



**DEVON &
SOMERSET**
FIRE & RESCUE SERVICE

LOCAL PENSION BOARD

Date of Meeting: Wednesday 6 December 2023, at 10.00 am via MS Teams

A G E N D A

| ITEM NO. | ITEM TITLE |
|-----------------|---|
| 1. | <u>Appointment of Chair</u> |
| 2. | <u>Apologies</u> |
| 3. | <u>Conflict of Interest Declaration</u> |
| 4. | <u>Notes</u> (Pages 1 - 6) Notes of the meeting held on 21 June 2023 attached. |
| 5. | <u>Review of Actions</u> (Pages 7 - 8) Latest Action Log attached. |
| 6. | <u>Training Update</u> (Pages 9 - 10) Latest Training Log attached. |
| 7. | <u>Scheme Manager Update (including Key Performance Indicators)</u> (Pages 11 - 16) Paper attached. |
| 8. | <u>Risk Register</u> (Pages 17 - 20) To review the register (attached). |
| 9. | <u>Self-Assessment/Assurance</u> |
| | (a) <u>Website</u> To confirm that the website is up-to-date. |
| | (b) <u>tPR Self-Assessment</u> Update to be provided at the meeting. |

| ITEM NO. | ITEM TITLE |
|----------|--|
| 10. | <p><u>Topics of Interest</u> Update to be provided at the meeting.</p> |
| 11. | <p><u>LPB Work Programme</u> (Pages 21 - 22) Attached. To review programme and items for LPB meeting in March 2024.</p> |
| 12. | <p><u>Date of Next Meeting</u> Wednesday 13 March 2024.</p> |

Board Membership

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Other Attendees:

Cllr.Simon Coles
Satnam Singh Rai

Phil Gillbard
James Leslie

Zoe Smyth (Rewards & Benefits Manager)
Mareena Anderson-Thorne (HR Officer –
Pensions)

Shayne Scott
Maria Sibson

Ben Redwood
Greg Webb

Hannah Singleton

Agenda Item 4

LOCAL PENSION BOARD 21 June 2023

Present:

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Other Attendees:

Shayne Scott (SS)

Philip Gillbard
(PG)

Zoe Smyth (ZS) (Rewards and Benefits
Manager/Delegated Scheme Manager)

Satnam Singh Rai (SSR)

Greg Webb (GW)

Mareena Anderson-Thorne (MAT) (HR Officer,
Pensions)

Cllr Jeff Trail BEM (JT)

Helen Scargill (HS) (West Yorkshire Pension
Fund)

Maria Sibson (MS)

Hannah Singleton (HS) (Note taker)

| MIN NO. | ITEM TITLE |
|-----------------|--|
| LPB/23/1 | <p><u>Introduction to the Local Pension Board</u></p> <p>As the first meeting of the Board since the appointment of new members, ZS provided an overview of the Board's purpose. The Board focused on the governance and administration of the Firefighters' Pension Scheme. The Board comprised of both employer (Scheme Manager) representatives and employee (Scheme Member) representatives. The Board was non-decision making, instead providing a scrutiny function. The Board met on a quarterly basis with a standing agenda, with urgent items tabled as required.</p> <p>Board members introduced themselves for the benefit of new members.</p> <p><u>Appointment of Chair</u></p> <p>Shayne Scott would act as Chair for this meeting. The decision of the future Chair would be made at the next LPB meeting following a decision at the Fire Authority.</p> <p>Item DEFERRED to the next meeting.</p> |
| LPB/23/2 | <p><u>Conflict of Interest Declaration</u></p> <p>No new interests declared.</p> |
| LPB/23/3 | <p><u>Notes</u></p> <p>The Notes of the meeting held on 7 December 2022 were AGREED. Notes would now be published for public viewing.</p> |

| MIN NO. | ITEM TITLE |
|----------|---|
| LPB/23/4 | <p data-bbox="339 219 619 257"><u>Review of Actions</u></p> <p data-bbox="339 264 1484 338">CONSIDERED updated Board Action Log listing both Open and Closed Actions. It was noted that:</p> <ul data-bbox="387 360 1497 1491" style="list-style-type: none"> <li data-bbox="387 360 1497 725">• LPB044 WYPF Cyber Security. Several Local Pension Boards had this risk noted on their risk registers. HSc advised WYPF were governed by Bradford Council, with cyber security responsibility sitting with the Council. The council monitored this threat on behalf of WYPF. HSc advised WYPF did undertake regular disaster management exercises in the eventuality of loss of servers and information. The Board had concerns around business continuity, including the lack of business continuity plan and the cyber security threat, therefore, the action remained. HSc advised MAT to reissue an information request to WYPF. All agreed to for the Service to follow up on this further. Action open. <li data-bbox="387 745 1497 819">• LPB055 Administration, Management and Governance Strategy. Strategy published. Action closed. <li data-bbox="387 840 1497 913">• LPB070 Development of KPIs. KPI development completed. Action closed. <li data-bbox="387 934 1497 1039">• LPB072 Revision of the training needs analysis. Training needs analysis of existing members now completed. Action closed. New action to be logged for new Board members. <li data-bbox="387 1059 1497 1133">• LPB076 tPR Training Modules Updated. Awaiting the release of new modules from tPR. Action open. <li data-bbox="387 1153 1497 1227">• LPB081 Abatement Policy, Discretions Policy, Retirement Re-employment Policy. Action closed. <li data-bbox="387 1247 1497 1321">• LPB088 Pension Dashboards Preparations. Updated within Scheme Manager update. Action open. <li data-bbox="387 1341 1497 1415">• LPB089 Reporting of breachers. Updated within the Scheme Managers Report. Exchange accounts set up. Action open. <li data-bbox="387 1435 1497 1491">• LPB090 Chair of Local Pension Board. Item deferred to the next meeting. Action open. |
| LPB/23/5 | <p data-bbox="339 1525 587 1563"><u>Training Update</u></p> <p data-bbox="339 1570 794 1608">(a) <u>Training Needs Analysis</u></p> <p data-bbox="339 1615 1441 1720">Existing Board members had completed a training needs analysis. New members of the Board; JT and MS, would be required to undertake this. MAT would support this activity.</p> |
| | <p data-bbox="339 1749 683 1787">(b) <u>Training Modules</u></p> <p data-bbox="339 1794 1441 1921">NOTED latest version of the log identifying training undertaken by Board Members. All existing Board Members had completed their training. Log to be updated to reflect this.</p> |

