

West Midlands Fire and Rescue Authority

Pension Board

You are summoned to attend the meeting of Pension Board to be held on
Monday, 06 February 2017 at 14:00

at Fire Service HQ, 99 Vauxhall Road, Nechells, Birmingham B7 4HW

for the purpose of transacting the following business:

Agenda – Public Session

- 1 To receive apologies for absence (if any)
- 2 Declarations of interests in contracts or other matters
- 3 Minutes of the Pensions Board held on 11 July 2016 (approved DW) - NC **5 - 14**
- 4 Minutes of the Pension Board held on 25 October 2016 - NC **15 - 22**
- 5 Minutes of the Audit Committee held on 14 November 2016 - NC **23 - 30**
- 6 Terms of Reference as Approved by Audit Committee - JC **31 - 38**
- 7 Consideration of an Annual Report of the Pension Board 2016/17 - JC
- 8 Greater Manchester Pensions Board Annual Report 2015.16 **39 - 42**
- 9 West Yorkshire LPB Annual report 2015 - 16 **43 - 52**
- 10 Consideration of reappointment of Members - WBS

11	Take action to make sure your scheme records are up to date - JC	53 - 60
12	Legal Duty to Publish information about Pension Board - JC	61 - 64
13	Public Service Governance survey 2016 draft copy for action v0.2 - PG	65 - 76
14	Scheme Advisory Board Chair's Update - KS	77 - 86
15	Feedback from Annual Pension Conference (Verbal Report) - KS	
16	Pension Section Supporting Information - PG	87 - 90
17	RISK REGISTER - Control, Record, Communication - PG	91 - 92
18	Training - WBS LGA Training Attendance of Pension Adviser and KPMG at a future meeting	
19	Annual Effectiveness Assessment - JC Measure of Effectiveness Individual Assessment	
20	Update on Topical, Legal and Regulatory Issues (Verbal Report).	
21	Pension Board Activity Log 2016-17 -JC	93 - 94
22	Pension Board Work Programme 2016-17 -JC	95 - 98
23	Any other business Discussion of any other business not on the agenda.	
24	Date of next meeting	

Distribution:

Neil Chamberlain - Independent Chair, Stuart Bourne - Employee Representative, Wendy Browning-Sampson - Employer Representative, Andrew Dennis - Employee Representative and Kal Shoker - Employer Representative

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This agenda and supporting documents are also available electronically on the West Midlands Fire Service website at www.wmfs.net

Minutes of a Meeting of the Pensions Board

11 July, 2016 at 1400 hours
at Fire Service Headquarters, Vauxhall Road, Birmingham

Present: Mr David Wilkin (Chair)
Mr Kal Shoker
Ms Wendy Browning-Sampson
Mr Andrew Dennis
Mr Paul Gwynn (Adviser)

Apologies: Mr Stuart Bourne

9/16 Declarations of Interest

Mr Andrew Dennis declared an interest stating that he is in receipt of a Fire Service Pension.

10/16 Minutes of the Pensions Board held on 21 July 2015 and actions arising

The minutes of the Pension Board meeting held on 21 July 2015 were agreed as an accurate record.

Actions arising from the Minutes:

- Action 1 The Adviser had provided a one page guide on each pension scheme identifying the differences between the Schemes which would be discussed under item 5 of the agenda.
- Action 2 The outcome of the Audit Review of the Pensions Section would be discussed during the meeting.
- Action 3 A breakdown of new recruits and details of the Opt Out rate for new recruits would be provided in item 6 of the agenda, Pension Section Supporting Information.
- Action 4 Response times to enquiries for pension information being achieved by Greater Manchester Fire and Rescue Service Pensions Team would be provided during item 6 of the agenda, Pension Section Supporting Information.
- Action 5 The Pension Board had requested that sample checking of pension records for deferred members be undertaken. It had

been confirmed that the Auditor could charge for the additional work. It was confirmed that it would be not be possible to work with the Police to undertake this task but it may be possible to work with another Fire Service. The action was agreed as ongoing.

- Action 6 The Adviser had continued to liaise with the members of the Pension Board and update them on any changes as they occurred.
- Action 7 Wendy Browning-Sampson confirmed the date for the regional training was 3 September.
- Action 8 The Adviser had received a reply regarding one case following the outcome of Gad v Milne which would be reported during the meeting.

11/16 Discretions Policy

The Discretions Policy had been submitted to the Audit Committee for approval. The Committee had enquired about arrangements in the eventuality of a person dying which had been clarified. A number of minor changes had been requested although the changes were regarding housekeeping.

In answer to members' questions, the following points were raised:

- Continued Professional Development (CPD) was pensionable for members on the 92 to 2006 scheme.
- In response to a question regarding whether CPD was on the Additional Pension Benefit (APB) rate, it was confirmed that pensionable pay was not on the APB rate.
- The discretions were largely in line with other Services and although there were a number of small differences, it was unlikely that there would be differences surrounding what was pensionable, and what wasn't.
- It was considered that there were no discretions that could potentially be troublesome or concerning although it could be a case of having to wait for the policy to be tested.
- If a discretion is used and a member was to complain as a result, there is an issue if it is found that the discretion was not necessary.

- If a discretion will impact on a living member, any decision made will consider what is best for the member. Issues only arise when a member is deceased.
- Wendy Browning-Sampson stated that communication was key and that better information should be made available.
- The Chair asked the Adviser to publish the link to the Discretions Policy

12/16 Comparison of available Pension schemes

The comparison of available pension schemes was submitted to the Board as a result of Action 1 from the previous meeting.

The Adviser confirmed that members receive details of the scheme they are on. The scheme members are on is obligatory (a member cannot choose which scheme they wish to be on).

In answer to members' questions, the following points were raised:

- There was the potential for members to be on different schemes if they held wholetime and retained duty system roles, although such a member would have no choice about which scheme they would be on.
- The retirement age under the 92 to 2006 scheme is 55 and therefore, 50 would be classed as early retirement.

13/16 Pension Section Supporting Information

The Adviser advised that the Pension Section Supporting information report looked at the previous twelve month period, from May 2016. The report noted that there were 32 new joiners during this period, however this was 32 new joiners to the pension scheme, and not necessarily 32 new joiners to the Service. The new joiners could include members of staff returning from career breaks.

In answer to members' questions, the following points were raised:

- In response to a question asking if the number of pensioners under the 2006 scheme would grow, it was confirmed that the numbers would grow but not by many.
- The reasons for members deferring was not necessarily known.
- There would eventually be no active users in the 2006 scheme.
- It was possible that a person who had previously left the 2006 scheme and who had re-joined another Service could qualify for

the 2015 scheme, or could fall under the 2006 scheme as protection.

- In response to a question regarding why people were being recorded as deferred when the Service would not be paying their pensions, it was confirmed that this was largely due to various anomalies, for example, persons leaving and then re-joining.
- It was confirmed that the number of ill-health retirements (6 in total) was slightly higher than normal. It was noted that ill-health retirements can sometimes be awarded after a person has been retired, for example via the outcome of an appeal.
- In response to a question asking for clarification over who or what was considered to be 'other leavers', it was confirmed that these were people who were not due to leave but had left and these basically become the same as those who are classed to have deferred.

Paragraph 2.2 of the report, the breakdown of pension information requests, reflected that the average response time to requests had decreased. The Adviser explained that this was due to the work being carried out on the backlog.

The Chair asked what actions had been implemented to resolve this.

The Adviser explained that requests were being monitored closely. It was noted that there were potentially more issues in the coming months due to a lack of staff and an increase in the number of requests from within the Wolverhampton area. Additionally, regulations had changed regarding transfers creating more work. As a result, the administration system needed to be reprogrammed to reflect these changes, with tasks taking longer to complete in the meantime.

The Chair asked how these changes and decrease in response times had been communicated to members and how it had been received.

The Adviser explained that this had yet to be communicated to members and that he would speak with Mike Griffiths, Strategic Enabler of Finance and Resources, with regard to this. In terms of capacity, there is a service that the Pensions section would like to provide, a service that the section can provide, and a service which the section has to provide to meet the statutory requirements. It was advised that the Pensions Section currently fulfilled the statutory requirements. The annual benefits statement could be completed but any further work could prove difficult, although the statements are backed up by a number of pension seminars.

The Adviser confirmed that 31 August remained the target for the issue of annual benefit statements to all members and that the work being

undertaken to meet the deadline was on target with statements expected to be sent out July / August.

In response to a question asking if the statements were issued electronically or via hard copy, the Adviser confirmed that hard copies would be issued. Issuing electronic copies was possible but it could affect timescales due to the time taken to load the relevant data onto the system. However, it could be an intention for next year.

Kal Shoker enquired if it was possible to send out more information such as a questions and answers document. The Adviser advised that this could be done but only to a certain extent because the information required could vary from one member to another as it was generally quite personalised.

With regard to which members were asking for benefits estimates, the Adviser explained that requests were predominantly from members who had gone into the 2015 scheme.

The Chair asked if the figures quoted in the report reflected one quote per person and if there were any limits to demands. The Adviser explained that yes, it generally was one quote per person, however anyone could access / request information regardless of time served / age. Additionally, members automatically received a benefits estimate prior to their retirement. In terms of time taken to process such requests, it could take up to 3 months although this could be shorter dependent on circumstances, for example if a person was leaving the Service within a month.

The Adviser informed the Board progress against Action 4 from the previous meeting:

- Greater Manchester Fire and Rescue Service (GMFRS) Pensions Team had been contacted with regard to response times to enquiries for pension information. The GMFRS Pensions Team had confirmed that they did not monitor key performance indicators and this was tied in with how the team used to be set up which was paper based. However, response times could be determined using service history.

14/16 Training

- LGA Training

Wendy Browning-Sampson advised that Hereford & Worcester Fire and Rescue Service (HWFRS) were hosting the training opportunity. The training was for the new members of the HWFRS Pension Board plus existing members.

The Chair confirmed that members of the Pension Board should attend but it would be useful for Wendy Browning-Sampson to obtain and

circulate the checklist which would help steer the training and ensure it was meaningful.

Wendy Browning-Sampson advised that she would speak with Human Resources representatives in the region to identify what their respective Services were doing. There was the potential for members of the different Services' Pension Boards to attend the Pension Board meetings of other Services (as long as there was an appetite for this to be undertaken).

Andy Dennis enquired what status would members attend in when attending the Pension Board meetings of other Services.

The Chair advised that members would attend as observers.

Andy Dennis asked if members would have to declare a declaration of interest being on a Pension Board.

The Chair confirmed that there would be no requirement for a declaration of interest to be made.

- Attendance of Pensions Adviser and KPMG at a future meeting

The Chair stated that KPMG should only attend a future meeting when required and for the members of the Board to remain mindful of the need to call them in when needed.

Wendy Browning-Sampson agreed and suggested the use of KPMG as a group in the region, to minimise cost.

15/16 Annual Effectiveness Assessment

No specific areas were identified by the Board.

The Chair noted that as a committee, the Board were continuing to attend as a quorum.

It was noted that it would be interesting to see how other Pension Boards operated.

The Chair suggested that there was a need to ensure that the Board was calibrated around the terms of reference and that it needed to be useful for the Scheme Manager.

16/16 Update on Topical, Legal and Regulatory Issues

- 1992 Scheme – 20 Year Issue

The Adviser informed the Board that with regard to the 1992 Scheme 20 year issue, whereby the Government had ruled that it was illegal

under the Age Discrimination Act, the rules had been agreed in December 2015 with a publication deadline of May 2016. However, the rules had still not been published. The draft regulations have been made available for guidance. The Government had widened out the scope to include any member who had completed 30 years before the age of 50, including transferees.

