 to 31 March 2021 highlighted were:

	01 April 2021 to 31 March 2022	01 April 2020 to 31 March 2021
Age Retirements	79	63
Transfers to other brigades	2	3
Transfer applications	17	21
Request for Estimate Benefits	56	74
Divorce cases	13	24
General Information	9	28

The Board were advised that although the divorce cases had risen at the start of the pandemic in March 2020, the average response time (days) had not significantly increased from 31 (days) between 01 April 2020 to 31 March 2021 to 33 (Days) between 01 April 2021 to 31 March 2022.

The Board were advised that under the Internal Dispute Resolution Procedure, 7 cases had been received and responded to by the Strategic Enable for Finance, with one case that had the potential to be progressed to the Pension Ombudsman. 3 further cases had been resolved by the Scheme Manager following the intervention of the Chief Fire Officer and 2 further cases as a result of the McCloud ruling.

Following queries, Paul Gwynn advised the Board that although his team did not have a breakdown of the members job roles, that FBU representatives could contact Workforce planning to obtain figures if they wished to do so. Paul Gwynn advised the Board that Alan Tranter had been a member of the Scheme Advisory Benchmarking Committee that would be able to obtain national figures to compare to the services. If Members were interested there had been a vacancy on the Scheme Advisory Benchmarking Committee.

Following queries around the 132 Non-Members, Paul Gwynn advised the Board that all 132 Members had been 'opt-outs' as all new employees are auto-enrolled into the scheme and are advised to seek financial support should they ask to be opted out of the scheme. It was agreed that a further update on the opt-outs and the length of time within the scheme be provided at the next Board Meeting.

Resolved:

1. That the Business-as-Usual Performance update be noted.
2. That it be agreed that a further update on the opt-outs and the length of time within the scheme be provided at the next Board Meeting.

#### **9. Pension Board Work Programme 2022-2023**

The Chair of the Board provided an overview of the Pension Board Work Programme for 2022-2023 that outlined the planned Pension Board agenda items for the next municipal year.

Following questions, Paul Gwynn advised the Board that no further updates were available in regard to the Immediate Detriment since the Chief Fire Officers internal Yammer post and that it had been anticipated that the new system for member self-service would be ready around June/July 2022.

Resolved:

1. That it be agreed that the Pension Board Work Programme 2022-2023 be noted.

#### **10. Date of the next meeting**

Resolved:

1. That the date of the next meeting, scheduled to take place on Friday 10 June 2022 – 2pm, be noted.

The Pension Board meeting ended at 15:15hrs.





## **Pensions Board**

10 June 2022 at 14:00 hrs by Digital Meeting

### **Attendance:**

**Chair:** Neil Chamberlain – West Midlands Police

### **Employer Representatives:**

Julie Felton

Kal Shoker

### **Employee Representatives:**

### **Officers in attendance:**

Tom Embury – Deputy Clerk to the Authority

Mike Griffiths - Strategic Enabler – Finance and Data

Paul Gwynn – Pensions Advisor

Kirsty Tuffin – Democratic Services Officer

### **1. Apologies**

Please note: The Pension Board was not quorate and therefore, all items on the agenda be deferred to the next Pension Board Meeting.

The Chair of the Board expressed disappointment in the lack of employee representation at the meeting as he felt that the agenda would have provided ample opportunity for discussion on key issues with management representation in attendance at the meeting. He wished to thank all Board Members, Paul Gwynn and Strategic Hub for their support whilst he had been in post as he would be retiring from West Midlands Police on 26 June 2022. He asked that a statement update, and timeline be circulated to Members of the Board on the four key topics and communications issued to pensioners that would have been discussed at the meeting. An additional meeting would be looked into being arranged prior to the September meeting, if feasible.

Mike Griffiths, Strategic Enabler – Finance and Data, and Members of the Board praised Neil for his dedication and hard work conducted as Chair of the Board.