| MIN NO. | ITEM TITLE |
|----------|---|
| LPB/23/6 | <p>A single code of practice suite of modules was expected to be released by the Pension Regulator; however, this has not yet been announced, therefore members would need to complete the existing modules. MAT would share existing training needs analysis with JT and MS.</p> <p><u>Scheme Manager Update</u></p> <p>CONSIDERED paper summarising current pension matters both locally and nationally which required input from the Service. In particular, the paper addressed:</p> <p><i>2015 Age Discrimination Remedy (Sargeant)</i></p> <p>Since the last Board meeting, the Service had reopened processing immediate detriment cases under the framework, and to date had received 11 applications. The volume is lower than anticipated. 10 of 11 sets of data had been completed and submitted to WYPF for processing.</p> <p><i>Second Options Exercise (Matthews)</i></p> <p>The Service continues to work towards a deadline of October 2023 for contacting all eligible individuals. Work had been underway alongside the Communication and Engagement team to ensure individuals no longer working for the Service were able to readily access information.</p> <p><i>Pensions Dashboard Programme</i></p> <p>The connection deadline has been postponed until 31 October 2026.</p> <p><i>Reporting Breaches of Law</i></p> <p>No breaches of the law to report since the last Board meeting.</p> <p><i>Internal Dispute Resolution</i></p> <p>No new IDRPs to report since the last Board Meeting</p> <p><i>Pension Administrator Quality of Service</i></p> <p>Data submission points to note (KPI's):</p> <ul style="list-style-type: none"> • All month end files had met the deadline in the last twelve months. • All individual pieces of paperwork were sent within 5 days of receipt. • The Service would continue to encourage staff members to liaise with HR when planning for retirement. |
| LPB/23/7 | <p><u>Key Performance Indicators</u></p> <p>Covered within the Scheme Manager Update (see Note LPB/23/6 above)</p> |
| LPB/23/8 | <p><u>Risk Register</u></p> <p>CONSIDERED latest version of the Board Risk Register (v1.12) as circulated in the agenda pack.</p> |

| MIN NO. | ITEM TITLE |
|------------------|--|
| | <p>The following observations were made:</p> <ul style="list-style-type: none"> • Red Gross Risk Score: <ul style="list-style-type: none"> ○ LPB001 Cyber Attack: This had been discussed previously within the meeting (item 5) ○ LPB014 Court of Appeal decision on unlawful discrimination from Transitional arrangements for transfer from the 1992 to 2015 (McCloud/Sargent case): Service close to resolution, large sets of data had been shared with WYPF. ○ LPB015 Court of Appeal decision on unlawful discrimination for Part-time workers prior to 2000 (O'Brien/Matthews case): The extent of the work required on the cases was considered a significant challenge for the service due to resourcing and amount of work required. The Service has the largest number of effected on-call firefighters in the country. This had been exacerbated by the changeover of pension suppliers during the Services growth from a Council brigade and progress to a Combined Fire Authority. <p>Action: SS to discuss capacity and resourcing concerns with MAT and ZS (O'Brien/Matthews case) when considering processing administration needs.</p> <ul style="list-style-type: none"> ○ All 'Red' Gross Risk scores were noted as 'Amber' following mitigating controls. • Amber Gross risk Score: <ul style="list-style-type: none"> ○ LPB002 System Failure: Linked to Risk LPB001, discussed previously (item 5) ○ All remaining 'Amber' risks noted as 'Green' with mitigating actions. <p>The assigned risk owners would need to be updated on the register following Mike Pearson's retirement. This would be actioned once new Chair nominated.</p> |
| LPB/23/9 | <u>Self-Assessment/Assurance</u> |
| | <p>(a) <u>Website</u></p> <p>The Board website was not up-to-date due to the change in membership. A further website page would be developed to provide further information, MAT had been working with the Communication and Engagement team to achieve this.</p> |
| | <p>(b) <u>tPR Self-Assessment</u></p> <p>Once the tPR self-assessment has been completed for new members, the Board will then agree topics of interest for LGA to attend and present on. No items flagged for presentation at this stage.</p> |
| LPB/23/10 | <p><u>Topic of Interest</u></p> <p>Update to be provided upon completion of the training needs analysis (see Note LPB/23/5 above).</p> |