As a result, there are approximately 500 members affected within West Midlands Fire Service (WMFS). Potential problems include:

- Shortage of staff within the Pensions Section
- It may not be possible / may not happen
- It could happen at the same time as the processing and issuing of the annual benefit statements

The Pensions Section were waiting for the publication of the regulations and once published, communication with members would commence.

In response to a question asking if the scale would be similar to the outcome of *Gad v Milne* in terms of numbers and cost, it was confirmed that the numbers would be approximately the same but the cost would be lower.

Wendy Browning-Sampson raised the issue experienced at Shropshire Fire and Rescue Service regarding retired firefighters and benefits being incorrectly paid, and asked if it could happen within WMFS.

The Adviser explained that there were potentially two possibilities where an issue could occur:

- Firstly, under the guaranteed minimum pension (1978 to 1992), if contracted out, a person must earn a certain amount, and there could be a potential issue with members on the retained duty system and that the figures could be wrong.
- Secondly, a zero pension increase and / or a rise in state benefits could cause this but it is not believed that this is an issue within WMFS

Andy Dennis enquired if, in terms of the retained duty system, the modified scheme was a contracted out scheme.

The Adviser explained that the scheme could potentially be contracted out or contracted in.

- Scheme Advisory Board

The Scheme Advisory Board which had been published by the Firefighters Pension Scheme Advisory Board Secretariat was considered by the Board:

- Kal Shoker would liaise with Mike Griffiths regarding the conference call to each Chair of a Pension Board (referenced on page 2 of the Scheme Advisory Board document)
- A survey would be sent to the Pension Board to complete
- Members of the Board had familiarised themselves with the annual benefit statements
- The Board was already aligned with the regional groups
- Members were welcome to attend the national two day event on 10 and 11 October 2016 (it was noted that this was already carried out via the attendance of the regional group which fed into the Firefighters Technical Group)
- Meetings of the Pension Board would be moved, where applicable, to align with the meetings of the Scheme Advisory Board (it was felt that meetings were currently aligned)

17/16 Any Other Business

The Chair informed members of the Board that it would be his last meeting as he was leaving West Midlands Police, thanking members for their support and hard work.

The members congratulated the Chair and wished him well.

8. Date and Time of Next Meeting

The next meeting was scheduled for 6 February 2017 at 1400 hours.

PENSIONS BOARD

11 JULY 2016

ACTIONS

Action No.	Action
1.	<p>The Pension Board had requested that sample checking of pension records for deferred members is undertaken. The Internal Auditor has stated that they would charge for the additional work. It was suggested as a sensible approach that a reciprocal arrangement could be made with the Police for the work required. The Treasurer had agreed to contact his opposite number at the Police to discuss this approach.</p> <p>Update 11/7: It was confirmed that it would be not be possible to work with the Police to undertake this task but it may be possible to work with another Fire Service.</p>
2.	The Adviser to publish the link to the Discretions Policy
3.	The Adviser to liaise with Mike Griffiths regarding the communication to members about the change to the regulations and the decrease in response times due to greater demands for requests for information and staff shortages.
4.	Kal Shoker to liaise with Mike Griffiths regarding the conference call to each Chair of a Pension Board (referenced on page 2 of the Scheme Advisory Board document)

Notes of the Extraordinary Pension Board

Tuesday 25 October 2016 at 1400 hours
at Fire Service Headquarters, Vauxhall Road, Birmingham

Present:	Andy Dennis - Wendy Browning-Sampson Kal Shoker	Employee Representative Employer Representative Employer Representative
Apologies:	Stuart Bourne	Employee Representative
Officer:	Paul Gwynn Pension Advisor	Payroll and Pension Manager

1. Request for a Volunteer to Chair the Meeting

Wendy Browning-Sampson informed the Board of the resignation of the Independent Chair, David Wilkin, from the Board and asked for a volunteer to act as Chair of meeting.

The Independent Chair had recently resigned and the Board were in the process of recruiting a new Independent Chair.

Andy Dennis volunteered to Chair the meeting and this was accepted by the Board.

It was agreed that if another meeting of the Board was required before a new Independent Chair was appointed, that an Employer Representative would act as Chair.

2. Declarations of Interest

Andy Dennis declared an interest in that he was in receipt of a Fire Service Pension.

3. Breach of Disclosure Regulations – Failure to issue an Annual Benefit Statement (ABS) to all scheme Members by 31 August 2016

The Board received a briefing note from the Pension Advisor and a discussion took place on the timescales involved and the implications of the software update from the software supplier Aquila Haywoods plc, which contributed to the delay in issuing the Annual Benefits Statement.

It was noted that the Pensions Section were aware earlier in the year of the requirements to provide data to GAD and annual benefits statements at or around the same time in August 2016.

Clair Alcock, the Pension Adviser had highlighted to authorities and GAD, that the timeframes would be difficult and were advised to pre warn the Regulator of the potential risk.

Haywoods suggested two possible dates for the upgrade, either June or August. The Pensions Section opted for the August date for the software update as did many other clients to enable as many fixes to be resolved before the final preparation of ABS.

There were a number of problems with the software, and Haywoods suggested some “work around” resolutions, some of the batches contained incorrect information and had to be reprinted and a decision was made to send all of the statements out at the same time rather than separately. The team wanted to concentrate on finalising all the statements rather than dealing with queries in between sending batches of ABS.

Feedback indicated that Members of the various Pension Schemes have been delighted to receive their statements and the Pensions Section have not received any complaints about the delay and there has not been any adverse impact on Members.

The Pension Board discussed delays in Registry and suggested that this workload should be built into future timelines and workloads.

The Board also discussed the benefit of sending the statements electronically and asked the Pension Manager to investigate this option for the future.

The contract with Haywoods was considered and the Board were informed that this service was purchased through the Northumberland Collaborative framework. A user group negotiates and the licencing costs were based on the number of people in the scheme. It was noted that approximately 75 – 80% of fire services use the Haywoods system, with 40% of Police Services and a smaller number of Local Government Pension Schemes. The remaining contract timelines with Haywoods would also be checked.

Paul Gwynn and Kal Shoker had attended the Firefighters Pension Scheme Annual General Meeting on the 11 October 2016 and it was reported that a number of authorities had also failed to meet the requirement to issue ABS by 31 August 2016. This was mainly caused by the quality of data and/or the software issues. The West Midlands Fire Service issues were mainly caused by the software.

A Public Service toolkit, giving examples of the law and the traffic light Framework provided by The Pension Regulator was circulated to the Members of the Board. The Board felt that the Statements that had been prepared early should have been sent out to mitigate the issue being determined as a red traffic light breach.

It was also felt that an email could have been sent out to Members informing them of the delay.

It was noted by the Members of the Board that breaches are covered by the Terms of Reference but the process of informing the Regulators is not included. The Terms of Reference would be amended and approved by the Pension Board at their next meeting to resolve this issue.

It was felt that a Risk Register should be created and any issues/breaches can be recorded in future. The Risk Register would be added as a standing item to the agenda of future Pension Boards.

It was agreed that the members of the Pension Board would meet in May to receive an update of the latest position in respect of the issue of Annual Benefit Statements in August 2017.

The Pension Advisor would look at the Service Legal Agreement with Haywoods and the Pensions Board requested that the Advisor examine the option to provide a self-service ABS and explore the option to use alternative suppliers.

The Board agreed the Action Plan outlined in the Briefing note as a way forward and The Board agreed to prepare a report for the Audit Committee meeting scheduled to take place on the 14 November 2016. The report would include the Pension Advisor's briefing note and would also include the Notes of the extraordinary Pension Board meeting held on the 25 October 2016.

The meeting closed at 1540 hours.

Julie Connor Strategic Hub 0121 380 6906 Julie.Connor@wmfs.net

Briefing Note – Breach of Disclosure regulations
Failure to issue an Annual Benefit Statement to all scheme members by
31st August 2016

1. Background

West Midlands Fire Service has a Statutory obligation under The Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 and The Public Sector Pensions Act 2013 to provide an Annual Benefit Statement to all active member of each of the Firefighters Pension schemes no later than 31st August each year.

Failure to meet the required obligation must be reported to The Pension Regulator.

The responsibility for monitoring compliance with the regulations is vested in the Local Pension Board.

This briefing note is provided to the Pension Board to inform them of the breach, provide an explanation of the causes of the breach, and outline remedial action being taken to prevent a recurrence in subsequent years.

2. Causes

Annual Benefit Statements are produced by West Midlands Fire Service Pensions section using the ALTAIR System provided to them under licence from Aquila Heywood Plc. As the 2016 Annual Benefit Statements were the first to be issued since the implementation of the 2015 Firefighters Pension Scheme a software update was required from the system supplier before production of the statements could begin.

The software update was provided to West Midlands Fire Service on Friday 29th July 2016.

In addition to the ability to produce the Annual Benefit Statements this update also enabled Authorities to extract the data required by the Government Actuaries Department for the 2016 valuation exercise. This data was required by 12th August and was produced and submitted by 5th.

Owing to Annual Leave commitments work on the Annual Benefit Statements was then begun on Monday 15th August.

Production of the statements needed to be done in four separate batches to account for the following membership types;

- a) Fully Protected 1992 scheme members
- b) Fully Protected 2006 scheme members
- c) Members of the 1992 or 2006 scheme who had joined or would join the 2015 scheme before retirement
- d) Members of the Modified Pension scheme

Whilst production of the statements for the first two batches was a simple matter of running the process used in previous years this was not the case for those members of the third or fourth groups.

When producing the statements the process operated as follows;

1. Relevant members were selected
2. Statements were produced
3. Spot checking of Statements took place
4. Errors detected were reported to system supplier. Owing to timescales the system supplier did not fix these errors but simply advised on a work around.
5. Work around was implemented
6. Process returns to point 2 until no errors are detected.
7. Statements are printed
8. Statements are issued by registry

Following this process from step 1 to 5 could take up to a week depending on the number of errors found and the speed with which a work around was notified.

Processing benefit statements for groups a to c took until 9th September and the statements then took a further two weeks to be distributed via registry. The statements for group d were manually produced and issued via email on 20th September.

3. Action to prevent a recurrence in 2017

To avoid a recurrence of the delay when statements are issued in 2017 the following process will be used.

1. Membership data will be checked during the period January to March 2017. This is to ensure that all records are updated as needed with the correct scheme information.
2. Discussions will take place with the Admin team to ensure that they will have an appropriate level of staff availability to envelope and distribute the statements.
3. The documents to be produced will be reviewed during March 2017 to ensure that they are as uniform as possible and hold all the required data.
4. Payroll data will be loaded to ALTAIR at the earliest opportunity after 31st March 2017.

5. A test batch of statements for each of the 4 groups will be produced by 30th April 2017. Any errors will be notified to Aquila Heywood as soon as discovered and a fix will be requested.
6. An informal Pension Board meeting will be held during May to monitor progress of this action plan and to consider alternative solutions should any issue be encountered.
7. The test batch will be reprocessed following delivery of any fix.
8. If no errors remain unfixed statements will be printed during July 2017 and issued during August to ensure receipt prior to 31st.
9. If errors remain at 30th June these will be escalated to Aquila Heywood management team and statements will be produced for all members unaffected during July as planned.
10. Any statements which are still in error at 31st July will be amended and issued manually.

