

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN CYMRU**



**MID AND WEST WALES FIRE AND RESCUE AUTHORITY**

**CYFARFOD O'R BWRDD PENSIWN LLEOL, A GYNHELIR  
MEETING OF LOCAL PENSION BOARD, HELD ON**

**DYDD LLUN, 20 TACHWEDD 2017**

**MONDAY, 20 NOVEMBER 2017**

**PENCADLYS Y GWASANAETH TÂN AC ACHUB  
HEOL LLWYN PISGWYDD, CAERFYRDDIN  
FIRE AND RESCUE SERVICE HEADQUARTERS,  
LIME GROVE AVENUE, CARMARTHEN**

**14:00 – 16:05**

**56% presenoldeb / attendance**

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRPERSON: Mr G Moore

AELODAU/MEMBERS: Cllr A Woolcock (Fire Authority member and employer representative),  
I Cray (employer representative), T Dicker (member representative), Mr A Hearne (member representative)

YMDDIHEURIADAU/APOLOGIES: S Bryant (employer representative), Cllr C Mills (Fire Authority member and employer representative), A Sherman (member representative)

YN BRESENNOL /IN ATTENDANCE: K Jones, M Miles, S Mansbridge

## **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from S Bryant (employer representative), Cllr C Mills (Fire Authority member and employer representative) and A Sherman (member representative).

## **2 DECLARATION BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS**

Councillor A Woolcock declared a personal interest in any business relating to, or affecting Neath Port Talbot County Borough Council.

## **3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS**

The Chair expressed his gratitude to all staff involved in ensuring that the Annual Benefit Statements for 2017 had been published within the statutory deadlines.

## **4 MINUTES OF LAST MEETING AND MATTERS ARISING**

The minutes of the Local Pension Board meeting held on 10 July 2017 were approved as a true record of proceedings. There were no matters arising.

## **5 TO RECEIVE AND NOTE A REPORT ON THE FIRE PENSIONS ANNUAL CONFERENCE 2017**

The Chair provided a synopsis of the salient points emanating from the Local Government Association Fire Pensions Annual Conference 2017. Of particular interest to the Board was the issue surrounding the nominated Scheme Manager. It was noted that responsibility for pension matters was delegated to the Chief Fire Officer by the Authority, however it was acknowledged that a possible conflict of interest could arise given the Chief Fire Officer's responsibility for the Internal Disputes procedure. Following due consideration of this matter, the Board agreed that a recommendation would be made to the Fire Authority to delegate scheme manager responsibilities to the role of Director of Resources.

A discussion ensued regarding the Board's governance structure and reporting mechanisms whereby the consensus was to continue with the current process of making the Board's minutes available through publication on website and circulating to Fire Authority Members accordingly. Board Members were also content with the current frequency of 3 meetings per annum, with an option to convene a further urgent meeting, if required.

Consideration was given to the process for determining whether breaches were recordable or reportable. The Chair requested that the Board be informed of any suspected breaches as soon as the Authority was made aware. This was agreed by the Head of Human Resources. Mr Hearne also explained that an analysis of each breach would be useful to the Board for consideration at meetings and the Head of Human Resources agreed to make enquiries with the Scheme Administrator in this regard. In response to a query, it was confirmed that the Chair had requested

information from the Scheme Administrators in respect of the number of queries and complaints reported.

Reference was made to The Pension Regulator's website (<http://www.thepensionsregulator.gov.uk/>) and the knowledge hub (<http://www.fpsboard.org/>) as a useful source of information for Board Members.

## **RESOLUTION**

*It was RESOLVED that*

- i. A report be submitted to the Fire Authority recommending that scheme manager responsibilities be delegated to the role of Director of Resources.*
- ii. Board Members be informed of any suspected breaches as soon as the Authority is made aware.*
- iii. An analysis of each breach to be reported to the Local Pension Board.*
- iv. Feedback from the Chair on the Local Government Association Fire Pensions Annual Conference 2017 be noted.*

## **6 TO RECEIVE AND CONSIDER THE RESULTS OF THE PENSION REGULATOR PUBLIC SERVICE SURVEY**

The Chair introduced a report on the outcome of The Pension's Regulator (TPR) public service governance and administration survey 2016 which was undertaken by public service pension schemes in Autumn 2016 to assess how they were being administered and governed. It was reported that good record keeping had been deemed vital in ensuring the successful running of the Firefighters Pension Schemes as inaccurate data could affect the scheme's ability to undertake basic functions. Furthermore, the survey results showed that effective communications would involve information that was clear, timely and accurate.