| MIN NO. | ITEM TITLE |
|-----------|--|
| LPB/23/11 | <p><u>LPB Work Programme</u> MAT awaiting further update from the Pension Regulator, item to be included at the next Board meeting.</p> |
| LPB/23/12 | <p><u>Any other business</u></p> <ul style="list-style-type: none"> • Annual Benefits statements: HSc advised month 12 had now been completed by WYPF, statements would be sent to Scheme Members from 22 June 2023. To note, they would not include remedy figures, as advised in previous WYPF communication. • Fire clients meeting: The next client meeting scheduled on 26 July 2023 |
| LPB/23/13 | <p><u>Date of Next Meeting</u> 13 September 2023 at 10:00hrs.</p> |

The Meeting started at 1.00pm and finished at 2.25pm

This page is intentionally left blank

| Action Ref | Date Raised | Source | Action Lead | Status | Pension Work Activity | Action | Comments | RAG |
|------------|-------------|--------|-------------------------|-------------|-----------------------|---|---|-----|
| LPB044 | 18-Mar-20 | Board | Mareena Anderson-Thorne | In progress | Risk Management | WYPF Cyber Security WYPF business continuity plan to be reviewed by MP/SP/CG, specifically with regard to cyber attack. Feedback given, WYPF asked to consider and respond. MP to review risk register to asses impact of gaps in WYPF BCP Aon free cyber questionnaire - consider benefit of using it (see email from Satnam 14/07/20). | 12/01/2023:MP to check LPB minutes to confirm Helen Scargell's (WYPF) action. 08/02/2023: MAT to email clients on the user group, to see if anyone has had any reassurance. 02/03/2023: MAT states she plans to bring this up at the compliance meeting in April. 06/04/2023: MAT will bring up at the Fire compliance meeting on the 19th of April and to speak to WYPF to discuss cyber attack on Capita. 04/05/2023: MAT has confirmed that WYPF have no business continuity plan for a Cyber security attack but does have software to prevent one. 21/06/23: LPB update: Several Local Pension Boards had recognised this risk on Board risk registers. HSc advised WYPF were governed by Bradford Council, with cyber security responsibility sitting with the Council. The council monitored this threat on behalf of WYPF. HSc advised WYPF did undertake regular disaster management exercises in the eventuality of loss of servers and information. The Board had concerns around business continuity, including the lack of business continuity plan and the cyber security threat, therefore, the action remained. HSc advised MAT to reissue an information request to WYPF. 06/07/2023: Reissued to WYPF, awaiting further response. Would be raised at next Fire Clients meeting. 02/08/2023: MAT had discussed further with WYPF, WYPF had noted other FRS's who had also voiced concerns around business continuity. WYPF did not share the same concern towards potential cyber security threats. 07/09/2023: No further update from WYPF. Service still awaiting. MAT would chase when appropriate. 05/10/2023: | A |
| LPB089 | 02-Aug-23 | Board | Zoe Smyth | In Progress | | Reporting of Breaches | 08/02/2023: MAT and ZS to identify and present breaches at next LPB meeting. 06/04/2023: MAT and ZS to contact the pension regulator to try and set up an exchange account to be able to report breaches. 04/05/2023: Exchange accounts have now been set up 06/07/2023: Action to remain open. No breaches reported in current month. 02/08/2023: No new breaches 07/09/2023: No new breaches 05/10/2023: No new breaches | G |
| LPB090 | 04-May-23 | Board | Shayne Scott | In progress | | Chair of Local Pension Board Following the retirement of MP, a new chair will need to be appointed for the LPB. | 04/05/2023: SS to email EB about appointing a new chair for the Local Pension Board. SS emailed EB 04/05/23 awaiting for decision 01/04/2023: Terms of Reference to be taken to EB tactical on 06/06/2023, for the appointment of the new LPB Chair to be decided prior to the LPB on the 21st of June 21/06/2023: Chair to be determined post FRA decision 06/07/2023: The appointment of an Officer to the LPB would need to be agreed by the Fire Authority, the next FRA meeting would take place on the 25 September. This item would be tabled for discussion, with supporting paper to be provided. The Chair of the Board would be appointed thereafter, expressions of interest for Chair would be shared with the Board ahead of the meeting. 02/08/2023: The Chair would be determined, once Maria Sibson had been appointed to the Board by the FRA (25 September) 07/09/2023: As above. 05/10/2023: Chair would be lected at the next Local Pension Board meeting on Decemeber 2023. Cllr Jeff Trail had left the Board, Cllr Simon Coles had been appointed as replacement. Maria Sibson had also been appointed as Scheme Manager Rep. | G |
| LPB091 | 21-Jun-23 | Board | Mareena Anderson-Thorne | In progress | | Revision of the training needs analysis New Board members to undertake TNA with MAT. | 06/07/2023: Ongoing, awaiting TNA for MP and Cllr Trail. 02/08/2023: Ongoing. MAT to contact Cllr Trail. 07/09/2023: Ongoing - awaiting confirmation of new Board members. 05/10/2023: | G |
| LPB092 | 21-Jun-23 | Board | Shayne Scott | In progress | | Internal Resourcing SS to discuss internal resourcing requirements with MAT (relating to case administration and processing for McCloud/Saergant/Matthews) | 06/07/2023: The resourcing requirements for administration of the McCloud/Saergant/Matthews cases had increased, further resourcing was required by MAT and ZS imminently. Internal options for resourcing to be explored. MAT and ZS to provide short description of role requirements to SS. 02/08/2023: Additional support resourcing sought for the data file work. Matthews work still required additional resourcing. Internal resourcing reached further than the McCloud/Saergant/Matthews work, including level of knowledge base, impact of additional responsibilities and changing capacities. Short term resourcing support had been sought within he finance department, this would not be a sustainable longer term solution. 07/09/2023: A number of colleagues from the Finance department had assisted in checking the data file. The work required needed to be done manually and would be a lengthy process. A significant factor for the lengthy process is the complexity of the data and the discrepancies arising in the calculations. The data discrepancies had arisen through changes made to allowances, changes in ruling and changes to the pensions administrator. Each case takes a number of hours to administer. When all avenues for managing had been exhausted MAT and ZS would discuss acceptable discrepancy figures with SS. 05/10/2023: | G |
| LPB093 | 06-Jul-23 | Board | | Closed | | WYPF Contract The WYPF contract had ended in 2022, the Service needed to consider extension or alternate options. | 06/07/2023: Item for monitoring progress. 02/08/2023: Contract extension letter issued by Procurement to WYPF. WYPF agreed to extend until 31 March 2025. Action completed. 05/10/2023: | |