Minutes of the Audit Committee

Item 5

**14 November 2016 at 10.30 am
at Fire Service Headquarters, Vauxhall Road, Birmingham B7 4HW**

Present: Councillors Aston, Barlow, Idrees, B Singh,
P Singh and T Singh (Chair)

Apologies: Mr Ager (Independent Member)
Cllr Sealey

45/16 Minutes of the Audit Committee held on 5 September 2016

Resolved that the minutes of the meeting held on 5 September 2016, be approved as a correct record.

46/16 Annual Audit Letter 2015-16

The Audit Committee received and noted the Annual Audit Letter (AAL). The letter is intended to communicate key messages to the Authority and external stakeholders including members of the public.

The key messages included the financial statements audit, (including audit opinion) the Value for Money conclusion and the Audit fees charged for audit and non-audit services and the titles and dates of when reports had been issued.

The report set out the key findings for the previous 12 month period and thanked the Authority for the assistance and co-operation provided by the Authority's staff. The letter looked forward to the changing landscape that the Authority faced and reflected on the low level of borrowing that had not increased for several years.

The Auditor referred to the significant savings following reductions in central government funding and the further reductions in core funding of approximately £10m over the next four years. The Authority had submitted its Efficiency Plan to the Home Office on the 14 October 2016 which was available on the internet.

The Audit of Accounts identified risks in the audit plan and how the Authority responded to the risks and the Auditor gave a favourable Value for Money conclusion.

The final fees charge for the audit and provision of non-audit services was just over £38,000.

47/16 **Annual Committee Update**

The Committee noted the contents of the Audit Committee Update. The Update included a summary of emerging national issues and developments that may be relevant to the Fire and Rescue Authority. The External Auditors progress to date for 2016/17 was reported. Work was in progress and dates had been set for interim and accounts works.

The information contained within the report included the CFOA Members vote to change the Articles of Association and the CFOA response to Home Office workforce statistics.

48/16 **Treasury Management Mid Year Review Report 2016-17**

The Committee considered the Treasury Management Mid Year Review Report 2016/17.

The Authority agreed its Treasury Management Strategy Statement and Annual Investment Strategy and its Prudential Indicators in February 2016 and part of the requirements of the Treasury Strategy and Prudential Code are that periodic reports are presented to Members. The Mid Year update was presented to the Audit Committee with the key areas being:

Capital expenditure was approved in February 2016 at £6.5m, this has been updated and now reflects the outturn position and financing decisions for 2015/16. The Forecast Outturn was revised to £7.3m, the increase due mainly to slippage from the vehicle replacement programme and the relocation of secondary fire control. There had been no borrowing in the first six months of this year to fund capital expenditure.

The Authority had outstanding Debt of £39.7m as at 31 March 2016. Borrowing of £36m has been undertaken with the Public Works Loan Board, (PWLb) the remaining £3.7m relates to the ex-West Midlands County Council. The estimated average rate of interest payable on this debt in the current financial year is 5.6%.

The Authority holds £76m investments as at the 30 September 2016 this is invested with Sandwell MBC as part of the pooling of bank accounts arrangement. The interest received for the first six months of the year is 0.41% which is favourable when compared against a benchmark, the average 7 day LIBID rate at 0.28%.

In response to a Members' enquiry about the interest rates, it was explained that the loans were taken out over a number of years and that there was a portfolio of loans with different interest rates for different amounts and the figure of 5.6% represents an average interest rate.

It was also explained that if debt restructuring was considered, the Authority would be required to pay a premium which often meant that this option was unattractive.

Any new loans in the future with the Public Works Loan Board would generally be for a fixed term up to 50 years, however, the Authority was not in a position where it needed to borrow to fund capital expenditure.

It was agreed to produce, for member's information, a schedule showing details of loan and interest rates, as part of the next Treasury Management Update. It was confirmed that Sandwell MBC undertook borrowing in previous years on behalf of the Authority.

In response to a Member's suggestion to lobby the government about the interest fees when paying off loans or changing them, the Treasurer stated that the PWLB rates would have been competitive at the time and that PWLB would assume a level of repayment over a period of time.

If borrowing is required a business case would need to be produced and interest rates would need to be considered at the time.

Resolved that the Treasury Management – Mid Year Review Report 2016/17 be noted and prudential and treasury indicators approved.

49/16 **Arrangements for the Appointment of External Auditors**

The Committee received a report on the options available for the Appointment of External Auditors following closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017/18 Audit of Accounts. The Committee considered the options in order that a further report on the preferred approach would be presented to the Authority as its meeting on 20th February 2017.

On the 5th October 2015 the transitional arrangements were extended to include the Audit of Accounts to 2017/18. The current External Auditors (Grant Thornton) would continue to complete the accounts.

This was appropriate as the Public Sector Audit Appointments Limited (PSAA) who have taken over from the Audit Commission in managing the contract need to seek new national procurement arrangements. The Authority would need to determine its preferred approach by March 2017.

The Committee considered three broad options open to the Authority under the Local Audit and Accountability Act 2014 (the Act):

1. to make a stand-alone appointment
2. to set up a Joint Auditor Panel/local joint procurement arrangements
3. to opt-in to a sector led body

The Authority would want an External Auditor of the correct quality and who provided value for money and the Audit Committee considered the strengths and weaknesses of each Option.

The Treasurer had liaised with the other West Midlands authorities and five of the seven local authorities had indicated that they were intending to take the PSAA route in order to take advantage of a national procurement arrangement, although Members would not be directly involved in the appointment process.

The Committee considered the risks of appointing from a limited number of companies and also using companies based in the West Midlands.

It was noted that many of the larger companies are based in the West Midlands, they work with other fire authorities and many of their staff work and live in the area. The companies have standard terms of reference regardless of how they are appointed which may not be the case for smaller companies.

Members of the Audit Committee considered the options available and elected to recommend Supporting the Local Government Association (LGA) in setting up a national Sector Led Body by indicating intention to “opt-in” to the Authority.

50/16 **Corporate Risk Briefing Report**

The Committee noted and discussed the Audit Committee Corporate Risk Briefing Document.

The Deputy Chief Fire Officer stated that the update was provided to keep Members informed of a change to an overall risk rating and provided clarity.

The briefing document provided details for the increase in Corporate Risk 4.1, Delivery of Services – Protection. It was explained that an internal bespoke piece of software called the Intelligence Led Audit Programme (ILAP) serves the purpose of a risk based programme. The IT system is used by sixty members of staff and enables them to prioritise and determine risk scores and provides intelligence on business premises as within the National Framework for enforcing prosecutions under the Regulatory Reform (Fire Safety) Order 2005 (RRO) and a programme of Inspections. This system has helped reduce the number of prosecutions down from 100 to 60 in accordance with the Authority’s aims of making the West Midlands Stronger, Safer and Healthier

There has been an increasing awareness of issues with the software in respect of data availability and data quality with mitigating steps put in place. However, it has been necessary to increase the likelihood factor associated with the risk from 2 to 3 with the impact of moving it from a low risk to a medium risk.

It was noted that arson fires had been increasing in business premises.

In order to respond to the risk, Officers will utilise Command Risk Profiles to provide information and intelligence for the Fire Safety Officers to identify risk within their command areas. They will collect performance information to understand how effective they are using the command risk profiles. A revised ILAP system will be developed to address the issues identified and enhance the current system. Work will continue with the data providers to understand what data they can provide.

The Fire Safety Strategy will be revised to determine a schedule of inspection over the next three years. Performance Monitoring of PI 13 and 14 will continue with the direction of travel moving forward.

The Service are focussing on educating businesses and have not reduced the number of its Fire Safety Officers with the aim of enabling businesses to comply with legislation. However, prosecutions do occur if advice is not adhered to. It was noted that many large companies have their own fire safety officers to enable them to comply with the RRO.

51/16 **Breach of Disclosure Regulations**

The Committee received a report in respect of a Breach of the Disclosure Regulations. The breach was caused by a failure to issue an annual Benefit Statement to all scheme members by the 31 August 2016.

A report was received by an extra-ordinary Pension Board on the 25th October 2016 setting out the details of a Breach of the Disclosure Regulations. The Annual Benefit Statements had not been issued by the 31

August 2016. The first Statements were issued on the 23rd September 2016. The software update to enable the statements to be prepared was not delivered until the 29 July 2016. As well as the additional work required to prepared the Benefit Statements, the Government Actuaries had asked for additional information by the 12 August 2016. This had also an impact on the workload of the pensions team.

An Employer representative had attended the Pensions Annual General Meeting and it was noted that the WMFS were not the only Service to issue their Benefit Statements after 31 August 2016 and the lateness of the specialist software was the main issue.

The software providers, Haywards plc, are used by 75 – 80% of fire services and 40% of police services.

It was noted that Members of the Pension Schemes were not informed, but in future it was felt advisable to flag up any possible issues to the Members. The Annual Benefit Statements have been received positively by Members and they will now be issues annually. There has been no adverse impact on Members of the Pension Schemes.

The Pension Board agreed to hold an additional meeting in May 2017 to ensure that the process was in place for the preparation of the 2017 Annual Benefit Statements.

Resolved that:

1. the processes, set out in Appendix 2 to the report, are in place to avoid a recurrence of the delay when statements are issued in 2017 and subsequent years.
2. the Scheme Administrator to consider the option of a self-service system.
3. the Pension Board, at their next meeting, to consider their Terms of Reference in respect of the reporting of breaches of the law to The Pensions Regulator.
4. a Risk Register is added as a Standing Item on future Pension Board agenda.

52/16 **Internal Audit Progress Report**

The Committee noted a report which detailed the progress made against the delivery of the 2015/16 Internal Audit Plan. The information contained within the report included a summary of the work completed with no significant issues.

53/16 **Minutes of the Pension Board held on 11 July 2016**

The Committee received the Minutes of the Pension Board held on the 11 July 2016.

The Committee noted that the Independent Chair was leaving his post with West Midlands Police, but his successor Mr Neil Chamberlain would be taking on the role on a temporary basis and would be attending the Pension Board scheduled for the 6 February 2017.

54/16 **Audit Committee – Self Assessment of Good Practice and Effectiveness**

The Committee noted the results of stage two of their self-assessment of good practice and effectiveness exercise.

Six responses had been received from the Members with an average score of 3, there was a good breadth of core knowledge. The specialist area of accountancy and internal audit scored 2, and there was good knowledge in the core skills, scoring 3.

The third and final part of the exercise, evaluating the effectiveness of the committee will be undertaken.

Members were interested in receiving information on training courses to meet their individual needs.

54/16 **Audit Committee Work Programme 2016/17**

The Committee noted its Work Programme for 2016/17 and that the next meeting of the Audit Committee would be on 16 January 2017.

55/16 **Update on Topical, Legal and Regulatory Issues**

There was no new information to be presented

(The meeting ended at 1130 hours)

Contact Officer: Julie Connor Strategic Hub 0121 380 6906

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

Terms of Reference and Delegated Authorities

1. Introduction

The purpose of this document is to set of the terms of reference for the local Pension Board of the West Midlands Fire & Rescue Authority.

2. 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.

3. **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 5 members and be constituted as follows:-

- i) 2 employer representatives, which have been identified, and appointed
- ii) 2 scheme member representatives, which have been identified, and elected
- 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 Authority. 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 the unanimous agreement of all of the other members. 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.

4. **Quorum**

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

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

5. **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.

6. **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.

7. **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.

8. **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.

