

DERBYSHIRE FIRE & RESCUE AUTHORITY

PENSIONS BOARD

MINUTES OF MEETING

HELD ON 15 MAY 2018

Board Members: Chris Tapp, FBU (Chair), Cllr Steve Marshall-Clarke, Cllr Neil Atkin, Marc Redford (FBU), Simon Allsop, Sean Connor

Attendees: Ian Howe (LCC Pensions), Elena Johnston (LCC Pensions)

Notes: Laura Slade

1. Apologies

Emma Stevenson, Advisor – HR

2. Declarations of Interest

None.

3. Minutes of the meeting held on 25 January 2018

The board agreed the accuracy of the minutes.

4. Internal Audit Review 2017/18

S Allsop informed the Board that following an internal audit of Pensions within Derbyshire Fire & Rescue Service, the auditors gave the opinion of substantial assurance. One recommendation was required with one medium risk issue to be addressed.

The Board noted that the medium risk issue has since been addressed.

It was agreed that communication will be sent from the Board to the organisation via the WIS regarding the outcome of the audit.

Action: S Allsop to facilitate.

5. Risk Register

The board discussed the following risks which had changed risk rating since the last meeting:

Single points of competence in HR advice and support

Risk reduced - further training support has been provided and links to LGA advisors have been developed further.

Excessive charges by DFRS Pension Administrators

Risk reduced – a national benchmarking exercise will be introduced through the LGA but research showed the current administrators fees were competitive.

The Board noted that the Regulator will be concentrating on cyber resilience and may issue notices to schemes who fail this. I Howe confirmed that Haywood's have been asked to provide a statement to show how they will meet the legislation.

The Board agreed that it would be beneficial if a representative from Haywood's would be available to attend the training event on 14 June.

Action: I Howe to make contact with Haywood's.

6. Survey of FRA Local Pension Boards 2017

S Allsop informed the Board that a survey has been completed at the request of the Scheme Advisory Board which outlines how local pension board are performing and identifies any gaps.

It was noted that 57% of board chairs are responsible for agreeing board meeting agendas. The Board agreed to continue to operate whereby S Allsop will initially compile agenda items and then forward to the Chair for comment and agreement.

The Board will await the training event on 14 June before agreeing a way forward with inviting others to shadow at meetings.

S Allsop asked the Board members to raise any queries from the survey at the next meeting.

7. Internal Dispute Resolution Procedure

S Connor informed the Board that the policy is currently under consultation with the FBU.

The Board discussed the appropriate Officer involvement in both stages and agreed that the Chief Fire Officer should seek independent advice when dealing with arrangements in respect of Stage Two of the procedure.

Action: S Connor to amend policy accordingly and circulate to Board members for further comment.

8. Meeting GDPR and The Pension Regulator's Data Requirements

S Allsop provided an overview of the training event which took place on 29 March.

The importance of continual data improvement was highlighted which could be achieved through data profiling, data cleansing, data governance and prevention of bad data.

It was suggested that individuals could be asked to update data following the release of the annual benefit statements

The Board noted the ongoing work to ensure improvement of DFRS data, such as monthly postings, data improvement plan and data matching exercises.

9. Death Grant

C Tapp raised the issue of awareness of nominations. E Johnstone informed the Board that this is reflected in the annual benefit statement notes.

The Pensions Board FireView page will be utilised further to highlight to individuals.

10. Administrator's Update

I Howe provided an administrator's update, which included:

- The annual benefits statement template has been updated, along with the accompanying notes.
- The key performance indicators from 1.1.18 – 31.3.18 were all at 100%.
- The administrator is awaiting data being returned from DFRS payroll

I Howe proposed to submit a written report for future administrator updates which was supported by the Board.

11. Member Training Events

The Board discussed the Fire and Police Local Pension Board Governance event held on 9 May. The slides will be circulated to the group for the information of those not able to attend.