This page is intentionally left blank



Local Pension Board – Training Log

Updated November 2023

| | Conflicts of interest | Managing risk and internal controls | Maintaining accurate member data | Maintaining member contributions | Providing information to members and others | Resolving internal disputes | Reporting breaches of the law |
|-----------------------------------|-----------------------|-------------------------------------|----------------------------------|----------------------------------|---|-----------------------------|-------------------------------|
| <u>Scheme Manager Reps</u> | | | | | | | |
| Maria Sibson | New LPB Member | | | | | | |
| Satnam Singh Rai | June 2020 | June 2020 | June 2020 | June 2020 | June 2020 | June 2020 | June 2020 |
| Cllr Simon Coles | New LPB Member | | | | | | |
| Shayne Scott | October 2021 | October 2021 | October 2021 | October 2021 | October 2021 | October 2021 | October 2021 |
| <u>Scheme Member Reps</u> | | | | | | | |
| Phillip Gilbard | December 2021 | December 2021 | December 2021 | December 2021 | December 2021 | December 2021 | December 2021 |
| James Leslie | March 2020 | March 2020 | March 2020 | March 2020 | March 2020 | March 2020 | March 2020 |
| Ben Redwood | October 2020 | October 2020 | October 2020 | October 2020 | October 2020 | October 2020 | October 2020 |
| Gregg Webb | | | | | | | |
| <u>Support Officers</u> | | | | | | | |
| Mareena Anderson-Thorne | | | | | | | |
| Zoe Smyth | September 2021 | September 2021 | September 2021 | September 2021 | September 2021 | September 2021 | September 2021 |

This page is intentionally left blank

DEVON & SOMERSET FIRE & RESCUE AUTHORITY

LOCAL PENSIONS BOARD

| | |
|--------------------------|--|
| DATE OF MEETING | 06 December 2023 |
| SUBJECT OF REPORT | SCHEME MANAGER UPDATE |
| REPORT AUTHOR | HR Rewards & Benefits Manager |
| EXECUTIVE SUMMARY | <p>This report provides a summary of current pension matters both nationally and locally which have required input from the Service. This report should also be considered in conjunction with the regular monthly Bulletins which are issued by the Firefighters' Pensions Scheme Advisory Board.</p> |

1. INTRODUCTION

- 1.1. This is the update report from the Devon & Somerset Fire & Rescue Authority (the Authority) delegated Scheme Manager for the Authority's Local Pension Board (the Board). The Scheme Manager is defined as being the Fire and Rescue Authority under The Firefighters' Pension Scheme (England) Regulations 2014. However, the Scheme Manager may delegate any functions under these Regulations. The Authority has set out in the Discretions Policy where decisions will need to be taken by the Authority. The day-to-day managing and administering of the pension schemes and any statutory scheme connected with them, is delegated to the HR Rewards & Benefits Manager.
- 1.2. The Board provides a number of functions as set out in the Terms of Reference, which include:
- assisting the Scheme Manager to ensure compliance with the relevant regulations and the efficient and effective management of the pension administration;
 - advising on member communications; and
 - monitoring complaints.
- 1.3. This report provides a summary of current pension matters both nationally and locally and further updates will be provided at subsequent Board meetings.

2. GOVERNANCE & STRATEGY

- 2.1. Please refer to separate agenda item regarding Board membership including the appointment of a new LPB Chair.