9. **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 two Pension Board meetings a year to be held six monthly. The minutes of the Pension Board will be approved by the Scheme Manager and shared with pension scheme members.

10. **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.

11. **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.

12. **Decision Making**

Each 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.

13. **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. 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.

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.

14. **Accountability**

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

15. **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.

16. **Reporting Breaches**

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 the Authority's Whistle Blowing Policy attached here: [the Whistle Blowing Policy](#).

17. **Definitions**

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

"Pension Board" or Authority "Board"	Means the local Pension Board for the Fire 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.
"West Midlands Fire & Rescue Authority"	Means the West Midlands Fire & Rescue Authority.

18. **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.

SUBJECT: PENSION BOARD FIREFIGHTERS' PENSIONS SCHEME ANNUAL
REPORT 2015/16

Report of the County Fire Officer and Chief Executive

Report Author: Paul Argyle, Deputy County Fire Officer Tel 0161 608 4002
Email: ArgylePA@manchesterfire.gov.uk

PURPOSE OF THE REPORT

To inform Members of the current duties and actions taken since the formation of the Board in April 2015/16.

EXECUTIVE SUMMARY

1. The Public Services Pensions Act 2013 requires Scheme Managers of the Firefighters' Pension Scheme to set up a Pension Board to help it comply with its legal obligations relating to the administration of the Firefighters' Pension Schemes.

INTRODUCTION/BACKGROUND

2. On the 23rd April 2015 the Fire Authority approved the establishment of a Pension Board. This report provides an annual account of the duties and actions taken since the formation of the Board for the year 2015/16.

CURRENT POSITION

3. This is the first annual report of the Local Pension Board ("the Board") for the Greater Manchester Firefighter Pension Scheme (FPS) which was constituted as part of changes introduced by the Public Service Pensions Act 2013. It is the intent of the Board to use the annual report to inform the 'Scheme Manager' (i.e. Greater Manchester Fire and Rescue Authority) of the work undertaken by the Board.

MEMBERSHIP

4. The Board consists of the following members:

Paul Argyle	Employer Representative & Chair
Councillor David Acton	Employer Representative
Paul Etches	Employee Representative
Gary Keary	Employee Representative

The Board is supported by Nina Purcell, Scheme Manager, Penny Wright, Pensions Administrator and Donna Parker, Democratic Services Manager.

MEETING DATES AND ATTENDANCE

5. The following Pension Board meetings have taken place:

14th July 2015
23rd September 2015
22nd February 2016
15th June 2016
27th July 2016
28th September 2016

Two Employee and Employer Representatives have attended all the meetings held except the 28th September 2016 meeting.

PURPOSE

6. The purpose of the Board was discussed at length at the initial Board meeting and at subsequent meetings, a draft terms of reference was agreed by the Board.

The role of the Board is to scrutinise the administration and functions of all the Firefighters' Pension Schemes, their associated data and report any matters of concern to the Fire & Rescue Authority. 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 Pensions Regulator.

The Board is not responsible for the day to day management of the Firefighter Pension Scheme administration nor does it perform the role of final arbiter in any disputes.

GENERAL

7. The Board has had to absorb a considerable amount of information, both technical and constitutional over the past year. This relates both to the hugely complex nature of the FPS and the role and requirements of the Board itself. Ordinarily, the Local Pension Board would take instruction and guidance from the Scheme Advisory Board (SAB) on how the Board should operate and the areas to consider. However, due the late implementation of the SAB, no instruction or guidance has been received and the Board has been mainly focused on training and educating itself on the relevant Pension Schemes and discussing the issues faced by the delegated Scheme Manager (Assistant HROD Director) and the Pensions Administrator.

8. It is envisaged that the role and requirements of the Board will become clearer as time progresses and the Board becomes more assured of its role and responsibilities.
9. The following arrangements have been discussed and agreed by the Board:
 - Terms of Reference Policy
 - Conflicts of Interest Policy
 - Training Needs Analysis for Board Members
 - Declarations of Interest Form
 - Training and Development Plans for 2015/16 and 2016/17

TRAINING

10. The Board has received training on the following:
 - The Firefighter Pensions Schemes benefits and differences
 - Death In Service awards
 - Ill Health/Injury awards
 - Auto Enrolment
 - Opting out
 - Transitional Protections
 - Pensionable Pay
 - CPD
 - Leaving before retirement
 - Taxation
 - 2015 scheme – partial retirement
 - Re-employment and Loss of PPA
 - Medical appeals
 - IDRP processes
 - Overview of Pension Board roles and responsibilities
11. The Board has received training from Clair Alcock – LGA and Penny Wright, GMFRS Pensions Administrator. The Pension's Regulator toolkit training is available for all Board Members to use.
12. Penny Wright, GMFRS Pensions Administrator had also provided the Corporate Leadership Team with training on the role and functions of the Pension Board.

CONSULTATION AND ENGAGEMENT

Agenda/Minutes of Meetings

13. The Agenda and Minutes for each Board Meeting are published on the Greater Manchester Fire & Rescue Authority website by the Democratic Services Manager.

RESOURCES/IMPLICATIONS

14. a) Financial
There are no immediate budget implications.
- b) Human Resources (Including Equality & Diversity Implications)
As detailed in the report
- c) Legal & Constitutional
The Fire Authority must have a Pension Board to fulfil the requirements contained in the Pension regulations.
- d) Health & Safety
None
- e) Sustainability
None
- f) ICT Support
None
- g) Communications Support
None

RECOMMENDATIONS

15. Members to note the work of the Local Pension Board for 2015/16.

PETER O'REILLY
COUNTY FIRE OFFICER
& CHIEF EXECUTIVE

LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

DOCUMENT	DATE	FILE OR OTHER REFERENCE	PLACE OF INSPECTION
Corporate Governance Documents and Minutes and Agenda from Meetings	July 2015 onwards	Various	Fire Authority Website http://manchesterfire.gov.uk/ GMFRA Fire & Rescue Service HQ 146 Bolton Road Swinton Manchester M27 8US

P. O'Reilly
(Proper Officer)
23.09.16



LOCAL PENSION BOARD

Annual Report 2015 - 2016

OFFICIAL

Ownership: Legal and Governance

Date Issued: 8 July 2016

Version: V.2 – for approval by HR Committee

Status: Final



Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
12/02/2016	Nicola Houseman - Committee Services Manager	V.1 - draft for consideration by LPB	To submit to Human Resources Committee for formal ratification - July 2016
26/02/2016		V. 2 – amended following LPB	Amendments agree are inclusion of LPB members

Reviewers

Name	Version Approved	Position	Organisation	Date
Nicola Houseman	V. 2	Committee Services Manager	West Yorkshire Fire and Rescue Authority	01/03/2016

Distribution

Name	Position	Organisation
Local Pension Board		West Yorkshire Fire and Rescue Authority
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1 Foreword

The purpose of this West Yorkshire Local Pension Board Annual report is to provide a source of information about the status of West Yorkshire Fire and Rescue Authority Local Pension Board for Scheme members and for the Scheme Manager and a summary of issues considered in the relevant period (1 April 2015 – 31 March 2016)

In accordance with Section 5 and s.30 (1) of the Public Service Pensions Act 2013 and Regulation 4A of the Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, the West Yorkshire Fire and Rescue Authority Local Pension Board was established in February 2015 to provide advice on the effective and efficient administration and management of the various firefighter pension schemes. The Board held its inaugural meeting on 10 July 2015.

[The Local Government Pension Scheme for Green Book employees is monitored by the Local Pension Board established by the West Yorkshire Local Government Pension Scheme and does not form part of this Annual Report].

The Report includes commentary on the following;

- A summary of the work undertaken by the Local Pension Board during 2015 – 16
- Detail of areas investigated and how these areas were dealt with
- Any conflicts of interest and how these were managed
- Any identified risks and other areas of potential concern
- Any expenses and costs incurred by the Board
- Gifts and hospitality received by members of the Board
- Training for Board members

Information has also been categorised in parts of this Annual Report on the basis of the following Classifications

Classification	Action
	Outstanding
	Partially complete
	Complete

2 Membership and meetings of the Board

2.1 The West Yorkshire Fire and Rescue Authority Local Pension Board comprises 4 members as follows;

2 x Scheme Member representatives (Paul Drinkwater and Stuart Wilson)

2 x Scheme Manager representatives (Councillors Bryan Smith – Chair, and Peter Harrand)

(plus Non-voting Officer Adviser(s) as appropriate)

2.2 The Board has met on 5 occasions in the 2015 – 16 year. Two of these meetings were scheduled in accordance with the approved frequency of meetings in the Terms of Reference. The remaining three meeting were convened in accordance with the provision in the Terms of Reference for the Chair to call additional meetings with the consent of the Board membership.

3 Work undertaken by the West Yorkshire Fire and Rescue Authority Local Pension Board 2015 – 16

3.1 The West Yorkshire Fire and Rescue Authority adopted Terms of Reference for the Local Pension Board on 20 February 2015. The work undertaken by the Board has been defined by the Terms of Reference which are due to be reviewed in July 2016.

3.2 The Board held its inaugural meeting on 10 July 2015 when the following Codes and Policies were agreed;

- Code of Conduct (applicable to Board members, technical advisers and any attendees participating in a meeting of the Board)
- Registration of Interest and Conflicts Policy
- Training policy and framework document

3.3 During the period 1 April 2015 – 31 March 2016 the following items were also considered by the Board;

- Detail of the Scheme Manager complaints procedure (statutory requirement)
- Internal audit report on pensions dated 2 February 2015
- Updates on establishment of national Scheme Advisory Board
- Activity reports
- Identification of areas for scrutiny and review
- Identification of regular standing items
- Annual review of the Corporate Risk Register
- Training opportunities
- Legislative updates

3.4 Each Activity report includes detail on the number of;

- pension scheme members across the various schemes
- number of new scheme members
- retirees
- pensioner members
- deferred members
- IDR (Internal Disputes Resolution Procedure) stage 1 and 2 complaints
- Opt-outs

3.5 Each agenda also includes the following standing items;

- legislative update
- compliance and complaints (part of Activity report)
- Pensions ombudsman cases (see section 8.)

4 Specific investigations and Board resolutions

4.1 The Board identified a number of areas that warranted further specific investigation. A summary of which and the relevant outcomes are detailed in the table below.

Meeting	Summary	Outcome / resolution	Completed
10 July 2015	Pension scheme opt-outs	Raising employee awareness on issues related to opting-out	
	Impact of 2015 scheme on female firefighters	Sought figure to assess possible disproportionate impact	
	Accuracy & timeliness of pension estimates	Timeline established to assist monitoring process	
4 December 2015	Costs and constitution of national Scheme Advisory Board	Detail required	
	Review of service level agreement with WY Pension Fund	Outcome to be reported to the Human Resources Committee	
	Pension scheme opt-outs (value of pension contributions)	Consideration to be given to providing staff with annual employment benefit statements	

5 Conflicts of interest

- 5.1 As statutorily required, members of the Local Pension Board complete a Declaration of Interests. The register is maintained by the West Yorkshire Fire and Rescue Authority Committee Services section.
- 5.2 There have been no declarations made by any member, adviser or attendee at any meeting of the Board during the relevant period.

