



**Local Pension Board**

**Notes of the meeting held on 9 May 2018  
Conference Room B, Service Headquarters  
Meeting commenced at 1400 hours**

<b>Present:</b>	
<u>Scheme Manager Reps</u>	<u>Scheme Member Reps</u>
Councillor Brian Greenslade (BG)	Andy Hallam (AH)
Mike Pearson (MP) <b>Chair</b>	Peter Redbourn (PR)
Amy Webb (AW)	

In Attendance: Steve Pope (SP) Yunus Gajra (YG) and Hannah Singleton (HS)

ITEM NO.	Subject	
PB/18/9	<b><u>Apologies</u></b> Apologies noted for Bob Walker (BW)	
PB/18/10	<b><u>Conflicts of Interest Declarations</u></b> No conflicts of interest were declared.	
PB/18/11	<b><u>Notes</u></b> of the meeting held on 24 January 2018 Notes of the last meeting <b>agreed</b>	
PB/18/12	<b><u>Review of actions from the previous meeting</u></b> Action log circulated to Board members for review	
	<b>SP to record the breach (referred to by BW) in question on the LPB's breach register (PB/18/4/a)</b>  Breach recorded. Action completed.	
	<b>SP to produce a Voluntary Scheme Pays Policy for the next meeting LPB meeting on the 30 April (PB/18/4/c)</b>  Action completed – see item PB/18/21 below.	
	<b>SP to provide written assurance to the Board as soon as possible on plans relating to GDPR Compliance, and for this to be included in the next Scheme Manager update (PB/18/4/d)</b>  Action in progress	
	<b>SP and MP to consider whether there had been a breach of the law by the annual benefits statements (ABS) not being sent to every active member by Peninsula Pensions (PB/18/4/e)</b>	

	<p><b>SP</b> and <b>MP</b> had discussed this in depth and had agreed that it was not a breach in light of the response and remedial actions from Peninsula Pensions. Action completed.</p>	
	<p><b>SP and MP to consider the areas of focus highlighted by The Pension Regulator at the conference: effective scheme manager delegation, communications, risk management &amp; internal controls (PB/18/4/f)</b></p> <p><b>SP</b> and <b>MP</b> had met to discuss the areas of focus further. This action would be superseded by other work streams and events. Action completed, noting that Risk Registers and Internal Control required a focus.</p>	
	<p><b>All members and officers involved with the administration of Pensions to have undertaken all seven modules on the Pension Regulator Toolkit by the 18 April 2018 (PB/18/4/g)</b></p> <p>A training log had been provided to track progress. In addition to those reported on the log, <b>AH</b> and <b>BG</b> had completed a number of eLearning modules. Action in progress.</p>	<b>ALL</b>
	<p><b>MP to produce a indicative draft annual report for discussion at the next meeting on April 18th (PB/18/8)</b></p> <p>Action completed – see item PB/18/20 below.</p>	
<b>PB/18/13</b>	<p><b><u>Correspondence Update</u></b></p> <p>A paper was provided to allow Board members to review the recent correspondence</p>	
<b>PB/18/14</b>	<p><b><u>The Pension Regulator Self-Assessment update</u></b></p> <p>Paper provided detailing an update on the Boards position against the Pension Regulator self-assessment tool.</p> <p>A number of areas had improved following the last assessment in June. The Board agreed that the most notable area of concern was managing risk and risk registers. All agreed that this should have been red on the assessment, not amber.</p>	
<b>PB/18/15</b>	<p><b><u>Terms of Reference</u></b></p> <p>Paper, highlighting minor amendments, provided and noted.</p> <p><b>Action:</b> <b>MP</b> would review the documentation relating to roles and responsibilities and where this information had been published.</p>	<b>MP</b>
<b>PB/18/16</b>	<p><b><u><a href="#">Firefighter Pension Schemes Local Pension Board Effectiveness Report</a></u></b></p> <p><b>MP</b> suggested that a Scheme Employer Representative and a Scheme Employee Representative should work alongside <b>SP</b>. This would be to review The Pension Regulator survey and LGA survey against the Boards own self-assessment update; providing a challenge against the current position.</p> <p><b>AH</b> volunteered to work alongside <b>SP</b> as a Scheme Employee Representative and <b>AW</b> volunteered as the Scheme Employer Representative.</p>	

