

LOCAL PENSION BOARD
8 July 2024

Present:

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Other Attendees:

Satnam Singh Rai (SSR)

James Leslie (JL)

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

Shayne Scott (SS)

Greg Webb (GW)

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

Maria Phillips (MP)

Helen Scargill (HS) (West Yorkshire Pension Fund)
Hannah Singleton (HS) (Note-taker)

Apologies:

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Philip Gillbard (PG)

Ben Redwood (BR)

MIN NO.	ITEM TITLE
LPB/24/1	<u>Apologies</u> Apologies received for PG and BR.
LPB/24/2	<u>Conflict of Interest Declaration</u> Interest declared by MP. Husband would be in receipt of the Firefighters Pension Scheme. The Board were satisfied with the interest, recognising the Board was not a decision making body.
LPB/24/3	<u>Notes</u> The Notes of the meeting held on 06 December 2023 were AGREED .
LPB/24/4	<u>Review of Actions</u> CONSIDERED the updated Board Action Log listing both Open and Closed actions. It was noted that: <ul style="list-style-type: none"> • LBP089: Reporting of breaches. No new breaches had been reported. • LBP091: Revision of the TNA. TNA received for SRR however no other responses. Action to remain open. MP reiterated the importance of undertaking necessary knowledge building. • LPB092: Internal resourcing. Pensions Lead role recruited to with the expected new joiner anticipated to join in September. Action to remain open to monitor impact on resourcing and capacity. • LPB093: WYPF Contract. Action had been closed, presented to the Board for noting only.

MIN NO.	ITEM TITLE
LPB/24/5	<p data-bbox="339 219 531 253"><u>Risk Register</u></p> <p data-bbox="339 297 1426 365">CONSIDERED the latest version of the Board risk register, risks were discussed by exception. The following points were noted:</p> <ul data-bbox="387 398 1477 1881" style="list-style-type: none"> <li data-bbox="387 398 1294 432">• LPB001a: Updated business continuity plan received from WYPF. <li data-bbox="387 465 940 499">• LPB001b: No further comment to note. <li data-bbox="387 533 1477 801">• LPB007: Annual benefit statement (ABS) not produced in time. WYPF had advised the Service the ABS' would not be produced and sent by 31st August 2024. In light of this, the gross likelihood score would be changed to 5. WYPF would be reporting a breach, all affected individuals would be notified by the end of July. HSc would share a copy of the letter with MAT and ZS to allow the Service to distribute their own internal comms. By not receiving up to date ABS statements, soon to retire scheme members would be hindered in their retirement decision making. Risk changed to 'red' to reflect likelihood. <li data-bbox="387 835 1465 869">• LPB010: Employer fails to deduct correct pension contributions from members. <li data-bbox="387 902 1453 1003">• LPB013: Recognising the discussion under LPB007, the Board considered alterations to risk LPB013. Action: Narrative to be expanded to recognise link to LPB007. HS to discuss with ZS. <li data-bbox="387 1037 1477 1171">• LPB014: Court of appeal (McCloud/Sargent). The Board considered the risk prevalent, however noted the legislation in place and the challenges presented by immediate choice members. Action: Narrative to be reviewed. HS to discuss with ZS. <li data-bbox="387 1205 1409 1305">• LPB015: Court of appeal (O'Brien/Matthews). Risk to be kept under review whilst additional resources are onboarded, this would allow for ongoing evaluation of team capacity. <li data-bbox="387 1339 1377 1373">• LPB017: Risk would remain present until resourcing concerns mitigated. <li data-bbox="387 1406 1361 1473">• LPB021: Insufficient resources at WYPF. HSc advised recruitment was underway to backfill vacant posts at WYPF. <li data-bbox="387 1507 1453 1881">• LPB022: Employer fails to enrol an employee into an appropriate pension scheme. The new risk required necessary controls to be noted. The risk focused on DDS ('Day Duty System') members of staff where job descriptions and contracts had not illustrated operational activity. The Board agreed to increase the gross likelihood to '5', with the additional controls in place to include: <ul data-bbox="483 1742 1369 1881" style="list-style-type: none"> <li data-bbox="483 1742 1369 1809">○ Service Pension Team to be included in any discussions around contractual changes and role moves at an early stage. <li data-bbox="483 1843 1201 1881">○ Review of existing staff contracts to be undertaken. <p data-bbox="531 1910 1098 1944" style="text-align: center;"><u>Action:</u> MAT and JL to discuss further risk.</p> <ul data-bbox="387 1977 1477 2038" style="list-style-type: none"> <li data-bbox="387 1977 1477 2038">• Risks previously assigned to 'Shayne Scott' would be transferred to MP as Chair.