6 Identified Risks and areas of concern

6.1

Meeting	Summary of risk	Outcome / resolution	Completed
10 July 2015	Internal Audit report – pension percentage table / configuration of SAP finance system	Report back when resolved.	
	BPEN1.S (back payment of Authority pension contributions covering the liability of Retained Duty System staff buying back retrospective service)	Report to next meeting(to include reference to the take-up of the modified pension scheme and any relevant delays in processing / payment.	
4 December 2015	Contracted out pensions – impact on National Insurance contributions	Advise all employees	
	Ongoing pension dispute	Noted	

- 6.2 IDRPs Stage 1 and 2 complaints are included as appropriate in the Activity report at each meeting of the Board.

7 Expenses and Costs

- 7.1 There has been no expenditure or costs incurred within the relevant period for the administration of the Board.

8 Gifts and Hospitality

- 8.1 There have been no declarations of gifts or hospitality received by Members of the Local Pension Board during the relevant period.

9 Training

- 9.1 It is a statutory requirement of the Public Service Pensions Act 2013 that members of the Local Pension Board should have the capacity to become conversant with, and develop a knowledge of, detailed related issues in order to effectively carry out their duties.

- 9.2 The following training has been provided during the course of the year to Local Pension Board members;

- National, / regional Local Government Association training event (July 2015)
- Pensions Regulator e-learning package (Conflicts of Interest)

- 9.3 Members have also been provided with the following documentation;

- Guide to the Firefighters' Pension Scheme 1992 *
- Guide to the 2006 Firefighters' Pension Scheme *
- Public Service Pensions Code of Practice (Pensions Regulator) *
- Guidance on the creation and operation of Local Pension Boards in England *
- DWP State Pension changes briefing – December 2015

**included in standard annual induction packs for new members as appropriate*

- 9.4 One standing item on the Local Pension Board agendas is consideration of relevant Pension Ombudsman cases. The summaries provided and Ombudsman decisions serve as a learning tool for LPB members.

- 9.5 During the course of the year, the following cases were reviewed;

- Milne v. Gadd
- Beach v. Shropshire & Wrekin
- Cherry v. Police & Crime Commissioner for South Wales

10 Legislative updates

- 10.1 As a statutory requirement, members of the Local Pension Board have been provided with regular legislative updates.

- 10.2 The following have been provided during the relevant period;

- Contracted-out pension scheme status and impact on National Insurance contributions (non-firefighter specific , paragraph 5 refers)
- Revaluation and commutation (2006 Firefighter Pension Scheme)

From: The Pensions Regulator <enews@thepensionsregulator.gov.uk>
Date: 18 January 2017 at 11:45:59 GMT
To: "Karen.Gowreesunker@wmfs.net" <Karen.Gowreesunker@wmfs.net>
Subject: Take action to make sure your scheme records are correct and up-to-date

Item 11

[View this email in your web browser](#)

The Pensions Regulator



Read our new quick guide to help you

If you don't keep up to date and accurate records for your scheme, it can directly affect members and the payments they receive at retirement. It can also be very expensive to correct if things go wrong because of bad or missing data.

[Our new quick guide to record-keeping](#) will help you understand why it's so important to have complete and accurate scheme records, and what you should do to make sure your records are in order.

We expect all schemes to have a record-keeping plan in place. They also need to put controls in place to ensure security of member data.

Record-keeping is a vital part of running a scheme, and if you don't maintain complete and accurate records, you might fail to meet certain legal obligations.

[Check out the quick guide now.](#)

Regards,

The Pensions Regulator

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Public service home

- Understanding your role
- Scheme management
- Further resources

- Public service

- Understanding your role

- Scheme management

- Reporting duties

- Internal controls and managing risks

- Record-keeping

- Communicating to members

- Publishing scheme information

- Maintaining contributions

- Pension board conflicts of interest and representation

- Resolving internal disputes

- Reporting breaches of the law

- Further resources

Record-keeping

Failing to maintain complete and accurate records can affect the ability of your public service pension scheme to carry out basic functions. Accurate record-keeping is crucial in ensuring that benefits are paid correctly.

On this page

- [Key points](#)
- [How long to hold data](#)
- [Maintaining data](#)
- [Working with employers](#)
- [Types of records to keep](#)
- [Record-keeping guide](#)
- [Detailed guidance](#)

Key points

- The scheme manager must keep records of member and beneficiary information, transactions, and pension board meetings and decisions.
- Your scheme should have effective record-keeping processes and regularly evaluated member data.
- You should work with employers to ensure they understand what information they're required to provide and when they need to do this.

How long to hold data

It's likely that your scheme will need to hold data for long periods of time. You should keep records for as long as they're needed and remain relevant.

[Back to top](#)

Maintaining data

Your scheme should have policies and processes in place to ensure member data is monitored on an ongoing basis.

You should carry out a data review at least annually and put in place a data improvement plan to address poor quality data.

Public Service toolkit online learning

Go to the Public Service toolkit You can learn more about keeping and maintaining records in the 'Maintaining accurate member data' course. You must log in or sign up to use the Public Service toolkit.

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Working with employers

You should work with participating employers to seek to ensure they understand the key events and information they need to provide, and have processes in place to provide timely and accurate data.

If an employer fails to provide the required information (meaning that they and/or the scheme manager may not be complying with legal requirements), you should consider whether you need to report the breach to us. Go to [reporting breaches of the law](#).

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Types of records to keep

The scheme manager must keep records relating to:

- member and beneficiary information
- transactions
- pension board meetings and decisions

Member and beneficiary information

Type of data	Information to include
Member and beneficiary data	<ul style="list-style-type: none"> • Name • Date of birth • Gender • Last known postal address • Member's scheme identification number • Member's National Insurance number (if they have one) • Dates that active, deferred and pensioner members join and leave the scheme • Details of active, deferred and pensioner members' employment with any employer participating in the scheme including the period of pensionable service and the amount of pensionable earnings each year
Benefits that aren't money purchase benefits, injury benefits or compensation benefits under the scheme	<ul style="list-style-type: none"> • Any formula used to calculate a member's or beneficiary's pension or benefit • The percentage to be applied for revaluation each year to a member's accrued rights to benefits under the scheme • Any increase to be applied to a pensioner member's or beneficiary's pension or benefit in payment in each year
Money purchase benefits under the scheme	<ul style="list-style-type: none"> • Any investment decisions taken by or relating to a member • Any investments held on behalf of a member • Any anticipated date of retirement notified by a member
Pension credit (under the Welfare Reform and Pensions Act 1999)	<ul style="list-style-type: none"> • Any information relevant to calculating each member's rights under the scheme which are directly or indirectly attributable to a pension credit
Pension debit (under the Welfare Reform and Pensions Act 1999)	<ul style="list-style-type: none"> • Any information relevant to calculating any reduction in each member's rights under the scheme which are attributable to a pension debit

Transactions

Transaction	Information to include
Employer or member contributions paid in relation to each active member	
Pension and benefits payments	<ul style="list-style-type: none"> • Date of the payment
Payments made by or on behalf of the scheme manager to any person – except pension and benefits payments, and payments made to members who leave the scheme (other than on a transfer)	<ul style="list-style-type: none"> • Name and address of the person that the payment was made to • Reason for the payment
Any movement or transfer of assets from the scheme to any person	<ul style="list-style-type: none"> • Name and address of the person that the assets were moved or transferred to • Reason for the transaction
Receipt or payment of money or assets relating to the transfer of members into or out of the scheme	<ul style="list-style-type: none"> • Member's name • Transfer terms • Name of the scheme into or out of which the member has been transferred • Transfer date • Date of receipt or payment of money or assets
Payments made to any member who leaves the scheme, other than on a transfer	<ul style="list-style-type: none"> • Member's name • Leaving date • Member's entitlement at that date • Method used for calculating any entitlement under the scheme

	<ul style="list-style-type: none"> • How that entitlement was discharged
Payments made to any employer participating in the scheme	
Any amount due to the scheme that has been written off in the scheme's accounts	
Any other payment to the scheme	<ul style="list-style-type: none"> • Name and address of the person from whom it is received • Where a payment is made in respect of a member, the name of the member

Pension board meetings and decisions

Type of meeting or decision	Information to include
Records relating to any pension board meeting	<ul style="list-style-type: none"> • Date, time and place of the meeting • Names of all pension board members invited to the meeting • Name of any person who attended the meeting and in what capacity • Any decisions made at the meeting
Records relating to any other decision made by pension board members while carrying out their role as pension board members	<ul style="list-style-type: none"> • Date, time and place of the decision • Names of pension board members who participated in making the decision
Records relating to any decision made by a	<ul style="list-style-type: none"> • Date, time and place of the

committee or sub-committee of the pension board not ratified by the pension board

- decision
- Names of pension board members who participated in making the decision

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Record-keeping guide

- [Record-keeping quick guide \(PDF, 146kb, 4 pages\)](#)

Understand why scheme record-keeping is important and the steps you need to take to make sure your records are complete and accurate.

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Detailed guidance

- 'Scheme record-keeping' section of the [public service code of practice](#).
- [Public Service Pensions \(Record Keeping and Miscellaneous Amendments\) Regulations 2014 on Legislation.gov.uk](#).

From: The Pensions Regulator [<mailto:enews@thepensionsregulator.gov.uk>]

Sent: 28 November 2016 15:02

Item 12

To: Paul Gwynn <Paul.Gwynn@wmfs.net>

Subject: Your legal duty to publish information about your pension board

[View this email in your web browser](#)

The Pensions Regulator



We'll soon be contacting scheme managers to make sure they've met their legal duties

Scheme managers legally have to publish information about their pension boards and keep this information up to date. They must also make sure this information is available to all members.

[You can find out more on our website](#) about the type of information to publish, who to make it available to and how to provide it (for example on a website or newsletter).

We'll soon be calling scheme managers to find out if they have done this and, if not, the reasons why not. It's therefore important to make sure you have this information in order, or have a plan in place to do so imminently.

Regards,

The Pensions Regulator

PS Please be aware that we may also be contacting schemes around the same time, to urge them to complete our governance and administration survey.

[Contact us](#) 

[Visit our website](#) 

[Send to a colleague](#) 

The Pensions Regulator
Napier House

Read [how we use cookies](#) to monitor and improve our online services.

Publishing scheme information

Certain information relating to public service pension schemes needs to be published so that scheme members and interested parties know that their scheme is being managed effectively.

You should have policies and processes in place to keep published information up to date and accurate.

On this page

- [Key points](#)
- [What information to publish](#)
- [Who to make information available to](#)
- [How to provide the information](#)
- [Keeping information up to date](#)
- [Detailed guidance](#)

Key points

- The scheme manager must publish and keep up-to-date information about the pension board.
- You should consider publishing other information about the pension board.

What information to publish

The scheme manager must publish information about the pension board and keep that information up to date, including:

- who the pension board members are
- representation on the pension board
- matters for which the pension board is responsible

You should also publish:

- the pension board's terms of reference
- the pension board appointment process
- who each pension board member represents

- employment and job title (where relevant) and any other relevant position held by each board member
- any specific roles and responsibilities of individual pension board members

You should consider publishing other information such as pension board papers, agendas and meeting minutes (with confidential information removed).

The scheme manager or responsible authority may also be required to publish other information about governance and administration. For example, HM Treasury or Department of Finance and Personnel in Northern Ireland directions may require specific scheme information to be published.

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Who to make information available to

You should make pension board information available to all scheme members and all staff who are eligible to be automatically enrolled into the scheme without them needing to ask for it.