A number of Board Members expressed the view that the 'My Pensions online' facility was difficult to navigate and highlighted issues with the presentation and formatting of information. The Temporary Director of Resources agreed that the Scheme Administrators would be informed of the Board's feedback in this regard which could be discussed at the next meeting of the Local Pension Board.

## **RESOLUTION**

*It was RESOLVED that*

- i. The Local Pension Board's feedback regarding the 'My Pensions Online' facility be reported to the Scheme Administrators for discussion at the next meeting of the Local Pension Board.*

- ii. The content of the report be noted, together with the summary of results from The Pension Regulator, as set out at Appendix 1.*

## **7 TO RECEIVE A REPORT ON THE TRAINING ANALYSIS AND TRAINING PROGRAMME**

Board Members gave consideration to the Training Needs Analysis and Training Programme. The Chair made reference to the external training received prior to the meeting which had been aimed at new members of the Board and it was suggested that attendance at future training sessions would be in accordance with the individual development needs of Board Members.

It was reported that each Member of the Board was responsible for ensuring that they had the appropriate degree of knowledge and understanding to enable them to exercise their role on the Local Pension Board effectively.

It was agreed that the Training Needs Analysis template be circulated to Board Members for completion which would enable the future training events to be centred around the greatest skills gap identified by Board Members.

The Chair suggested that training events on the EU General Data Protection Regulations be incorporated into the Programme. This was agreed.

### **RESOLUTION**

*It was RESOLVED that;*

- i. the update on the Training Needs Analysis and Training Programme be noted.*
- ii. attendance at future training sessions be dependent upon the individual development needs of Board Members.*
- iii. the Training Needs Analysis documentation be circulated to Board Members for completion.*
- iv. a training event on the EU General Data Protection Regulations be incorporated into the training programme*

## **8 TO RECEIVE AND NOTE A REPORT ON THE PENSIONS REGULATOR SCHEMES RETURN**

The Chair presented the Authority's Firefighters' Pension Schemes returns attached at Appendix 1 of the report, which had been submitted to The Pension Regulator on 16 October 2017. Board Members were pleased to note that the Authority had adhered to the timeframes specified by The Pensions Regulator, thereby avoiding any potential penalties.

### **RESOLUTION**

***It was RESOLVED that the content of the report and the Pension Regulator's Scheme Returns for 2016/17 be noted.***

**9 TO RECEIVE AND CONSIDER A REPORT ON THE LOCAL PENSION BOARD – RISK ASSESSMENT FORM**

Consideration was given to the Risk Assessment document attached at Appendix 1 of the report which comprised Operations, Financial, Funding and Regulatory & Compliance areas of risk.

Board Members identified Cyber Security and Data Protection as additional risks to the Authority which would need to be incorporated into the Risk Assessment. The Corporate Head of Resources reported that the Authority's Cyber Security arrangements were currently being audited by Carmarthenshire County Council which would provide the Authority with assurances surrounding business continuity and data integrity. It was explained that a report was expected to be presented to a meeting of the Fire Authority in the new year, following which the results could be considered by the Local Pension Board.

Reference was made to the EU General Data Protection Regulations which would be enforced on 25 May 2018. The Head of Human Resources confirmed that work was ongoing to ensure compliance with the Regulations, and an update would be provided to the Board at its next meeting.

The Chair concluded that the 'likelihood' and 'impact' determinations for the risks associated with Cyber Security and Data Protection would be determined following the updates provided at the next meeting of the Local Pension Board.

The Corporate Head of Resources referred to a template utilised by the Authority's Business Risk Management Group and suggested that a column heading to note the date of the last review be included within the Board's Risk Assessment template. The Chair agreed with this proposal and also requested that the 'Test' and 'Next Review' columns be populated by Officers by the next meeting. A discussion ensued on the scoring of risks to reflect any changes that may have occurred. The Temporary Director of Resources suggested that Board Members could discuss such matters at their pre-meeting and raise any queries with Officers as required.