3. PENSION PROJECTS

2015 Age Discrimination Remedy (Sargeant)

- 3.1. Since the last Board meeting, the Secondary legislation has come into force and all retiring members are being provided with 'Legacy' and 'Reformed' scheme options for the remedy period. The Government Actuary's Department have created a calculator for FRAs to use in order that the correct amount of contributions are adjusted, (either as a refund or underpayment) and the amount of PAYE and interest is also calculated and applied to the process based on which option the member chooses. All data for 'Category Two' members has been sent across to WYPF for recalculating prior to October, but we understand that the order for processing these cases has now changed so our communications will need to be amended accordingly.

Second Options Exercise (Matthews)

- 3.2. The letters for all those who are eligible are being produced and sent in batches (Nov/Dec 2023). This communication includes an expressions of interest form which invites recipients to either request figures or opt out of the exercise. There is a six-month timeframe for individuals to return their expression of interest forms and then a 3-month timeframe for the FRA to action these requests. The FPS Members site now has a dedicated page relating to the Second Options exercise, including FAQs and further guidance: [The second options exercise | Firefighters' Pension Scheme \(fpsmember.org\)](https://www.fpsmember.org)
- 3.3. We are continuing to work with our Communications Team to develop a suitable page on the Service's external website, in order that updates can be published and shared with those who are eligible for the Second Options exercise but no longer DSFRS employees.
- 3.4. Additional resource is currently being recruited for on a fixed term basis to support delivery of the above activities.

4. REPORTING BREACHES OF LAW

- 4.1. Within the Board's Reporting Breaches Procedure, Section 70 of the Pensions Act 2004 (the Act) is referenced. This requires that, where a person has reasonable cause to believe that:
- (a) a duty which is relevant to the administration of the scheme in question, and is imposed by virtue of an enactment or rule of law, has not been or is not being complied with; and
 - (b) the failure to comply is likely to be of material significance to the Regulator in the exercise of any of its functions then they must give a written report on the matter to the Regulator as soon as is reasonably practicable.
- 4.2. There have been no breaches reported since the last Local Pension Board meeting.

5. INTERNAL DISPUTE RESOLUTION

- 5.1. Within the Firefighters' Pension Scheme formal complaints are made via the Internal Disputes Resolution Procedure (IDRP). There have been no new complaints under this procedure from FPS members since the last Local Pension Board meeting.

6. PENSION ADMINISTRATOR QUALITY OF SERVICE

6.1. Data submissions are summarised as follows:

(a) Submission of monthly pension reporting to WYPF by the last day of the month:

The WYPF submission deadline for month end data was brought forward in 2023 from the **last day** to the **19th day** of the subsequent month. In some cases, this was not possible, as other pensions data has had to be prioritised with limited resource available. To note that the People Services project is currently underway, and this will change how the reporting is carried out. It is anticipated that there may be some challenges to navigate in the coming weeks, but we are keeping our Relationship Manager at WYPF updated where there is an expected delay to producing these returns.

| | | | | | | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------|---------------------------------|----------------------------|----------------------------|----------------------------|
| Nov -22 | Dec -22 | Jan -23 | Feb -23 | Mar -23 | Apr -23 | Ma y- 23 | Jun -23 | Jul- 23 | Au g- 23 | Sep -23 | Oct -23 |
| 20- Dec -22 | 19- Jan -23 | 13- Feb -23 | 08- Mar -23 | 15- Ma y- 23 | 19- Ma y- 23 | 24- Ma y- 23 | 14- Jul- 23 | 16- Au g- 23 | 21- Sep -23 | 22- Oct -23 | 23- Nov -23 |

(b) Notifications of normal retirement and timeframes for submission

Since the last Board meeting, the way that FPS retirements are processed has fundamentally changed. Previously, the Pay and Conditions team would process retirement notifications via the WYPF employer portal as part of the overall leaver process, and the target was to do this within 5 days of the employee submission.

Currently every FPS retirement needs to be submitted with a detailed spreadsheet of pensionable pay data for the full 7-year remedy period and as such, the previous 5-day timeframe is not a realistic target for this process. Suggested SLAs going forward are:

- i. Pensionable pay data is submitted to WYPF at least 6 weeks prior to the retirement date
- ii. Retirement pack with contributions mandate is issued to member within 5 working days of receipt from WYPF.

7. DSFRS RESOURCE UPDATE

- 7.1. To advise that our Pensions Officer, Mareena Anderson-Thorne, has been successfully appointed to the role of Culture and Service Transformation Manager. Her hard work in the Pensions Role is greatly appreciated and we are currently recruiting to replace this position.