You should give the information to other interested parties when they ask for it. This includes prospective members who are not eligible to be automatically enrolled into the scheme and those who have opted out of membership. You should make it clear how they can ask for this information, for example by:

- including the contact name on the scheme website
- including this information in any document that sets out what information the scheme manager holds and how this information is made available to the public

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How to provide the information

The scheme manager should decide the most appropriate way of providing pension board information. This may include:

- maintaining information on a website that members can access
- displaying the information in notices at the employer's offices
- including information in regular communication to members

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Keeping information up to date

The scheme manager should ensure that the scheme has processes in place to review information published about the pension board on an ongoing basis and must ensure that the information published is kept up to date.

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Detailed guidance

'Information to be published about schemes' section of the [public service code of practice](#).

The Pensions Regulator
Public Service Governance Survey 2016

Item 13

THIS DOCUMENT IS INTENDED TO BE USED AS A GUIDE TO HELP YOU GATHER THE INFORMATION REQUIRED FOR THE SURVEY. PLEASE NOTE, HOWEVER, THAT WE NEED YOU TO COMPLETE THE QUESTIONNAIRE THROUGH THE ONLINE SURVEY LINK CONTAINED IN YOUR INVITATION EMAIL.

Thank you for taking the time to complete this survey.

The questions in the survey should be answered in relation to the scheme referenced in your invitation email. Where the scheme is locally administered, we mean the sub-scheme or fund administered by the local scheme manager.

Your responses will be kept anonymous unless you consent otherwise at the end of the survey. Linking your scheme name to your answers will help inform The Pension Regulator’s engagement with you in the future.

This survey should be completed by the scheme manager or by another party on behalf of the scheme manager. You should work with the pension board chair to complete it, and other parties (e.g. the administrator) where appropriate.

SECTION A – BASIC INFORMATION

QA1. EVERYONE TO ANSWER

Which of the following best describes your role within the pension scheme?

Please select one answer only

1. Scheme manager or employee of the scheme manager*
2. Pension board chair
3. Pension board member
4. Administrator ✓
5. Other (please specify):

**In this survey ‘scheme manager’ refers to the definition within the Public Service Pensions Act, e.g. the Local Authority, Fire and Rescue Authority, Police Pensions Authority, Secretary of State/Minister or Ministerial department.*

SECTION B – GOVERNANCE

The first set of questions is about how your pension board works in practice.

QB1. EVERYONE TO ANSWER

Does your scheme have a conflicts policy and procedure for pension board members?

Please select one answer only

1. Yes
2. No
3. Don’t know ✓

QB2. EVERYONE TO ANSWER

Does your scheme have a register of interests?

Please select one answer only

1. Yes ✓
2. No
3. Don't know

QB3. EVERYONE TO ANSWER

Has your scheme developed policies and arrangements to help pension board members acquire and retain the knowledge and understanding they require?

Please select one answer only

1. Yes ✓
2. No
3. Don't know

QB4. EVERYONE TO ANSWER

Thinking about the interaction between the pension board and the scheme manager (or employee of the scheme manager), which of the following applies to your scheme?

Please select all that apply and use the 'Other' option to specify any other ways in which the pension board and scheme manager interact

1. The scheme manager attends pension board meetings
2. ✓ The scheme manager commissions advice from the pension board
3. ✓ The pension board submits written reports to the scheme manager
4. The pension board chair has face-to-face meetings with the scheme manager
5. ✓ Other (please specify) PB Member briefs Scheme Manager through the Committee process
6. Don't know

QB5. ANSWER IF THE SCHEME MANAGER ATTENDS PENSION BOARD MEETINGS (QB4=1)

How often does the scheme manager, or an employee of the scheme manager, attend pension board meetings?

Please select one answer only

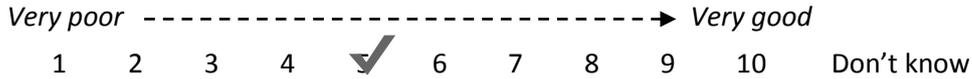
1. Every time the pension board meets ✓
2. As required
3. Don't know

QB6. EVERYONE TO ANSWER

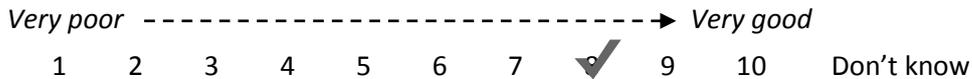
On a scale of 1 to 10, where 10 represents ‘very good’ and 1 represents ‘very poor’, how would you rate the pension board’s ability to...?

Please select one answer per statement

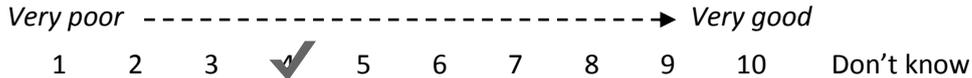
- a) Identify to the scheme manager where there are poor standards and/or non-compliance with legal requirements



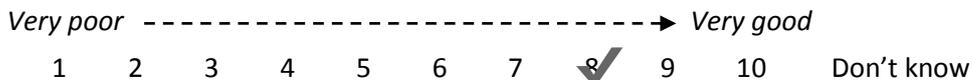
- b) Set out recommendations to the scheme manager on addressing poor standards and/or non-compliance with legal requirements



- c) Advise the scheme manager on scheme regulations, the governance and administration requirements set out in legislation, and the standards expected by TPR



- d) Take or secure actions to address poor standards and/or non-compliance with legal requirements



QB7. EVERYONE TO ANSWER

If you would like to add any further comments in relation to this question (QB6), please use the space below.

.....
.....

SECTION C – MANAGING RISKS

The next set of questions is about managing risks.

QC1. EVERYONE TO ANSWER

Does your scheme have documented procedures for assessing and managing risk?

Please select one answer only

- 1. Yes
- 2. No
- 3. Don't know

QC2. ANSWER IF SCHEME HAS PROCEDURES FOR ASSESSING & MANAGING RISK (QC1=1)

To what extent would you say your risk management procedures have contributed to establishing new or revised internal controls? Would you say they have...?

Please select one answer only

- 1. Contributed significantly
- 2. Contributed in some way
- 3. Not contributed at all
- 4. Don't know

QC3. EVERYONE TO ANSWER

Does your scheme have a risk register?

Please select one answer only

- 1. Yes ✓
- 2. No
- 3. Don't know

QC4. ANSWER IF SCHEME HAS RISK REGISTER (QC3=1)

What are the top three governance and administration risks on your register?

Please write in

- 1. Risk 1: Failure of IT Systems.....
- 2. Risk 2: Failure of BACS Processing.....
- 3. Risk 3: Fraud in Payroll or Pension teams.....
- 4. Don't know

QC5. EVERYONE TO ANSWER

Which of the following best describes your administration services?

Please select one answer only

- 1. Delivered in house ✓
- 2. Outsourced to another public body (e.g. a county council)
- 3. Outsourced to a commercial third party
- 4. Other (please specify):

QC6. EVERYONE TO ANSWER

Which of the following do you use to monitor and manage the performance of your administrators (whether in-house or outsourced)?

Please select all the options that apply

- 1. Performance metrics are set out in contracts or service level agreements
- 2. Administrators provide independent assurance reports
- 3. Independent auditors review the performance of administrators
- 4. Administrators deliver regular reports to the scheme manager and/or pension board on service provided ✓
- 5. Administrators attend regular meetings with the scheme manager and/or pension board ✓
- 6. Penalties are applied where contractual terms or service standards are not met
- 7. Other (please specify): ...Administrator is Managed by the Section 151 Officer.....
- 8. Don't know

SECTION D – ADMINISTRATION AND RECORD-KEEPING PROCESSES

The next set of questions is about administration and record-keeping.

QD1. EVERYONE TO ANSWER

Do you have processes in place to monitor scheme records for all membership types on an ongoing basis to ensure they are accurate and complete?

Please select one answer only

- 1. Yes ✓
- 2. No (please use the space below if you would like to provide more information):
.....
- 3. Don't know

QD2. EVERYONE TO ANSWER

Does the scheme have an agreed process in place with employer(s) to receive, check and review data?

Please select one answer only

- 1. Yes
- 2. No
- 3. Don't know ✓

QD3. EVERYONE TO ANSWER

What proportion of your scheme's employers provide you with timely, accurate and complete data as a matter of course?

Please write in a percentage. If you do not know exactly, please give an approximate percentage

- 1.100..... %
- 2. Don't know

QD4. EVERYONE TO ANSWER

Does the scheme have a process in place for monitoring the payment of contributions?

Please select one answer only

- 1. Yes ✓
- 2. No
- 3. Don't know

QD5. EVERYONE TO ANSWER

Does the scheme have a process in place for resolving contribution payment issues and assessing whether to report payment failures to TPR?

Please select one answer only

- 1. Yes
- 2. No ✓
- 3. Don't know

SECTION E – DATA REVIEW

QE1. EVERYONE TO ANSWER

When did your scheme last carry out a data review exercise?

Please select one answer only

- 1. Within the last 12 months
- 2. More than 12 months ago
- 3. Never ✓
- 4. Don't know

QE2. ANSWER IF SCHEME HAS CARRIED OUT A DATA REVIEW EXERCISE (QE1=1 OR 2)

What data did the review cover?

Please select one answer only

- 1. Data collected after 1 April 2015 but not before this date
- 2. Data collected before 1 April 2015 but not after this date
- 3. Data collected both before and after 1 April 2015
- 4. Other (please specify):

QE3. ANSWER IF SCHEME HAS CARRIED OUT A DATA REVIEW EXERCISE (QE1=1 OR 2)

Did your scheme's most recent data review exercise identify any issues or problems?

Please select one answer only

- 1. Yes
- 2. No
- 3. Don't know

QE4. ANSWER IF MOST RECENT DATA REVIEW IDENTIFIED ANY ISSUES OR PROBLEMS (QE3=1)

What action, if any, was taken to address the issues the review identified?

Please select all the options that apply

- 1. A data improvement plan was put in place or updated
- 2. A data cleansing exercise was carried out
- 3. Additional validation checks
- 4. Pensioner existence checks
- 5. Address chasing exercises
- 6. Further or improved member communications (e.g. reminding members to check their records are up to date)
- 7. Other (please specify):
- 8. No action taken
- 9. Don't know

QE5. ANSWER IF A DATA IMPROVEMENT PLAN WAS PUT IN PLACE/UPDATED (QE4=1)

What is the current end date for the data improvement plan you have put in place or updated?

- 1. MONTH: YEAR:
- 2. Don't know

QE6. ANSWER IF A DATA IMPROVEMENT PLAN WAS PUT IN PLACE/UPDATED (QE4=1)

What data does your improvement plan cover?

Please select one answer only

- 1. Data collected after 1 April 2015 but not before this date
- 2. Data collected before 1 April 2015 but not after this date
- 3. Data collected both before and after 1 April 2015
- 4. Other (please specify):

SECTION F – COMMUNICATIONS

The next set of questions is about communicating to members and resolving issues or complaints the scheme has received.

QF1. EVERYONE TO ANSWER

In 2016, what proportion of active members received their annual benefit statements by the statutory deadline?

Please write in a percentage. If you do not know exactly, please give an approximate percentage.

- 1.0... %
- 2. Don't know

QF2. EVERYONE TO ANSWER

Does the scheme do any of the following to assess and, where necessary, to improve, the effectiveness of its communications to members?

Please select all the options that apply

- 1. Research the views of members
- 2. Conduct an annual communications review
- 3. Have a communications plan
- 4. Review relevant innovations in technology that could improve member access to communications, including interactive tools
- 5. Seek feedback from the pension board's member representatives
- 6. None of the above ✓
- 7. Don't know

SECTION G – RESOLVING ISSUES

QG1. EVERYONE TO ANSWER

In the last 12 months, how many complaints have you received from members or beneficiaries in relation to their benefits and/or the running of the scheme?

