

**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><b><u>Introduction to the Local Pension Board</u></b></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><b><u>Appointment of Chair</u></b></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 <b>DEFERRED</b> to the next meeting.</p>
LPB/23/2	<p><b><u>Conflict of Interest Declaration</u></b></p> <p>No new interests declared.</p>
LPB/23/3	<p><b><u>Notes</u></b></p> <p>The Notes of the meeting held on 7 December 2022 were <b>AGREED</b>. Notes would now be published for public viewing.</p>

MIN NO.	ITEM TITLE
LPB/23/4	<p data-bbox="339 219 619 257"><b><u>Review of Actions</u></b></p> <p data-bbox="339 264 1484 338"><b>CONSIDERED</b> 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. <b>Action open.</b></li> <li data-bbox="387 745 1497 819">• LPB055 Administration, Management and Governance Strategy. Strategy published. <b>Action closed.</b></li> <li data-bbox="387 840 1497 913">• LPB070 Development of KPIs. KPI development completed. <b>Action closed.</b></li> <li data-bbox="387 934 1497 1039">• LPB072 Revision of the training needs analysis. Training needs analysis of existing members now completed. <b>Action closed.</b> New action to be logged for new Board members.</li> <li data-bbox="387 1059 1497 1133">• LPB076 tPR Training Modules Updated. Awaiting the release of new modules from tPR. <b>Action open.</b></li> <li data-bbox="387 1153 1497 1227">• LPB081 Abatement Policy, Discretions Policy, Retirement Re-employment Policy. <b>Action closed.</b></li> <li data-bbox="387 1247 1497 1321">• LPB088 Pension Dashboards Preparations. Updated within Scheme Manager update. <b>Action open.</b></li> <li data-bbox="387 1341 1497 1415">• LPB089 Reporting of breachers. Updated within the Scheme Managers Report. Exchange accounts set up. <b>Action open.</b></li> <li data-bbox="387 1435 1497 1491">• LPB090 Chair of Local Pension Board. Item deferred to the next meeting. <b>Action open.</b></li> </ul>
LPB/23/5	<p data-bbox="339 1525 587 1563"><b><u>Training Update</u></b></p> <p data-bbox="339 1570 794 1608"><b>(a) <u>Training Needs Analysis</u></b></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>(b) <u>Training Modules</u></b></p> <p data-bbox="339 1794 1441 1921"><b>NOTED</b> 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><b><u>Scheme Manager Update</u></b></p> <p><b>CONSIDERED</b> paper summarising current pension matters both locally and nationally which required input from the Service. In particular, the paper addressed:</p> <p><b><i>2015 Age Discrimination Remedy (Sargeant)</i></b></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><b><i>Second Options Exercise (Matthews)</i></b></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><b><i>Pensions Dashboard Programme</i></b></p> <p>The connection deadline has been postponed until 31 October 2026.</p> <p><b><i>Reporting Breaches of Law</i></b></p> <p>No breaches of the law to report since the last Board meeting.</p> <p><b><i>Internal Dispute Resolution</i></b></p> <p>No new IDRPs to report since the last Board Meeting</p> <p><b><i>Pension Administrator Quality of Service</i></b></p> <p>Data submission points to note (KPI's):</p> <ul style="list-style-type: none"> <li>• All month end files had met the deadline in the last twelve months.</li> <li>• All individual pieces of paperwork were sent within 5 days of receipt.</li> <li>• The Service would continue to encourage staff members to liaise with HR when planning for retirement.</li> </ul>
LPB/23/7	<p><b><u>Key Performance Indicators</u></b></p> <p>Covered within the Scheme Manager Update (see Note LPB/23/6 above)</p>
LPB/23/8	<p><b><u>Risk Register</u></b></p> <p><b>CONSIDERED</b> 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"> <li>• Red Gross Risk Score: <ul style="list-style-type: none"> <li>○ LPB001 Cyber Attack: This had been discussed previously within the meeting (item 5)</li> <li>○ 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.</li> <li>○ 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.</li> </ul> <p><b>Action:</b> 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"> <li>○ All 'Red' Gross Risk scores were noted as 'Amber' following mitigating controls.</li> </ul> </li> <li>• Amber Gross risk Score: <ul style="list-style-type: none"> <li>○ LPB002 System Failure: Linked to Risk LPB001, discussed previously (item 5)</li> <li>○ All remaining 'Amber' risks noted as 'Green' with mitigating actions.</li> </ul> </li> </ul> <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>
<b>LPB/23/9</b>	<b><u>Self-Assessment/Assurance</u></b>
	<p><b>(a) <u>Website</u></b></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>(b) <u>tPR Self-Assessment</u></b></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>
<b>LPB/23/10</b>	<p><b><u>Topic of Interest</u></b></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 data-bbox="336 219 683 257"><b><u>LPB Work Programme</u></b></p> <p data-bbox="336 271 1473 338">MAT awaiting further update from the Pension Regulator, item to be included at the next Board meeting.</p>
LPB/23/12	<p data-bbox="336 371 639 409"><b><u>Any other business</u></b></p> <ul data-bbox="384 423 1490 622" style="list-style-type: none"> <li data-bbox="384 423 1490 566">• 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.</li> <li data-bbox="384 584 1458 622">• Fire clients meeting: The next client meeting scheduled on 26 July 2023</li> </ul>
LPB/23/13	<p data-bbox="336 651 660 689"><b><u>Date of Next Meeting</u></b></p> <p data-bbox="336 712 799 750">13 September 2023 at 10:00hrs.</p>

The Meeting started at 1.00pm and finished at 2.25pm

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