ZOE SMYTH
HR Rewards & Benefits Manager

This page is intentionally left blank

Local Pensions Board - Risk Register v1.12 - 13 June 2022 - Reviewed risk LPB016

| Ref | Context / Causational trigger | Hazard (anything that may cause harm) | Impact (who/what may be harmed and how) | Gross Impact | Gross Likelihood | Gross Risk Score | Controls in place | Net Impact | Net Likelihood | Net Risk Score | Further controls required | Target Impact | Target Likelihood | Target Risk Score | Control Owner | Risk Owner |
|--------|---|---|--|--------------|------------------|------------------|---|------------|----------------|----------------|---|---------------|-------------------|-------------------|---|--------------|
| LPB001 | Cyber attack | Complete loss of systems | Catastrophic loss of capability | 5 | 4 | 20 | 1. Technological security tested in recent Pen Test 2. Cyber attack plan 3. BC plans (incl ICT) 4. Staff awareness 5. Additional comms to staff 6. Prog of BC exercises 7. Protective Monitoring System | 3 | 3 | 9 | 8. Evidence of BC plan for WYPF | 3 | 3 | 9 | 1 & 2 Head of ICT 3. HR R&B Mngr & HoICT 4 & 5 HR R&B Mngr 6. HR R&B Mngr & HoICT 7. Head of ICT 8. HR R&B Mngr | Mike Pearson |
| LPB002 | System failure (DSFRS to include power failure) | Temporary loss of systems | Systems unavailable until recovered and potential loss of data | 4 | 3 | 12 | 1. BC Plan (incl ICT) 2. Departmental BC plans reviewed 3. Additional comms to staff 4. BC exercise 2 Dec 2019 5. Access to alternative locations (power failure) 6. Back-up generator available (power failure) | 3 | 3 | 9 | 5. Evidence of BC plan for WYPF | 3 | 3 | 9 | 1. HR R&B Mngr & Ho ICT 2. HR R&B Mngr 3. HR Reward & Benefits Manager 4. HR R&B Mngr & HoICT 5. HR Reward & Benefits Manager | Mike Pearson |
| LPB003 | Power supply failure (DSFRS) | Temporary loss of systems | Systems unavailable until recovered | 3 | 3 | 9 | 1. BC Plan (incl ICT, HR & Finance) 2. Departmental BC plans reviewed 3. Access to alternative locations 4. Back-up generator available | 2 | 3 | 6 | None at this time | 2 | 3 | 6 | 1. Heads of ICT, Finance & HR R&B Mngr 2. Heads of ICT, Finance, Estates & HR R&B Mngr 3. Head of Estates 4. Head of Estates | Shayne Scott |
| LPB004 | Industrial Action | Loss of utilities or access to premises | Inability for staff to undertake work | 3 | 3 | 9 | 1. BC Plan (incl ICT) 2. Departmental BC plans reviewed 3. Access to alternative locations and working from home | 2 | 3 | 6 | None at this time | 3 | 2 | 6 | 1. Head of ICT & HR R&B Mngr 2. Heads of ICT; Finance; Estates & HR R&B Mngr 3. Ho ICT/Estates | Shayne Scott |
| LPB005 | Member data incomplete or inaccurate | Incorrect pension calculations and Annual Benefit Statements and incorrect reporting to Home Office and The Pension Regulator | Pensioners may receive incorrect pensions Breaches of pension regulations | 3 | 4 | 12 | 1. Payroll data for active members is provided by Pay & Conditions on a monthly basis to WYPF 2. Active members, deferred members and pensioners have an online account and can check their information 3. A data reconciliation exercise has been undertaken with GAD. 4. Address data cleanse completed annually and any address found to be incorrect or not known are investigated using a tracing agency. | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 4 HR Reward & Benefits Manager | Zoe Smyth |
| LPB006 | Administration process failure/maladministration | Pension administration not undertaken to the required standard | Pensioners may receive incorrect pensions Breaches of pension regulations Fraud by admin staff Fraudulent payments Failure of bank account to make payment Incorrect taxation of benefits | 3 | 4 | 12 | 1. Pension SLA in place with KPIs 2. Scheme of delegation in place 3. Regular communication with administrator 4. WYPF have significant experience of administering a number of Fire Authorities. 5. Within P&C, we have a settled team who are competent in role. 6. Trend lines within WYPF monthly reports for key measures 7. WYPF to report on the agreed KPIs | 2 | 2 | 4 | 8. Review Pension Administrator's audit reports | 2 | 2 | 4 | 1 to 7 HR Reward & Benefits Manager 8. Head of Finance | Shayne Scott |
| LPB007 | Annual Benefit Statement (ABS) not produced in time | Breach of statutory duty | ABS not received by member and likely to be a reportable breach | 3 | 4 | 12 | 1. Pension data from P&C now available on a monthly basis including yearend data 2. WYPF developing an automated system for ABS statements for the Modified Pension Scheme | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 & 2 HR Reward & Benefits Manager | Zoe Smyth |
| LPB008 | Excessive charges by Pension Administrator | Unplanned increases in charges | Additional pressure on the budgetary efficiency of the Service | 3 | 4 | 12 | 1. Contracts are controlled by OJEU rules and the contract is subject to renewal on a 5 year basis with the option for an extension for 1-2 years. 2. Contract prices and any adhoc scenarios where additional charges may be incurred are included in the contract terms. | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 & 2 Head of Finance | Shayne Scott |