**RESOLUTION**

***It was RESOLVED that***

- i. The Local Pension Board consider the results of the audit of the Authority's Cyber Security arrangements, in due course;***
- ii. An update be received at the next Local Pension Board Meeting in respect of the Authority's progress made against the EU General Data Protection Regulations;***

- iii. ***A 'date of last review' column be included within the Risk Assessment Template.***

## **10 TO RECEIVE AN UPDATE ON THE LOCAL PENSION BOARD BUDGET**

The Chair provided an overview of the Local Pension Board Budget, which was projected at £9,637 for 2017/18 and compared against an actual expenditure of £9,413 for 2016/17. The Chair explained that attendance levels of some Board Members had been sporadic due to a variety of reasons, including alternative commitments and operational requirements. The Chair enquired whether costings to arrange cover on the operational rota could be charged against the Local Pension Board Budget to enable Board Members to attend meetings. The Temporary Director of Resources indicated that this arrangement would be acceptable in principle, subject to confirmation following further consideration of the matter.

### **RESOLUTION**

***It was RESOLVED that***

- i. the update on the Pension Board Budget be noted;***
- ii. consideration be given to allocating costs associated with covering the operational rota to be charged against the Local Pension Board Budget to enable Board Members to attend meetings.***

## **11 TO RECEIVE A REPORT ON FIREFIGHTERS PENSION SCHEME ACTIVITY**

The Chair introduced a report to Board Members on the Firefighters' Pension Scheme Activity for the period 1 July 2017 to 31 October 2017.

Board Members were informed of the number of scheme members across the various pension schemes, together with the number of pensioner members of each scheme, and the number of deferred members of each scheme.

It was reported that 24 members out of a total of 111 employees who had been re-enrolled under auto-enrolment had elected to opt out of the pension scheme, the majority of which were on-call employees on temporary whole-time contracts. The Temporary Director of Resources emphasised that all employees were advised to seek professional advice regarding pension scheme matters.

It was noted that 7 pension benefit estimates had been provided during the reporting period with an average turnaround time of 28 working days to provide the pension illustrations. The Chair queried whether the information reported could be amended to reflect whether the pension illustrations were provided within the prescribed timescales as oppose to specifying the turnaround days. The Head of Human Resources agreed to make the requested amendments to future reports.

Reference was made to the 2 complaints which had previously been reported to the Local Pension Board but remained ongoing with the Pensions Ombudsman. Mr

Hearne reported that a determination on these matters was expected to be considered at the next meeting of the Pension Scheme Advisory Board for Wales scheduled for 27 November 2017.

## **RESOLUTION**

*It was RESOLVED that*

- i. the report on the Firefighters Pension Scheme Activity be noted;*
- ii. future pension scheme activity reports be amended to reflect whether the pension illustrations were provided within the prescribed timescales as oppose to specifying the turnaround days.*

## **12 TO RECEIVE AND NOTE A REPORT ON THE SCHEME ADMINISTRATOR UPDATE**

The Chair presented an update report submitted by the Scheme Administrators on a number on various ongoing workstreams. Board Members were provided with a summary of the information contained within the report, which comprised an update on the pensions software system, E-Communications, Pensions Increase and the new website. The Chair reported that further information and assurances was required by the Board in terms of the General Data Protection Regulations. Reference was made to the Guaranteed Minimum Pension (GMP) reconciliation process and the Chair was pleased to note that 80% of the records had been reconciled to date. The Chair did however note that it would be useful for future update reports to incorporate progress against key performance indicators.

## **RESOLUTION**

*It was RESOLVED that*

- i. The content of the report be noted;*
- ii. Consideration would be given to future update reports including progress made against key performance indicators.*

## **13 TO RECEIVE AND CONSIDER THE FORWARD WORK PROGRAMME**

The Chair provided an overview of the Local Pension Board Forward Work Programme for July 2017- March 2018. It was requested that Cyber Security and General Data Protection Regulations be incorporated into the programme.

## **RESOLUTION**

*It was RESOLVED that*

- i. Cyber Security and General Data Protection Regulations be incorporated into the programme*

***ii. the Forward Work Programme be noted,***

There were no other items of urgent business. Feedback from the Scheme Advisory Board meeting was discussed and it was reported that a Special Meeting of the Scheme Advisory Board had taken place on 29 September 2017, which focussed entirely on the GAD Valuation process. The next full meeting of the Scheme Advisory Board would take place on 27 November 2017 and an update would be provided at the next meeting of the Local Pension Board.

The meeting closed at 16:05.