### **2. Declarations of interest**

### **3. Minutes of the Previous Pension Board held on 28 March 2022**

1. That the minutes of the Pension Board held on 9 June 2021 be deferred to the next Pension Board Meeting.

**4. Chair's Introductions**

1. That the Chair's introductions be deferred to the next Pension Board Meeting.

**5. Business as Usual Performance Report**

1. That the Business-as-Usual Performance Report be deferred to the next Pension Board Meeting.

**6. Recruitment**

1. That the recruitment update be deferred to the next Pension Board Meeting.

**7. Annual Report of the Pensions Board 2021-22**

1. That the Annual Report of the Pension Board 2021-22 be deferred to the next Pension Board Meeting.

**8. Risk Register – RED Rated Items**

1. That the Risk Register – RED Rated Items be deferred to the next Pension Board Meeting.

**9. New System/Automation of Process Verbal Update**

1. That the New System/Automation of Process Verbal update be deferred to the next Pension Board Meeting.

**10. Annual Benefits Statements Update**

1. That the Annual Benefits Statements update be deferred to the next Pension Board Meeting.

**11. Pension Board Work Programme 2022-2023**

1. That the Pension Board Work Programme 2022-2023 be deferred to the next Pension Board Meeting.

**12. Date of the next meeting**

1. That the date of the next meeting be deferred to the next Pension Board Meeting.

# West Midlands Fire Service

## Pension Board

20<sup>th</sup> September 2022

1. Basic Demographics
2. Activity Levels and performance
3. Internal Dispute Resolution Procedure
4. Questions



# Basic Demographics (as at 31<sup>st</sup> August 2022)

- Active Firefighters
- 2015 Members 1,225
- Non-Members
- Pensioners 2,244
- Dependants 424

Item	01/04/2022 to 31/08/2022	01/04/21 to 31/03/22	01/04/20 to 31/03/21
Retirements (Ill Health)	26 (1)	79 (3)	63 (1)
Transfers to other Brigades	0	2	3
Transfer Applications	0	17	21
Request for estimate of benefits	14	56	74
Divorce cases	6	13	24
General Information	1	9	28

## Average response times (Days)

Item	01/04/2022 to 31/08/2022	01/04/21 to 31/03/22	01/04/20 to 31/03/21
Request for estimate of benefits	11	88	37
Divorce cases	No responses	33	31
General Information	50	124	30

# Internal Dispute Resolution Procedure

- One Case submitted to the Strategic Enabler for Finance since April this year.
- We have had no contact from the Ombudsman regarding the potential case
- Two cases re McCloud have not been upheld by the Strategic Enabler for Finance as we are waiting for the final legislation.



# Question Time



Annual Report of the Pension Board  
2021/22

## 1. Background

The role of the local Pension Board as defined by section 5(1) and (2) of the Public Service Pensions Act 2013 is to-

- Assist the Scheme Manager:
  - to secure compliance with the Scheme regulations and any other legislation relating to the governance and administration of the Firefighters' Pension Scheme ("the Scheme").
  - to secure compliance with requirements imposed in relation to the Scheme by the Pensions Regulator.
  - in such other matters as the Scheme regulations may specify.
- Secure the effective and efficient governance and administration of the Scheme for the West Midlands Fire & Rescue Authority.
- Provide the Scheme Manager with such information as it requires ensuring that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

The Pension Board will ensure that the Scheme is managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

The full Terms of Reference for the Board can be found at Appendix A of this report.

## 2. Meetings

During 2021/22 the Board met on the following dates:

- Wednesday 08 September 2021
- Friday 10 December 2021
- Monday 28 March 2022
- Friday 10 June 2022

### 3. Attendance

Name	08/09/21	10/12/21	28/03/21	10/06/22
Neil Chamberlain (Chair of the Board)	✓	✓	✓	
Wendy Browning-Sampson (Employer Representative)	✓	N/A	N/A	N/A
Julie Felton (Employer Representative)	✓	✓	✓	
Adam Harper (Employee Representative)	✓	✓	✓	
Emmett Robinson (Employee Representative)	✓	✓	✓	
Kal Shoker (Employer Representative)	✓	✓	✓	
Alan Tranter (Employee Representative)	✓	✓	X	
Samantha James	N/A	N/A	N/A	

\*Not applicable

### 4. The Pension Board's business

During the year the Pension Board conducted the following business:

Submission of The Pension Regulator Governance Survey 2021

Receipt and scrutiny of updates from the WMFS Pension Advisor

Compilation and regular evaluation of the Risk Register

Monitoring of Firefighter Pension Schemes Bulletins and progress actions arising

Completed annual training with LGA Pension Advisor

Monitored High Court rulings and changes to legislation

Utilised digital technology to ensure Business Continuity of meetings during Covid-19 pandemic

Embedded integrity of advisory role of Pension Board and decision making role of Scheme Manager

Established focus upon outcomes of McCloud/Sargeant consultation (Fire) and constancy of skills to respond to Pension Schemes Members and Scheme Manager

### 5. The Pension Board's main achievements

The Pension Board believes its key achievements during the year were:

- Continuing to build a good working relationship with the Audit and Risk Committee as the Scheme Manager

- Receiving and reviewing the regular sector updates from The Pension Regulator and progressing actions arising
- Reviewing the Committee's Terms of Reference to ensure they remain fit for purpose.
- Maintaining functioning of Pension Board during the Covid19 pandemic via digital meetings to enable continuity of business
- The Board have met quarterly during the 2021-22 Municipal Year to discuss key topics such as Remedy and oversaw the development of the Pensions Board 'Risk Register'.
- Raising the profile of the Pensions Board ensuring regular communication with members of the Scheme
- Regular consideration and review of the Pension Board Risk Register and accompanying assurances, including timely updates and monitoring
- The continued presence of the WMFS Pension Advisor and Chair of the Audit & Risk Committee
- Succession plan for replacement of Board members to ensure continuity and quorum met
- Appropriate challenge and escalation of issues/decisions made by WMFS in relation to pension administration
- Development of annualised workplan with designated Pension Board leads assigned

**Terms of Reference for the Pension Board  
of the West Midlands Fire & Rescue Authority**

Terms of Reference and Delegated Authorities.

**Introduction**

This document outlines the terms of reference for the local Pension Board of the West Midlands Fire & Rescue Authority.

**Role of the Pension Board**

The role of the local Pension Board as defined by section 5(1) and (2) of the Public Service Pensions Act 2013 is to-

- Assist the Scheme Manager:
  - to secure compliance with the Scheme regulations and any other legislation relating to the governance and administration of the Firefighters' Pension Scheme ("the Scheme").
  - to secure compliance with requirements imposed in relation to the Scheme by the Pensions Regulator.
  - in such other matters as the Scheme regulations may specify.
- Secure the effective and efficient governance and administration of the Scheme for the West Midlands Fire & Rescue Authority.
- Provide the Scheme Manager with such information as it requires ensuring that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

The Pension Board will ensure it effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board will also ensure that the Scheme is managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Pension Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

**Appointment of Member of the Pension Board**

The process for selecting members of the Pension Board is set out below:-

The Fire Service will consider matters such as who is eligible to stand, how the nomination process will work and what sort of information candidates will need to submit. The Service will appoint through election or selection with the rules of governing the process. The Fire Authority has an independent chair who will chair the Pension Board meetings, this role will be an independent role.

The Pension Board shall consist of 7 members and be constituted as follows:-

- i) 3 employer representatives, which have been identified, and appointed
- ii) 3 scheme member representatives, which have been identified, and elected and of which one should be a retired member
- iii) 1 independent chair selected.

Scheme member and employer representatives shall be appointed in equal number and shall together form the majority of the Board's membership.

The Chair of the Pension Board will be determined by the Scheme Manager. It will be the role of the Chair to ensure that all members of the Board show due respect for process, that all views are fully heard and considered and to determine when consensus has been met.

The term of office for the Chair will be determined by the Scheme Manager.

Each employer representative and scheme member representative so appointed shall serve for a fixed period (of up to three years) which can be extended for further period(s) subject to re-nomination and/or election.

Each Board Member should endeavour to attend all Board meetings during the year and is required to attend at least 2 meetings each year. In the event of consistent non-attendance by any Board member, then the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by:

Scheme Member representatives recommendation by the other scheme member representatives and the unanimous agreement of all of the other members.

Employer representatives by the decision of the Service or on leaving the employment of the Service.

The removal of the independent member requires the consent of the Scheme Manager.

The Board may, with the approval of the Scheme Manager, co-opt persons who are not members of the Board to serve on sub committees, particularly where this would add skills and experience. Notwithstanding the appointment of co-opted members, the majority of the Board shall be comprised of employer and Scheme member representative, represented in equal number.



## **Quorum**

The Board shall have a formal quorum when at least one scheme member representative and one employer representative are in attendance.

In the absence of the Independent Chair, a Chair person will be selected on a rotational basis between the scheme member and employer representatives.

Advisors and co-opted persons do not count towards the quorum.

## **Conflicts of Interest**

The policy for identifying conflicts of interest is set out in a separate policy document. Any conflicts of interest that would prevent you from carrying out the role effectively will need to be highlighted to the Service.

## **Board Review Process**

The Board will undertake at the first meeting of the year, a formal review process to assess how well it and its committees and the members are performing with a view to seeking continuous improvement in the Board's performance.