Local Pensions Board - Risk Register v1.12 - 13 June 2022 - Reviewed risk LPB016

Page 18

| Ref | Context / Causational trigger | Hazard (anything that may cause harm) | Impact (who/what may be harmed and how) | Gross Impact | Gross Likelihood | Gross Risk Score | Controls in place | Net Impact | Net Likelihood | Net Risk Score | Further controls required | Target Impact | Target Likelihood | Target Risk Score | Control Owner | Risk Owner |
|--------|--|--|--|--------------|------------------|------------------|--|------------|----------------|----------------|--|---------------|-------------------|-------------------|--|--------------|
| LPB009 | Officers or Members acting outside of delegated responsibility | Officers or Members either deliberately or unknowingly acting outside of their delegated responsibility | Additional financial implications for the pension schemes or breach of the pension regulations | 3 | 4 | 12 | <ol style="list-style-type: none"> Authority Members have agreed an approved Scheme of Delegation and financial limits for decisions associated with the pensions. A Pensions Discretions Policy is in place. Officers are competent in pension matters and receive CPD training Support and advice is available through the WYPF Client Manager and the LGA Pension Advisors | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1. Dem Services Manager 2 to 4 HR Reward & Benefits Manager | Mike Pearson |
| LPB010 | Employer fails to deduct correct pension contributions from members | Incorrect pension contribution being recorded and collected | Active pensioners and DSFRS have to backdate pension contribution arrears | 3 | 4 | 12 | <ol style="list-style-type: none"> Pension deductions and rules are set within the payroll system based on earnings New joiners are entered into the applicable pension scheme Staff who have opted-out are auto-enrolled into the applicable pension scheme unless they opt-out again Reconciliation of deduction carried out by Finance on a monthly basis Internal audit review deductions as part of audit scope | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1. Head of Finance 2 & 3 HR Reward & Benefits Manager 4 & 5 Head of Finance | Shayne Scott |
| LPB011 | Failure by the Pension Administrator to interpret rules or legislation correctly | Incorrect pension calculations and estimates | Incorrect pensions received and either backdated employer and employee contributions required or overpayments collected. | 3 | 4 | 12 | <ol style="list-style-type: none"> Regular attendance at pension training and update events by WYPF. Regular monitoring of key sources of information e.g. LGA Bulletins, Scheme Advisory Board. DSFRS have regular client meetings with WYPF and scrutinise pension changes | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 3 HR Reward & Benefits Manager | Zoe Smyth |
| LPB012 | Annual Statutory Accounts criticised by external auditors / The Pension Regulator | Major issues exist with the Management and Administration, and/or accounting for the Firefighter Pension Schemes | Reputational damage to the Service. Dissatisfaction from staff in the service they receive. | 3 | 4 | 12 | <ol style="list-style-type: none"> Trained, experienced officers produce the accounts to a detailed timescale. Pension data for the accounts is provided by the Governments Actuary Departments (GAD). Advice available from the Fire Finance network, LGA and Pension Administrator | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 3 Head of Finance | Shayne Scott |
| LPB013 | Failure to communicate with staff concerning significant changes to pension arrangements | Pension members not receiving correct information | Members could make key pension decisions with inadequate information available to them | 3 | 4 | 12 | <ol style="list-style-type: none"> Regular attendance at LGA pension training events. Regular monitoring of key sources of information e.g. LGA Bulletins, Scheme Advisory Board. Client meetings with WYPF and scrutiny of pension changes Ensure information on the impact of promotions to the Annual Allowance is made clear to staff. | 1 | 2 | 2 | None at this time | 1 | 2 | 2 | 1 to 4 HR Reward & Benefits Manager | Zoe Smyth |
| LPB014 | Court of Appeal decision on unlawful discrimination from Transitional arrangements for transfer from the 1992 to 2015 (McCloud/Sargent case) | 2015 scheme members will need to be transferred back to their preferred pension scheme | Significant pension administration in making back-dated adjustments to pensions. Implementation of the remedy may be problematic due to data gaps following transfer of payroll and pensions providers | 4 | 5 | 20 | <ol style="list-style-type: none"> Employers will be represented at the ET. Ensuring that historic data that might be required is retained to help manage any potential remedy Pension reserve in place to support administration costs Accessing information from LGA to ensure we are fully informed Receiving updates from Fire Finance Network and national reps Legal advice LGA 'coffee mornings' Pensions Officer appointed | 2 | 5 | 10 | <ol style="list-style-type: none"> Consideration of data retention pending remedy Ability to take on additional staff to support administration (pending reserve) PSTax Advice to be obtained | 2 | 5 | 10 | 1 & 2 HR Reward & Benefits Manager 3. Head of Finance 4. HR Reward & Benefits Manager 5. Head of Finance 6 to 10 HR Reward & Benefits Manager 11. Head of Finance | Shayne Scott |