Please include all complaints, including those which have not entered the Internal Dispute Resolution (IDR) process. If you do not know exactly, please give an approximate number.

- 1.2.....
- 2. Don't know

QG2. ANSWER IF ANY COMPLAINTS RECEIVED IN THE LAST 12 MONTHS (QG1>0)

Please list the top three types of complaints received (e.g. benefit payment delays, incorrect estimate of pension entitlement, inaccurate personal data held).

Please specify

- 1.Late provision of information.....
- 2.
- 3.
- 4. Don't know

QG3. ANSWER IF ANY COMPLAINTS RECEIVED IN THE LAST 12 MONTHS (QG1>0)

How many of these complaints have entered the IDR process?

- 1. 1
- 2. Don't know

SECTION H – REPORTING BREACHES

QH1. EVERYONE TO ANSWER

Does the scheme have procedures in place to allow the scheme manager, pension board members and others to identify and assess breaches of the law, and report these to TPR if required?

Please select one answer only

- 1. Yes ✓
- 2. No
- 3. Don't know

QH2. EVERYONE TO ANSWER

In the last 12 months, have you identified any breaches of the law?

Please select one answer only

- 1. Yes ✓
- 2. No
- 3. Don't know

QH3. ANSWER IF ANY BREACHES HAVE BEEN IDENTIFIED IN THE LAST 12 MONTHS (QH2=1)

What were the root causes of the breaches identified?

Please select all the options that apply

- 1. Systems or process failure ✓
- 2. Failure to maintain records or rectify errors
- 3. Management of transactions (e.g. errors or delays in payments of benefits)
- 4. Failure of employers to provide timely, accurate or complete data
- 5. Other employer-related issues (please specify):
- 6. Conflicts of interest
- 7. Lack of knowledge and understanding
- 8. Something else (please specify):
- 9. Don't know

QH4. ANSWER IF ANY BREACHES HAVE BEEN IDENTIFIED IN THE LAST 12 MONTHS (QH2=1)

In the last 12 months, have you reported any breaches to TPR as you thought they were materially significant?

Please select one answer only

- 1. Yes ✓
- 2. No
- 3. Don't know

SECTION I – GOVERNANCE AND ADMINISTRATION

The next set of questions is about your progress in addressing governance and administration issues.

Q11. EVERYONE TO ANSWER

What are the main barriers you face to improving the governance and administration of your scheme?

Please specify

- Viable audit arrangements. Bench Marking against other Pension Boards
- Benchmarking the cost of Administration
-
-

Q12. ANSWER IF BARRIERS TO IMPROVING SCHEME GOVERNANCE & ADMINISTRATION (AT Q11)

And what steps are you currently taking to address these barriers?

Please specify

-
-
-
-

Q13. EVERYONE TO ANSWER

To what would you attribute any improvements made to the scheme’s governance and administration in the last 12 months?

Please select all the options that apply

1. Improved understanding of underlying legislation and standards expected by TPR ✓
2. Improved understanding of the risks facing the scheme
3. Resources increased or redeployed to address risks ✓
4. Administrator action (please specify): ..Resolved issue with ABS swiftly.....
5. Scheme manager action (please specify):
6. Pension board action (please specify):
7. Other (please specify):
8. Don’t know

SECTION J – TPR PRODUCTS AND PERCEPTIONS

The final set of questions is about your views of TPR and its products.

QJ1. EVERYONE TO ANSWER

To what extent have you used the following products provided by TPR?

Please select one answer per product

	I am not aware of this	I am aware of this but have not used it	I have used this	Don't know
a) Public service section of the TPR website	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Public service code of practice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Guide to issuing annual benefit statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
d) Guides to public service pension boards	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e) Public service toolkit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Reporting breaches guidance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
g) Self-assessment tool	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) News by email service	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

QJ2. ANSWER FOR ANY TPR PRODUCTS USED (CODE 3 AT QJ1a-h)

How useful did you find each of the following TPR products?

Please select one answer per product used

	Very useful	Fairly useful	Not very useful	Not at all useful	Don't know
a) Public service section of the TPR website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Public service code of practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Guide to issuing annual benefit statements	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Guides to public service pension boards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Public service toolkit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Reporting breaches guidance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Self-assessment tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) News by email service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

QJ3. EVERYONE TO ANSWER

Are there any products you would like TPR to provide that it does not currently offer?

Please select one answer only

1. Yes (please specify):
2. No
3. Don't know

QJ4. ANSWER IF HAVE USED THE PUBLIC SERVICE SECTION OF TPR’S WEBSITE (QJ1a=3)

When did you most recently visit TPR’s website?

Please select one answer only

1. In the last month
2. 2-3 months ago
3. 4-6 months ago
4. 7-12 months ago
5. More than a year ago
6. Don’t know/ can’t remember

QJ5. ANSWER IF HAVE USED THE PUBLIC SERVICE SECTION OF TPR’S WEBSITE (QJ1a=3)

To what extent would you say you get what you want from the website when you visit it? Would you say you typically...?

Please select one answer only

1. Get everything you want
2. Get most of what you want
3. Get some of what you want
4. Do not get what you want
5. Don’t know

QJ6. EVERYONE TO ANSWER

Thinking about your overall perception of TPR, to what extent do you agree or disagree with the following words as ways to describe TPR?

Please select one answer per statement

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don’t know
a) Informative	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Respected	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Authoritative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Approachable	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Straightforward	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

QJ7. EVERYONE TO ANSWER

Thinking now about how TPR operates, how effective do you think it is at improving standards in scheme governance and administration in public service pension schemes?

Please select one answer only

1. Very effective
2. Fairly effective
3. Neither effective nor ineffective
4. Not very effective
5. Not at all effective
6. Don’t know

SECTION K – ATTRIBUTION

That’s it. Thank you for completing this survey. Your responses will help TPR understand how schemes are progressing and any issues they may face, which will inform further policy and product developments.

QK1. EVERYONE TO ANSWER

Finally, what other parties did you consult with to complete this survey?

Please select one answer only

- 1. Scheme manager or employee of the scheme manager*
- 2. Pension board chair
- 3. Pension board member ✓
- 4. Administrator
- 5. Other (please specify):
- 6. Did not consult with any other parties

**In this survey ‘scheme manager’ refers to the definition within the Public Service Pensions Act, e.g. the Local Authority, Fire and Rescue Authority, Police Pensions Authority, Secretary of State/Minister or Ministerial department.*

QK2. EVERYONE TO ANSWER

To inform TPR’s engagement going forward, they would like to build an individual profile of your scheme by linking your scheme name to your survey answers. This will only be used for internal purposes by TPR and your identity will not be revealed in any published report.

Are you happy for your responses to be linked to your scheme name and supplied to TPR for this purpose?

Please select one answer only

- 1. Yes, I am happy for my responses to be linked to my scheme name and supplied to TPR
- 2. No, I would like my responses to remain anonymous ✓

Dear Colleagues

I am pleased to attach a letter to the fire pensions community from the Scheme Advisory Board chair, Malcolm Eastwood giving an update on the work of the Scheme Advisory Board, along with the attached letter from Brandon Lewis MP, thanking the Fire and Rescue Authority officials, pension administrators and LGA for the smooth implementation of the 2015 scheme.

Kind Regards

Clair

Clair Alcock

Firefighters' Pension Adviser
Local Government Association
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Scheme Advisory Board

Item 14

November 2016

Dear colleagues,

Firefighters Pension Scheme (England) Scheme Advisory Board Chairman's Update

It is just over 6 months since I took up my appointment as chairman of the Firefighters' Pension Scheme Advisory Board (SAB). To say it has been a busy six months is an understatement and I thought I would share with you what your board is doing.

We have met as a board on three occasions now and I am pleased to advise you the board is settling down well to its work and I am grateful to our members for their commitment to the task in hand with good progress being made in developing and agreeing our terms of reference along with an ambitious work-plan, which I will come onto later.

The board is fortunate to have the support of Marc Sherratt, Anthony Mooney and Philip Perry, our liaison team from the Home Office who are the link to our Minister, Brandon Lewis MP, who is the Minister of State for Policing and the Fire Service, and I am delighted to enclose the attached letter from Brandon, thanking the Fire and Rescue Authority officials, pension administrators and LGA for the smooth implementation of the 2015 scheme.

We are also extremely fortunate to have the services of Clair Alcock from the LGA, who in addition to her role as technical adviser providing advice and support to Fire Authorities supports the board as acting secretariat, organising and running the SAB meetings and events, providing advice to the board, as well as supporting the Local Pension Boards by providing training.

Scheme Advisory Board

I have personal reasons to be grateful to Clair as she has encouraged me to develop my knowledge and understanding of the 'dark art' of fire pensions. Clair has arranged for me to attend a number of regional group meetings, attend and assist at local pension board training sessions, attend and speak at national pension seminars and introduced me to key players in the pensions industry, like The Pensions Regulator (TPR) and commercial companies with specialist fire pensions expertise with whom, through Clair's good offices we now have a good, useful and productive working rapport.

Budget:

At the last SAB meeting, we were advised that the Minister had approved the budget as submitted by the board. This is now in the process of being levied on the Fire Authorities as directed by the 2014 regulations. The budget includes provision for an additional full time post at LGA to act as communications officer and board secretary. This post will as well as providing secretariat support for the SAB provide support to Local Pension Boards.

On setting the budget, the objective was to look for cost savings for Fire Authorities and an improved service to scheme members by reducing duplication and undertaking to secure and circulate guidance and communications centrally.

All of the above links in to the objectives the Minister set me on my appointment to reduce the overall costs of fire pensions to the government, fire authorities, scheme members and above all, the tax payers.

Scheme Advisory Board

Work Plan:

The Board has set itself an ambitious Work Plan which it is intended will:-

- Support and advise Local Pension Boards
- Take a lead on communications
- Ensure cost effectiveness of scheme administration
- Advise on 'Best Practice'
- Look to Benchmark administration

Besides all the above, board members have been actively involved in board work representing the board at:-

The Pensionable Pay Workshop

The Annual LGA Fire pensions Conference

Firefighters Pensions Tax Seminar, (a training event organised for SAB members).

Sub-Committees:

In order to achieve these objectives, the board has agreed to set up three strategic sub committees which will explore and develop:-

- Cost Effectiveness
- Improved Scheme Administration
- Ensuring the Effectiveness of Local Pension Boards

As you will appreciate, it sounds easy in print, but will require a lot of work, analysis and cooperation; the sub committees will have a selected Chairman and will be supported by volunteers from both the SAB and fire pensions practitioners, like many of you reading this update (Hint!). Anyone who would like to consider volunteering to work on one of the above groups should contact Clair Alcock on Clair.Alcock@local.gov.uk she will be pleased to hear from you.

Scheme Advisory Board

Personal Observations:

Since taking up my appointment I have been extremely impressed and heartened at the level of commitment, knowledge, enthusiasm and professionalism of the people I have met who work so diligently on fire pensions within the English fire authorities.

Fire pensions are undoubtedly complex and quite different from the Local Government Pension Scheme in many ways and, whilst the number of members in the schemes are smaller, their needs are just as great and there is a big responsibility on those working on the schemes to get it right.

I am keen therefore to work closely with those of you working in the Fire pensions industry to facilitate through Clair; training, workshops and seminars, to assist and enable you to develop personally and ensure there is a consistency of knowledge and development of best practice. Again, Clair and I would welcome suggestions as to what you would like to see coming out from the board on the above.