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LPB/24/6	<p data-bbox="338 219 962 255"><u>Local Pension Board Annual Report 2023-24</u></p> <p data-bbox="338 297 1453 398">CONSIDERED the Local Pension Board Annual Report 2023-24. The paper provided an overview of the Board's activity in the 2023-24 Authority year. In particular, the paper addressed:</p> <ul data-bbox="387 434 1461 629" style="list-style-type: none"> <li data-bbox="387 434 1353 465">• Membership changes including the appointed of MP as the new Chair. <li data-bbox="387 501 1461 629">• The tenure of Board members, notably that of JL and BR who had both served on the Board past the four year mark. Inline with the Boards Terms of Reference, these positions on the Board require readvertisement or consideration. <p data-bbox="435 667 1043 698"><u>Action:</u> JL and BR to considered membership.</p> <ul data-bbox="387 734 1406 801" style="list-style-type: none"> <li data-bbox="387 734 1406 801">• Meeting attendance, in particular, the two Board meetings which had been cancelled due to the inability to achieve quorum. <p data-bbox="338 835 1074 866">No further comments noted. The Board noted the report.</p>
LPB/24/7	<p data-bbox="338 898 692 934"><u>Scheme Manager Update</u></p> <p data-bbox="338 976 1461 1043">CONSIDERED paper summarising current pension matters both locally and nationally which required input from the Service. In particular, the paper addressed:</p> <p data-bbox="435 1077 1058 1113"><i>2015 Age Discrimination Remedy (Sargeant)</i></p> <p data-bbox="435 1144 1453 1339">All retirements being processed now include a 'reformed' and 'legacy' benefit option in relation to the remedy period (subject to eligibility) and the pension pack that is prepared by WYPF is accompanied by a contributions mandate to show the adjustments for contributions, tax relief and interest in relation to the two options available. The figures are run through a calculator issued by the Government Actuary Department.</p> <p data-bbox="435 1375 1477 1675">Those members who are now classified as 'Immediate Choice' have experienced additional delays to receiving their remedial service statements due to some additional issues raised in relation the tax treatment of interest that arises under the public service pensions remedy. On 3 June 2024, the LGA facilitated a Teams call with Chief Fire Officers, scheme managers, and internal pension contacts to discuss the current position. A substantial update would not be expected until after the general election. HSc advised WYPF would be reviewing cases in line with the original priority timelines, WYPF would be reviewing the most recent retirements first.</p> <p data-bbox="435 1711 959 1747"><i>Second Options Exercise (Matthews)</i></p> <p data-bbox="435 1778 1461 1973">All those eligible for the second options exercise had been written to, including an 'expressions of interest' form which invites recipients to either request figures or opt out of the exercise. Over 2000 letters had been sent by the Service with over a 1000 subsequent reminder letters sent where a return had not be received. The Service had received around 650 expressions of interest forms back to date, leaving a high number of returns not received.</p> <p data-bbox="435 2009 1469 2045">Additional resource has now been recruited for on a fixed term basis to support</p>

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	<p>delivery of the above activities and the relevant collation of employment history and pay data for each case is currently underway.</p> <p>Reporting Breaches of Law</p> <p>Since the last Board meeting, no breaches had been reported.</p> <p>Internal Dispute Resolution</p> <p>No new complaints received since the last Board meeting.</p> <p>Pension Administrator Quality of Service</p> <p>The WYPF submission deadline for month end data had been brought forward in 2023 from the last day to the nineteenth day of the subsequent month. Due to an extremely high workload in the pensions administration team coupled with reduced resource, there had been occasions where the month end submission had not met the deadline. Work had been underway alongside DDaT to improve the reporting process going forward.</p> <p>There had been a total of 34 FPS retirements (26 wholetime colleagues and 8 on-call colleagues. Data submissions were summarised as follows:</p> <ul style="list-style-type: none"> • Pensionable pay data to be submitted to WYPF at least six weeks prior to retirement date; and <table border="1" data-bbox="628 1081 1386 1350"> <thead> <tr> <th>Contract type</th> <th>Data submitted with 6 weeks + notice</th> <th>Data submitted within 6 weeks of retirement date</th> </tr> </thead> <tbody> <tr> <td>Wholetime</td> <td>14</td> <td>12</td> </tr> <tr> <td>On Call</td> <td>1</td> <td>7</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • retirement pack with contributions mandate to be issued to member within five working days of receipt from WYPF. <table border="1" data-bbox="622 1482 1380 1785"> <thead> <tr> <th>Contract type</th> <th>Pack provided to member within 5 days of issue</th> <th>Pack sent more than 5 working days after issue</th> </tr> </thead> <tbody> <tr> <td>Wholetime</td> <td>22</td> <td>4</td> </tr> <tr> <td>On Call</td> <td>7</td> <td>1</td> </tr> </tbody> </table> <p>Service Resource Update</p> <p>A Pension Lead role has now been recruited for and the appointee would be due to join the Service in September.</p>	Contract type	Data submitted with 6 weeks + notice	Data submitted within 6 weeks of retirement date	Wholetime	14	12	On Call	1	7	Contract type	Pack provided to member within 5 days of issue	Pack sent more than 5 working days after issue	Wholetime	22	4	On Call	7	1
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LPB/24/8	<p><u>Training Update</u> CONSIDERED log showing the Pension Regulator (tPR) e-learning modules completed to date by Board Members. The link to current e-learning modules had been shared by HS in May and June, Board members were reminded to undertake the necessary learning. The training log would need to be updated to reflect the updated Board Membership.</p>
LPB/24/9	<p><u>Self-Assessment/Assurance</u></p>
	<p>LPB/24/9a <u>Website</u> The Communication and Engagement Team had been tasked with updating membership on the Pension page of the website. <u>Action:</u> HS to ensure LPB Minutes shared publicly on the external facing website.</p>
	<p>LPB/24/9b <u>tPR Self-Assessment</u> The self-assessment would be completed ahead of the next Board meeting.</p>
LPB/24/10	<p><u>LPB Work Programme</u> NOTED indicative work programme for Board meetings up to and including December 2024.</p>
LPB/24/11	<p><u>Date of Next Meeting</u> The next meeting would take place at 14.00hours on Wednesday 11 September 2024.</p>

The Meeting started at 10.05 am and finished at 11.22 am