## **Advisers to the Board**

The Board may be supported in its role and responsibilities through the appointment of advisers and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers to the Board and on such terms as it shall see fit to help better perform its duties including:-

- A Governance Adviser.
- The Fund's Actuary.
- The Fund's Administrator.
- The Scheme Manager.
- Other advisers, so approved by the Scheme Manager.

The Board shall ensure that the performance of the advisers so appointed are reviewed on a regular basis.

## **Knowledge and Skills**

The Code of Practice No. 14 Governance and Administration of public service pension schemes states "A member of the Pension Board must have a working knowledge and understanding of the law relating to pensions (and any other prescribed matters) sufficient for them to exercise the function of their role. Pension board members should be aware of the range and extent of the law relating to pensions which apply to their Scheme and have sufficient understanding of the content and effect of that law to recognise when and how it impacts on their responsibilities and duties".

It is for individual Pension Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Pension Board.

In line with this requirement Pension Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Pension Board members are therefore required to maintain a written record of relevant training and development.

Pension Board members should regularly review their skills, competencies and knowledge to identify gaps or weaknesses. Pension Board members will be expected to attend training to ensure that their knowledge and skills are maintained.

### **Board Meetings – Notice and Minutes**

The Scheme Manager shall give notice to all Pension Board members of every meeting of the Pension Board. The Scheme Manager shall ensure that a formal record of Pension Board proceedings is maintained. Following the approval of the minutes by the Chair of the Board or Board Committee, they shall be circulated to all members of the Board and forwarded to the Scheme Manager.

There will be four Pension Board meetings a year to be held quarterly monthly. The minutes of the Pension Board will be approved by the Scheme Manager and shared with pension scheme members.

### **Remit of the Board**

The Pension Board must assist the Scheme Manager with such other matters as the Scheme regulations may specify. It is for Scheme regulations and the Scheme Manager to determine precisely what the Pension Board's role entails.

### **Standards of Conduct**

The role of Pension Board members requires the highest standards of conduct and therefore the 'seven principles of public life will be applied to all Pension Board members and embodied in their code of conduct.

These are:-

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

## **Decision Making**

Each elected/appointed member of the Pension Board will have an individual voting right but it is expected the Pension Board will, as far as possible, reach a consensus. The Independent Chair of the Pension Board will not have voting rights.

## **Publication of Pension Board Information**

Scheme Members and other interested parties will want to know that the Scheme is being efficiently and effectively managed. They will also want to be confident that the Pension Board is properly constituted, trained and competent in order to comply with Scheme regulations, the governance and administration of the Scheme and requirements of the Pension Regulator.

Up to date information will be posted on the West Midlands Fire & Rescue Authority website showing:-

- The names and information of the Pension Board members.
- How the Scheme members are represented on the Pension Board.
- The responsibilities of the Pension Board as a whole.
- The full terms of reference and policies of the Pension Board and how they operate.
- The Pension Board appointment process.
- Who each individual Pension Board member represents.
- Any specific roles and responsibilities of individual Pension Board members.

Pension Board papers, agendas and minutes of meetings will be published on the West Midlands Fire & Rescue Authority website (CMIS). These may at the discretion of the Scheme Manager be edited to exclude items on the grounds that they are deemed as being confidential for the purposes of the Data Protection Act 1998, and other relevant data protection legislation (such as General Data Protection Regulations).

The Scheme Manager will also consider requests for additional information to be published or made available to individual Scheme members to encourage Scheme member engagement and promote a culture of openness and transparency.

## **Accountability**

The Pension Board will be collectively and individually accountable to the Scheme Manager.

## **Expense Reimbursement [Remuneration and Allowances]**

There will be no specific remuneration for undertaking the role of representative on the Local Pension Board. However, travel expenses in line with public transport or car mileage may be claimed with a valid receipt.

## **Reporting Breaches**

Pension Board members are required to report breaches of the law to the regulator where they believe there is a legal duty that has not or is not being complied with or the failure to comply will be of material significance to the Pensions Regulator in the exercise of its functions. Any breach brought to the attention of the Pension Board, whether potential or actual, shall be dealt with in accordance with the procedure set out in a separate policy document.

## **Definitions**

The undernoted terms shall have the following meaning when used in this document.

**"Pension Board"** or Means the local Pension Board for the Fire Authority "Board" as required under the Public Service Pensions Act 2013.