Local Pensions Board - Risk Register v1.12 - 13 June 2022 - Reviewed risk LPB016

| Ref | Context / Causational trigger | Hazard (anything that may cause harm) | Impact (who/what may be harmed and how) | Gross Impact | Gross Likelihood | Gross Risk Score | Controls in place | Net Impact | Net Likelihood | Net Risk Score | Further controls required | Target Impact | Target Likelihood | Target Risk Score | Control Owner | Risk Owner |
|--------|---|--|---|--------------|------------------|------------------|---|------------|----------------|----------------|---|---------------|-------------------|-------------------|--|--------------|
| LPB015 | Court of Appeal decision on unlawful discrimination for Part-time workers prior to 2000 (O'Brien/Matthews case) | Pension entitlement prior to 2000 will need to be calculated and a repayment scheme made available (similar to 2006 modified exercise) | Significant pension administration in making back-dated adjustments to pensions. Implementation of the remedy may be problematic due to data gaps following transfer of payroll and pensions providers (and potential to go back to 1976 service) | 3 | 5 | 15 | <ol style="list-style-type: none"> Employers represented at the ET. Ensuring that historic data that might be required is retained to help manage any potential remedy Pension reserve in place to support administration costs Accessing information from LGA to ensure we are fully informed Receiving updates from Fire Finance Network and national reps Pensions Officer appointed | 2 | 5 | 10 | <ol style="list-style-type: none"> Consideration of data retention pending remedy Ability to take on additional staff to support administration (pending reserve) | 2 | 5 | 10 | <ol style="list-style-type: none"> 1 & 2 HR Reward & Benefits Manager 3. Head of Finance 4. HR Reward & Benefits Manager 5. Head of Finance 6 to 8 HR Reward & Benefits Manager | Shayne Scott |
| LPB016 | Flu Pandemic | Pension scheme administration cannot be undertaken | Increase in administration of pensioner records and administrator absence due to illness | 3 | 4 | 12 | <ol style="list-style-type: none"> Working at home arrangements HR Business continuity plans Government guidance on healthy workplaces WYPF business continuity arrangements | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 4 HR Reward & Benefits Manager | Zoe Smyth |
| LPB017 | Loss of Key Staff | Single points of failure | Pensioners may receive incorrect pensions Breaches of pension regulations | 3 | 4 | 12 | <ol style="list-style-type: none"> Head of HR supported by Rewards and Benefits Manager Pension SLA in place with KPIs Scheme of delegation in place WYPF has an experienced team P&C has an experienced team. WYPF to report on the agreed KPIs Pensions Officer appointed Additional FTC post in P&C Succession planning in place | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 9 HR Reward & Benefits Manager | Zoe Smyth |
| LPB018 | GDPR Breach | Failure to comply with GDPR | Prosecution, fines, enforcement notices, civil action, reputational damage. | 3 | 4 | 12 | <ol style="list-style-type: none"> GDPR impact assessments conducted by DSFRS as part of GDPR prep GDPR requirements included in pensions administration contract Data sharing agreements in place with WYPF Staff induction and CPD includes GDPR | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 4 HR Reward & Benefits Manager | Zoe Smyth |
| LPB019 | Failure of LPB members to maintain knowledge and understanding to required level | Failure of LPB to discharge its statutory functions | Breaches of the law. Action by TPR. Reputational damage | 3 | 3 | 9 | <ol style="list-style-type: none"> LPB induction includes: TPR CoP 14; TPR e-learning; and LGA training Attendance at LGA Annual Fire Pensions Conference Regular LPB meetings LPB meetings include a training topic to reinforce learning or generate debate TNA and individual training plans | 2 | 1 | 2 | None at this time | 2 | 1 | 2 | 1 to 5 HR Reward & Benefits Manager | Mike Pearson |
| LPB020 | Employer incorrectly enrolls an employee into the Firefighter's Pension scheme | Failure to auto enrol in an appropriate pension scheme resulting a breach of the law from incorrect application of pension rules and incorrect deductions from pay | Fines or other action by the Pension Regulator. Reputational damage. Staff dissatisfaction and complaints take up management time. | 3 | 4 | 12 | <ol style="list-style-type: none"> P&C staff informed that only FF on permanent contracts can be enrolled in the FFPS. P&C staff informed to not include the FFPS in the offer letter for FF on FTCs but to include the LGPS. Auto enrolment for FF on temporary contracts will only be applied under the LGPS. | 2 | 2 | 4 | None at this time | 2 | 2 | 4 | 1 to 3 HR Reward & Benefits Manager | Zoe Smyth |

This page is intentionally left blank

Devon and Somerset Fire and Rescue Authority - Local Pension Board

Work Programme 2023 - 2024 v0.01

| Theme | 06-Dec-23 | 13-Mar-24 | 20-Jun-24 | 11-Sep-24 | 04-Dec-24 |
|--------------------|-----------|-----------|-----------|-----------|-----------|
| Administration | X | X | X | X | X |
| Administration | X | X | X | X | X |
| Administration | X | X | X | X | X |
| Administration | X | X | X | X | X |
| Governance | X | X | X | X | X |
| Risk and Assurance | X | X | X | X | X |
| Risk and Assurance | X | X | X | X | X |
| Risk and Assurance | X | X | X | X | X |
| Training | X | X | X | X | X |
| Administration | | | | X | |
| Governance | | | X | | |
| Governance | | X | | | |
| Governance | | | | | |
| Governance | | X | | | |
| Governance | | X | | | |
| Governance | | X | | | |
| Governance | | | X | | |
| Risk and Assurance | | X | | | |
| Risk and Assurance | | | | | |
| Risk and Assurance | | | X | | |
| Training | | | X | | |
| Training | | | | X | |

This page is intentionally left blank