

LOCAL PENSION BOARD
6 December 2023

Present:

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Other Attendees:

Satnam Singh Rai (SSR) Greg Webb (GW)

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

Shayne Scott (SS)

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

Maria Phillips

Helen Scargill (HSc) (West Yorkshire Pension
Fund)

Steve Yates (SY) (Note-taker)

Apologies:

*Scheme Manager
Representatives:*

*Scheme Member
Representatives:*

Cllr. Simon Coles (SC)

Philip Gillbard
(PG)

James Leslie (JL)

Ben Redwood
(BR)

MIN NO.	ITEM TITLE
LPB/23/14	<u>Appointment of Chair</u> MP nominated for Chair. No other nominations received. MP appointed Chair until the first Board meeting following the Authority annual meeting in 2024.
LPB/23/15	<u>Conflict of Interest Declaration</u> No new interests declared.
LPB/23/16	<u>Notes</u> The Notes of the meeting held on 21 June 2023 were AGREED .
LPB/23/17	<u>Review of Actions</u> CONSIDERED updated Board Action Log listing both Open and Closed actions. It was noted that:

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	<ul style="list-style-type: none"> • LPB044. WYPF cyber security position was still awaited. WYPF had tested their systems but a business continuity plan for cyber security was still awaited. HS would seek to get an update within the next two weeks and prior to the next meeting. Agreed to increase risk RAG rating to red; • LPB091. Training Needs Analysis to be completed by new Board Members (MP and SC); • LPB092. The Service was looking to obtain additional administrative support on fixed term contract basis to assist with significant workload (immediate detriment etc.). The recruitment for a replacement Pensions Officer was ongoing. In light of these issues, it was agreed to increase RAG rating to amber. WYPF considered it was adequately resourced until 2025 but had a constant process for recruitment and training; • LPB093. A contract review meeting would need to be rescheduled with WYPF.
LPB/23/18	<p><u>Training Update</u></p> <p>CONSIDERED log showing the Pension Regulator (tPR) e-learning modules completed to date by Board Members. It was anticipated that the new single Code of Conduct would be launched by tPR in January 2024 and could lead to a revision of e-learning modules. The link to current e-learning modules would be forwarded by MAT to MP and SC.</p>
LPB/23/19	<p><u>Scheme Manager Update (including Key Performance Indicators)</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>The Secondary Legislation had come into force, with “Legacy” and “Reformed” scheme options being provided to scheme members for the legacy period. The Government’s Actuary Department had issued a calculator for use by fire and rescue services in determining the correct contributions (either refund or underpayment). The amount of PAYE and interest was also calculated and applied to the process based on the option chosen. All “Category 2” member data had been sent to West Yorkshire Pension Fund (WYPF) for recalculating prior to the October, albeit that the order for processing these cases had changed which could require amendment to Service communications. Until the Government produced further documentation (RSS), however, WYPF would not be in a position to process Category 2 cases.</p> <p><i>Second Options Exercise (Matthews)</i></p> <p>Letters to all eligible members were being produced and issued in batches. The communication invited expressions of interest, within a six-month timeframe, either to request figures or opt out of the exercise. There would be a subsequent three-month timeframe to process expressions of interest received.</p>

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	<p>Work was continuing with the Service Communications Team to develop a suitable page on the Service external website for the publication of relevant information and updates. This would supplement the FPS Members site dedicated page which included FAQs and guidance. MAT to provide further updates in due course.</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>There had been no new complaints under this procedure 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. Submissions by the deadline had not been possible in all cases, however, as other pensions data had to be prioritised within existing resources. This was an issue for both the Service and WYPF. The People Services project, currently underway, would change how reporting was undertaken and WYPF would be notified of any expected delays in producing returns.</p> <p>Since the last Board meeting, the processing of FPS retirements had changed significantly. Previously, retirement notifications would be notified to WYPF via the employer portal as part of the overall leaver process, with a target submission date of five days following employee submission. Every FPS retirement was now required to be submitted with a spreadsheet of pensionable data for the full 7-year remedy period, making the former five-day target unrealistic. Suggested alternative Service Level Agreements included:</p> <ul style="list-style-type: none"> • Pensionable pay data to be submitted to WYPF at least six weeks prior to retirement date; and • retirement pack with contributions mandate to be issued to member within five working days of receipt from WYPF. <p>The Board indicated it was content with these proposed SLAs.</p> <p>Service Resource Update</p> <p>The former Pensions Officer for the Service had been successful in appointment to a different role. The Service was looking to recruit a replacement. The Board placed on record their thanks for the support provided by the Pensions Officer.</p>
LPB/23/20	<p><u>Risk Register</u></p> <p>CONSIDERED latest version of the Board risk register. The following points were noted:</p> <ul style="list-style-type: none"> • Risk ownerships would need to be changed (i.e. where people (e.g. M Pearson) had left the Service;

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	<ul style="list-style-type: none"> • Risk LPB001 should be split to delineate risk to WYPF and to the Service (MP to be risk owner); • Risk LPB017 should be changed to amber during the recruitment of additional resource.
LPB/23/21	<u>Self-Assessment/Assurance</u>
	<p>LPB/23/21a <u>Website</u></p> <p>The website was now considered to be up-to-date, with recent changes in Board membership now reflected. Work was still in hand to develop a further webpage with additional information.</p>
	<p>LPB/23/21b <u>tPR Self-Assessment</u></p> <p>MAT had completed a self-assessment earlier in the year. A refresh would need to be undertaken for the next year. The self-assessment should be refreshed in Quarter 1 of each financial year.</p>
LPB/23/22	<p><u>Topics of Interest</u></p> <p>Topics of interest would be developed once all Training Needs Analysis had been completed.</p>
LPB/23/23	<p><u>LPB Work Programme</u></p> <p>NOTED indicative work programme for Board meetings up to and including December 2024.</p>
LPB/23/24	<p><u>Date of Next Meeting</u></p> <p>10.00hours, Wednesday 13 March 2024.</p>

The Meeting started at 10.00 am and finished at 11.10 am