As mentioned above, I have visited a number of our regional group meetings, the technical Group and attended some local pension board training sessions. It is my intention to continue with such visits and should you wish to invite me to one of your meetings / events, preferably along with Clair, please feel free to get in touch and I will do my best to come along.

I have learned a great deal about fire pensions over the last six months and have represented the board at a number of pension events run by the commercial sector including speaking on the work of the board at the CLASS AGM earlier in the year, where it was useful to learn more about the wider pensions' world. I also presented on the SAB and its work to the Fire Commission, an important opportunity to speak to the Chairs of the Fire Authorities of the essential work being carried out in their Authorities on Fire pensions'. In August, I met with The Pensions Regulator at their offices in Brighton, where we were well received and as a consequence I believe we now have a good working rapport with their officials which I'm sure will benefit us all overall.

Scheme Advisory Board

Given the complexity of the 1992, 2006 (including special members) and 2015 schemes, along-side the compensation scheme and the five different types of Fire & Rescue Services / Authorities ranging in size and scale from the London Fire Brigade to the Isle of Wight Fire & Rescue Service **and**, the potential of Governance of the Fire & Rescue service in some Authorities being undertaken in the future by Police & Crime Commissioners it is obvious that there is much to be done by the Scheme Advisory Board to assist and support Local Fire Pension Boards and Scheme Managers in their work, a challenge the Board members and I look forward to.

I close by thanking you for making me so welcome, encouraging me to be an active part of the fire pensions family and above all to those of you working on fire pensions for all you are doing for those of us in the various firefighters pension schemes.

Sincere Best Wishes,

Malcolm.

Malcolm Eastwood CBE, CStJ, QFSM, FIFireE
Chairman, English Firefighters' Scheme Advisory Board



Home Office

Brandon Lewis MP
Minister of State for Policing
and the Fire Service

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Item 14

Malcolm Eastwood
Chair of the Firefighters' Pension Scheme Advisory Board
Via email

31 OCT 2016

Firefighters' Pensions Conference – 10 October 2016

I write to you to pass on my apologies for missing the opportunity to speak at the Firefighters' Pensions Conference earlier this month. I was in London covering parliamentary business on behalf of the Home Secretary.

There were two main things that I planned to talk about last week, namely, the successful implementation of the 2015 Firefighters' Pension Scheme and the establishment of the Scheme Advisory Board and Local Pension Boards.

Implementation of the 2015 Scheme

It was Lord Hutton's report into public service pensions in 2011 which showed that public service pension schemes across the board needed to be reformed to ensure they were both fair and affordable, particularly in light of the fact that people are living longer. Like the rest of the public sector a new pension scheme was developed for firefighters taking account of Lord Hutton's recommendations. Firefighters do an important, and at times dangerous, job and the development of a good pension scheme that reflected the unique nature of their work was important. The 2015 Scheme is one of the best available and is fair to both firefighters and the taxpayer.

Equally important to the terms of the scheme is the effective administration of it, to ensure that the right contributions and benefits are being calculated and paid in good time. I understand that the introduction of the 2015 Scheme led to a lot of work for Fire and Rescue Authorities and pensions administrators. No doubt new processes were required and systems had to be updated and improved. It is a testament to the hard work of all of those involved that this came into force as planned in April last year and is working well. I'd like to personally thank the Fire and Rescue Authority officials, pensions administrators and advisers at the Local Government Association who have made this smooth implementation happen.

Enhanced Governance Arrangements

Lord Hutton also set out the need for a transparent and effective approach to the governance of pension schemes, one that ensures that scheme members, as well as employers, are properly represented in governance arrangements. It is good to hear that the Local Pension Boards have been set up across England, and similarly the Scheme Advisory Board has met three times and made a productive start.

Now the challenge is to take this forward and ensure the boards achieve what they were set up to do. Local Pension Boards need to provide strong oversight of the work of scheme managers, understanding their obligations, and assisting them to ensure compliance. The Scheme Advisory Board is there to advise the Home Secretary and me on the desirability of changes to the schemes, and to support Local Pension Boards in their work. It can also act as a forum for escalating issues that have been raised at a local level but may be best considered by the Scheme Advisory Board, who can communicate their views on a matter to help improve consistent administration across the country.

I look forward to hearing about how work has moved forward with the pension boards and I am happy to meet to discuss the matter further when appropriate.



Rt Hon Brandon Lewis MP

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

Item 16

PENSION BOARD

6 February 2017

PENSION SECTION SUPPORTING INFORMATION

1. **WEST MIDLANDS FIRE SERVICE FIREFIGHTERS'
PENSION SCHEMES MEMBERSHIP AS AT 31ST
DECEMBER 2016**

Scheme	Actives	Deferred	Pensioners (Including Dependants)
1992	410	225	2,495
2006	10	124	3
2015	897	8	
Modified	3		3

2. **ANNUAL ACTIVITY LEVELS**

2.1 During the last twelve months (1/1/2016 to 31/12/2016) the following levels of activity have been experienced:-

Age Related Retirements	63
Ill Health Retirements	5
Opt outs	12
Other leavers	8
New Joiners	2
Applications to Transfer in/out	19
Inter-brigade Transfer Requests processed	5
Cash Transfer Payments made	1
Transfers not completed	15

- 2.2 The section has also processed the requests shown in the table below and achieved the levels of performance shown.

Request type	Received	Responded to	Average Response time (days)
Benefit Estimate	111	81	127
CETV for Divorce	30	14	170
General Information	138	83	107

3. **RISK REGISTER**

An updated risk register is included as part of this month's meeting.

4. **ANNUAL BENEFIT STATEMENTS**

Annual Benefit Statements were not issued by 31st August 2016. The reasons for this and a recovery plan were detailed as part of an Emergency Pension Board meeting.

5. **INTERNAL DISPUTE RESOLUTION PROCEDURE (IDRP)**

During the period we received one dispute relating to the provision of information to an active member aged 60. The members complaint was rejected by the Deputy Chief Fire Officer.

6. OPT OUT LEVELS AND REASONS

West Midlands Fire Service has experienced the levels of Opt outs shown in the following table during the period 1st January to 31st December 2016.

Month	1992 Scheme	2015 Scheme	Total	Primary Reason
January				
February		2	2	Not Known
March		1	1	Not Known
April		1	1	Not Known
May		1	1	Not Known
June				
July		1	1	Not Known
August				
September		1	1	Not Known
October	1	2	3	92 Member opt out to take benefits as he had reached age 60
November		1	1	Not Known
December		1	1	Not Known

Anecdotally the reason for opting out appears to be cost. Of those opting out of the 2015 scheme none were new recruits.

Paul Gwynn
Payroll and Pensions Manager

RISK REGISTER

Identify the Risk	How To Respond? System in Place to Deal with the Consequence	Monitor Effective Measure	Assess the Likelihood	Risk Rating
Computer system failure at payroll compliance date.	Pay the previous month Pension from the file id with adjustments for death or part period payments. If notification that system will not be available or when upgrade is going through at compliance date. Trial pay run can be used as actual if testing fails.	BACS transmission reports	Low	High
Failure to process BACS	Internal process for ensuring that BACS has been sent.	Payroll Practitioner operates process	Low	High
Payment made to ineligible pensioner.	Annual Certificate of identity process in place.	Payroll & Pensions Manager	Low	Low
Fraud in Payroll office.	Reconciliation with report from payroll system and Excel spreadsheet balance each month	Reconciliation completed by Senior Payroll Officer. Balances done monthly. Payroll processes i.e. starters and leavers double checked monthly payroll signed off each month by Senior Payroll officer.	Low	High
Insufficient resource to enable function to meet requirements	Structure and staffing of function under ongoing review	Reports to Pension Board indicate effectiveness of function	Med	Low

of Pension Regulator.				
Failure to produce Annual Benefit Statement	Report to TPR. Keep scheme members and pension board informed of issue.	Reports to Pension Board indicate effectiveness of function	Med	High

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

**Pension Board
Activity Log 2016/17**

Date	Activity	Undertaken by	Action Completed
2016			
August 2016	Breach of Pension Regulations	Paul Gwynn	Urgent Pension Board
September 2016	Regional Pension Board Training (H&W)	Kal Shoker Andy Dennis	
October 2016	Attendance at Annual Pension Conference, London	Paul Gwynn Kal Shoker	Report to Pension Board 6 Feb 2017
25 October 2016	Extraordinary Meeting of the Pension Board re failure to issue Annual Benefit Statement in time	Pension Board	See Minutes of Audit Committee 14/11/16
14 November 2016	Report to Audit Committee on Breach of Regulations	Pension Board	See Minutes of Audit Committee 14/11/16
December 2016	The Pension Regulator – Publishing Scheme Information	Pension Board	
21 December 2016	Firefighters (England) Scheme Advisory Board Chairs Update The Pension Regulator - Public Service Governance Survey 2016	February 2017 Circulated to all Members Completed by Adviser	

[ILO: UNCLASSIFIED]

2017

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WEST MIDLANDS FIRE AND RESCUE AUTHORITY

DRAFT Pension Board WORK PROGRAMME 2016/17

Date of Meeting	Item	Responsible Officer	Completed
2017			
6 February 2017	Minutes of the Pension Board held on 11 July 2016	Democratic Officer	
	Minutes of the Extraordinary Pension Board held on 25 October 2016	Democratic Officer	
	Minutes of the Audit Committee held on 14 November 2016	Democratic Officer	
	Terms of Reference - Update Consideration of Annual Report Consideration of future Membership	Democratic Officer/Pension Board	
	Take action to make sure your scheme records Are up to date Legal Duty to Publish information about Pension Board	Democratic Officer/ Pension Board	
	The Pension Regulator Public Service Governance Survey 2016	Pension Board/ Adviser	

[ILO: UNCLASSIFIED]

	<p>Firefighters Pension Scheme Chairs Update</p> <ul style="list-style-type: none"> - Invitation to Malcolm Eastwood to attend a future Pension Board <p>Update from Annual Pension Conference</p> <p>Pension Section Supporting Information</p> <p>Risk Register Update</p> <ul style="list-style-type: none"> - Control, Records Communications <p>Pension Board Activity Log 2016/17</p> <p>Pension Board Draft Work Plan 2016/17 – 2017/18</p>	<p>Democratic Officer</p> <p>Kal Shoker/ Adviser</p> <p>Pension Adviser</p> <p>Pension Adviser</p> <p>Democratic Officer</p> <p>Democratic Officer</p>	
27 March 2017	Audit Committee	Chair to attend	
May 2017	<p>Minutes of Pension Board held on 6 February 2017</p> <p>Minutes of the Audit Committee held on 27 March 2017</p> <p>Update on Work to prevent delay in issue of Annual Statements</p> <p>Risk Register Update</p> <p>Consideration of Annual Pension Board Report</p>	<p>Democratic Officer</p>	

	Work Programme 2016/17 – 2017/18 Activity Log 2016-17 Standing Items		
5 June 2017	Audit Committee	Chair to attend	

2017/18

July 2017	Minutes of Pension Board held in May 2017 Minutes of Audit Committee held on 5 June 2017 Consideration of future Membership Audit Committee Work Plan 2017/18 Draft Pension Section Supporting Information Activity Log 2016-17 Pension Board Work Programme 2016-17		
February 2018			
July 2018			
	2018/19		
February 2019			
July 2019			