	<p><b>Action:</b></p> <p>(a) <b>SP, AH</b> and <b>AW</b> to review the Local Government Association Survey and The Pensions Regulator Survey; challenging the Boards self-assessment update;</p> <p>(b) pending the outcome of this work, <b>AW</b> to commission Devon Audit Partnership to undertake an audit of the Board.</p>	<p><b>AW, AH, SP</b></p> <p><b>AW</b></p>
<p><b>PB/18/17</b></p>	<p><b><u>Firefighters' Pensions AGM 17-18 September 2018</u></b></p> <p>The Board discussed AGM attendance, <b>MP</b> confirmed provisions had been made within the budget to provide all Board Members with the opportunity to attend should they wish to do so.</p> <p><b>Action:</b> Any Board members wishing to attend the Firefighters' Pensions AGM would advise <b>HS</b></p> <p>It was confirmed at the meeting that <b>SP</b> would be attending alongside Dan Heard from Finance who would be attending on behalf of <b>AW</b>.</p>	<p><b>ALL</b></p>
<p><b>PB/18/18</b></p>	<p><b><u>Scheme Manager Update</u></b></p> <p><b>SP</b> provided a verbal update to the Board and had asked the Board to note the following work streams which had been progressed and recognised;</p> <ul style="list-style-type: none"> <li>- An issue had been highlighted relating to tax codes following the transfer of administration to the West Yorkshire Pension Fund (see also PB/18/19 below).</li> <li>- Pensionable Pay continued to be reviewed following disputes with Trade Unions. A number of areas had been approved but still outstanding items pending approval.</li> <li>- Further communications around annual and lifetime allowances would be produced in the future. Options were being explored for how this would be best communicated. <b>YG</b> confirmed that a reference to the lifetime allowance had been included in the annual allowance statement.</li> <li>- Tax reclaims had been highlighted and the options available to individuals to reclaim this were being explored. An option given had been through PAYE. The Service would be exploring these options and would be commissioning a tax expert for further clarity and confirmation of the best approach.</li> <li>- One IDRPs request had been received by the Service this year and the person in question had requested that the IDRPs be escalated to stage 2. A further update would be provided once progress had been made.</li> </ul>	
<p><b>PB/18/19</b></p>	<p><b><u>Update from West Yorkshire Pension Fund (WYPF)</u></b></p> <p>Yunus Gajra (<b>YG</b>), a Business Development Manager for the WYPF attended the meeting to provide an update.</p> <p>The following items were discussed;</p> <ul style="list-style-type: none"> <li>- <b>Taxation Issue;</b> the taxation issue had been highlighted prior to WYPF contacting HMRC. This had highlighted a possible error in the data submitted by Peninsula Pensions on cessation of the administration contract. The cause of this would not be known until confirmation had been provided on the data Peninsula Pensions had submitted.</li> </ul>	

	<p>WYPF Payroll had been liaising with HMRC. WYPF confirmed that it would not be using the 'k' tax code (which indicated that the Pensioner owed money to HMRC). All pensioners (39) who had received tax demands had been contacted directly by WYPF and an update would be added to the website for further clarity. This issue had not occurred with any other Fire Authority Pension schemes for which WYPF had taken over administration during the year. It was noted that all pensioners who had received notification from HMRC of a change in tax code had not been contacted by WYPF, only those that had received tax demands thus far.</p> <p><b>PB</b> asked if the Board would be required to report this a breach. The Board agreed that at this stage there was no clear breach of statutory requirements</p> <p><b>Action:</b> The taxation issue would be reviewed by the Board upon receipt of further information. It would then be determined if this should be recorded as a breach.</p> <ul style="list-style-type: none"> <li>- <b>Images;</b> Data Images had been loaded on to the WYPF systems upon receipt from Peninsula Pensions. To date, most of these images had been received.</li> <li>- <b>Training;</b> Training had been provided to HR staff at the Service to assist them in using the WYPF online portal whereby estimate requests could be made etc.</li> <li>- <b>P60s;</b> these would soon be dispatched to Pensioners.</li> <li>- <b>YG</b> wished to note the assistance of Cliff Spong at DSFRS for his assistance in managing the project successfully.</li> <li>- <b>Circular Bulletin 7;</b> signposted to the bulletin information including reference to TPAS and the Pensions Ombudsman.</li> </ul> <p><b>Action: SP</b> to ensure the correct contact addresses were provided for TPAS and The Pension Ombudsman</p> <ul style="list-style-type: none"> <li>- Year-end returns would be submitted by 31 May 2018 at the latest to ensure the ABS deadline could be achieved at the end of August.</li> <li>- <b>GDPR;</b> provisions of the Pension Service was a statutory requirement therefore consent was not required. Any change in service likely to impact an individual would be subject to an impact assessment prior to implementation to evaluate any potential GDPR impact.</li> <li>- A data protection officer had been appointed by WYPF as a point of contact should members need to contact them directly. This would be detailed on the circulated privacy statement.</li> <li>- WYPF would submit a paper for each Local Pension Board meeting if required to do so.</li> </ul>	<p><b>ALL</b></p> <p><b>SP</b></p>
<p><b>PB/18/20</b></p>	<p><b><u>LPB Annual Report</u></b></p> <p>An annual report had been produced by <b>MP</b>. It was intended to finalise the report (which was not a statutory requirement) by the end of May for submission to the July Authority meeting.</p> <p><b>Action:</b> Any comments on the LPB Annual report were to be sent to <b>HS</b> by the end of May</p>	<p><b>ALL</b></p>

<p><b>PB/18/21</b></p>	<p><b><u>Fire Authority Discretions</u></b></p> <p>The following papers were provided to the Board for review;</p> <ul style="list-style-type: none"> <li>- Voluntary Scheme Pays Policy</li> <li>- Ill health injury on duty Review</li> </ul> <p>The Board <b>agreed</b> to recommend that the Authority approve:</p> <ul style="list-style-type: none"> <li>- a Voluntary Scheme Pays Policy; and</li> <li>- realignment of the ill health review policy to the injury review policy (subject to review of details)</li> </ul>	
<p><b>PB/18/20</b></p>	<p><b><u>Next Meeting</u></b></p> <p>The next meeting will take place on Wednesday 18 July 2018 at 10:00am in Conference Room B, Service Headquarters</p>	
<p><b>Meeting finalised at 1615</b></p>		