

## **SOUTH WALES FIRE & RESCUE AUTHORITY**

### **MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON MONDAY, 16 OCTOBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

#### **32. PRESENT**

##### **Councillor**

S Bradwick (Chair)  
M Phillips  
V Smith  
K McCaffer  
R Prendergast  
A Psaila

##### **Left**

Rhondda Cynon Taf  
Cardiff  
Monmouthshire  
Vale of Glamorgan  
Prospect  
Fire Brigades Union

**OFFICERS PRESENT:** ACO P Haynes – Director of People Services; DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Mr M Malson – Head of Human Resources, Ms K Jeal – Accountant

#### **33. DECLARATIONS OF INTEREST**

Each Member declared a personal non-prejudicial interest in each agenda item which affected their Authority.

#### **34. CHAIR'S ANNOUNCEMENTS**

- **Request from Pension Regulator**

The Fire & Rescue Authority is responsible for the registration of 5 firefighter pension schemes. Each year the Pension Regulator requires the details of all those pension board members who scrutinise those schemes and the way in which the schemes are managed. The return identifies members by name, establishes their role or representation and provides contact details. The 2017/18 board member details have been recorded.

- **Training Event – 29 September 2017**

Wales Government enabled a training event at Cardiff Gate on 29 September. Copies of the slides are available and hard copies distributed to board members today.

At the event the Local Government Association representatives confirmed that they would be facilitating an event to address pension scheme related tax matters, including lifetime allowance and annual allowance. All of the

events will take place in England. Details of the venues and dates have been received and will be forwarded to board members. The nearest event will be held in Cheltenham in January 2018. Members are advised to indicate a preference to the FRS Secretariat so that a booking can be made.

- **Breach of Annual Allowance**

RCT has notified the Service that during 2016/17 28 members of staff breached their Annual Allowance.

- a) 22 members were able to rely on unused allowance from the previous 3 years. They have no tax charge to pay.
- b) 6 members were not able to rely on unused allowance from the previous 3 years. They have a tax charge to pay. These members will need to make a declaration via self-assessment and make arrangements to pay their charge.

The breaches have been identified as a result of an accumulation of factors, including 1% pay increases in a double accrual scheme, temporary promotions, substantive promotions and subsequently achieving competent rate of pay.

It is suggested that these factors may increase in impact for scheme members in future years.

## **35. MINUTES OF PREVIOUS MEETING**

The minutes of the Local Pension Board meeting held on 3 July 2017 were received and accepted as a true record of proceedings.

## **36. FIREFIGHTERS' PENSION SCHEME – MEMBERSHIP DATA**

The Director of People Services informed Members that the South Wales Fire and Rescue Authority, as the duly appointed Firefighters' Pension Scheme Manager, is responsible for compiling and maintaining membership data for each of the Firefighters' Pension Schemes in accordance with that scheme's regulations.

### **RESOLVED THAT**

- 36.1 Members noted the composition profile for the Firefighters' Pension Schemes.
- 36.2 Members agreed to continue receiving regular updates on the composition profile for the Firefighter Pension Schemes.

36.3 The Chair to express his concerns to Councillor Pickering regarding the lack of pension consultation responses from other services and requested that this be relayed at the next SAB.

### **37. MANAGING RISKS & INTERNAL CONTROLS**

The Director of People Services informed Members that the South Wales Fire & Rescue Authority, as Scheme Manager for the Firefighters Pension Scheme (Wales) 2015, and all other associated and connected Firefighter Pension Schemes, is responsible for the administration of each scheme in accordance with that scheme's regulations.

As Board Members are aware, the Pensions Regulator identifies a number of documents which are considered to be significant to ensure effective scheme administration. The foremost of these is the Risk Assessment and register for the scheme(s). To comply with the administrative requirements, copies of the revised Risk Assessment were available at the meeting for consideration.

#### **RESOLVED THAT**

37.1 Members considered and agreed the revised Risk Assessment Form contents.

37.2 Members agreed to establish a further review and test schedules to evaluate the effectiveness of management of risk management processes and ensure adequate controls are in place.

37.3 The Head of Human Resources to review the timing of the risk assessment activities and make recommendations.

37.4 Further risk assessment reports to be provided at future LPB meetings.

37.5 The SLA review for pension services with RCT pension section be undertaken, incorporating the range of services and the effectiveness of data records management.

### **38. FIREFIGHTERS' PENSION SCHEME – INTERNAL DISPUTE RESOLUTION PROCEDURE (IDRP)**

The Director of People Services reported that, in January 2008, the Welsh Government issued Circular Number W-FRSC (09)01 advising Fire & Rescue Authorities that the Internal Dispute Resolution Procedure arrangements have been reviewed and changes had been introduced in order to meet the requirements of the Pensions Act 1995, as amended.

## **RESOLVED THAT**

Members noted the Internal Dispute Resolution Procedure rules, the revised provisions, and the range of cases that have been processed to date.

### **39. LOCAL PENSION BOARD – TRAINING PLAN & FRAMEWORK**

Members recalled that in March 2016 they were asked to agree to introduce a Training Policy and Framework to meet the statutory requirements of ensuring all Board Members assist in identifying the requisite knowledge, skills and understanding to enable them to fulfil their role on the Board.

## **RESOLVED THAT**

- 39.1 Members reviewed, amended and endorsed the draft Training Policy and Framework for Local Pension Board Members.
- 39.2 Members agreed that future LPB training plans incorporating Members of the Fire Authority and Trade Unions should be available on the intranet site.

### **40. PENSION REGULATOR'S SELF-ASSESSMENT TOOL FOR PUBLIC SERVICE PENSION SCHEMES**

The Director of People Services advised Members that the Pension Regulator has made available a self-assessment tool to assist Scheme Managers in the evaluation and regulation of pension schemes.

The purpose of the report was to enable Members to consider whether there is value in Local Pension Boards (LPBs) completing an assessment which can provide feedback to the Scheme Advisory Board (SAB) on progress against the self-assessment tool, as part of Local Pension Board regular updates.

## **RESOLVED THAT**

Members considered the evaluation assessment for the Fire & Rescue Authority's pension scheme administration performance and requested a further report on next year's assessment tool.

### **41. FORWARD WORK PROGRAMME 2017/18**

The Director of People Services presented the Forward Work Programme for municipal year 2017-18.

## **RESOLVED THAT**

Members accepted the Forward Work Programme for 2017/18 and made recommendation for incorporation of the items identified at the meeting.

**42. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRMAN DEEMS URGENT (Part 1 or 2).**

There were no items of business that the Chair deemed urgent.

At the conclusion of the meeting the Chair wished to extend his best wishes to ACO Haynes and wish him the very best of luck on his impending retirement.