**"Scheme Manager"** Means the West Midlands Fire & Rescue Authority as administering authority of the Pension Fund.

**"Chair"** Reference to duties to be performed, or authorise exercised, by the Chair.

**"Scheme"** Means the Firefighters' Pension Schemes.

## **Interpretation**

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**  
**Pension Board**  
**Work Programme 2022-2023**

Date of Meeting	Item	Responsible Officer	Completed
<b>2022</b>			
28 March 2022	Minutes of Pension Board – 10 December 2021	Democratic Services Officer	28 March 2022
	Chairs Introductions	Chair, Pensions Board	28 March 2022
	Pension Board - Terms of Reference	Democratic Services Officer	28 March 2022
	Verbal Update on the Annual Report of the Pension Board 2021-2022 – Draft	Chair, Pensions Board	28 March 2022
	Risk Register Update (Annual Review)	Julie Felton	28 March 2022
	Recruitment – Verbal Update	Paul Gwynn	28 March 2022
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	28 March 2022
	Pension Board Work Programme 2022-2023	Democratic Services Officer	28 March 2022
	Date of next Pension Board Meeting	Democratic Services Officer	28 March 2022

10 June 2022	Chairs Introductions	Chair, Pensions Board	Deferred to September 2022
	Annual Benefit Statements Update	Paul Gwynn	
	Annual Report of the Pension Board 2021-2022 – Final	Chair, Pensions Board	
	Risk Register Update (Red RAG rated items)	Julie Felton	
	Recruitment Update	PSS replacement	
	New System/Automation of Process	Kal Shoker	
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	
	Technical Updates	TBC	Deferred - TBC
	Board Training Requirements	TBC	Deferred - TBC
	Review of the Pension Board Terms of Reference	Democratic Services Officer	Deferred to March 2023
	Update on Topical, Legal and Regulatory Issues	Kal Shoker/ PSS replacement	Deferred – December 2022
	Minutes of Pension Board – 28 March	Democratic Services Officer	Deferred to 20 September 2022
	Pension Board Work Programme 2022-2023	Democratic Services Officer	Deferred to 20 September 2022

## OFFICIAL

20 September 2022	Chairs Introductions	Chair, Pensions Board	20 September 2022
	Annual Benefit Statements Update	Paul Gwynn	20 September 2022
	Review of the Pension Board Terms of Reference	Democratic Services Officer	Deferred – March 2023
	Risk Register Update (6 Monthly Review)	Julie Felton	Deferred – December 2022
	Annual LGA Training?	PSS replacement	Deferred - TBC
	Update on Topical, Legal and Regulatory Issues	Kal Shoker/ PSS replacement	Deferred – December 2022
	New System/Automation of Process	Kal Shoker/Paul Gwynn	20 September 2022
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	20 September 2022
	Technical Updates	TBC	Deferred - TBC
	Board Training Requirements	TBC	Deferred - TBC
	Minutes of Pension Board – 10 June 2022	Democratic Services Officer	20 September 2022
	Pension Board Work Programme 2022-2023	Democratic Services Officer	20 September 2022
	Pension Processing Issues 2021-August 2022	Paul Gwynn	20 September 2022
	The Pension Regulator Supervisory Report Update	Deputy Clerk	20 September 2022

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8 December 2022	Chairs Introductions	Chair, Pensions Board	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker/ PSS replacement	
	Risk Register Update (Red RAG rated items)	Julie Felton	
	Board Training Requirements	New PSS replacement with assistance from employee reps	
	New System/Automation of Process	Kal Shoker	
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	
	Technical Updates	TBC	
	Board Training Requirements	TBC	
	Minutes of Pension Board – 20 September	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	



<b>2023</b>			
March 2023 – TBC	Annual Report of the Pension Board 2022-2023 – Draft	Chair, Pensions Board	
	Risk Register Update (Annual Review)	Julie Felton	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker/ PSS replacement	
	New System/Automation of Process	Kal Shoker	
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	
	Technical Updates	TBC	
	Board Training Requirements	TBC	
	Review of the Pension Board Terms of Reference	Democratic Services Officer	
	Minutes of Pension Board – TBC	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	

June 2023 – TBC	Annual Report of the Pension Board 2022-2023 – Final	Chair, Pensions Board	
	Risk Register Update (Red RAG rated items)	Julie Felton	
	Annual Benefit Statements	Paul Gwynn	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker/ PSS replacement	
	New System/Automation of Process	Kal Shoker	
	Business as Usual Performance Reports/Improvements	Chair, Pensions Board/Paul Gwynn	
	Technical Updates	TBC	
	Board Training Requirements	TBC	
	Review of the Pension Board Terms of Reference	Democratic Services Officer	
	Minutes of Pension Board – TBC	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	