

Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.

LOCAL PENSION BOARD COMMITTEE SUMMONS

SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the Local Pension Board Committee to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 21 October 2019 in Room 8 at 1030 hours.**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.

3. Chairperson's Announcements
4. To Receive the Minutes of:-
 - Local Pension Board Committee Meeting held on 24 June 2019 3
5. Local Pension Board – Members Handbook 7
6. Local Pension Board – Training Strategy & Framework 11
7. Local Pension Board - Service Level Agreement 19
8. Report on the Firefighters Pension Scheme 2015 Taper Protections – Legal Challenge – **Verbal Update** 43
9. WG presentation - Management & Governance of the 45

Firefighters pension Scheme – **E-mailed Separately**

- | | | |
|-----|---|----|
| 10. | Forward Work Programme 2019-2020 | 47 |
| 11. | To consider any items of business that the Chairperson deems urgent (Part 1 or 2) | 51 |

Signature of Proper Officer:



MEMBERSHIP
Councillors:

S	Bradwick	Rhondda Cynon Taff
L	Brown	Monmouthshire
J	Harries	Rhondda Cynon Taff
L	Jones	Fire Brigades' Union
D	King	FRSA
R	Prendergast	Association of Principal Fire Officers
A	Psaila	Fire Brigades' Union
V	Smith	Monmouthshire

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON MONDAY, 24 JUNE 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

1. PRESENT

S Bradwick (Chair)	Rhondda Cynon Taff
V Smith	Monmouthshire
J Harries	Rhondda Cynon Taff
L Brown	Monmouthshire
R Prendergast	Fire Leaders Association

APOLOGIES:

ABSENT:

L Jones	Fire Brigades Union
D King	Fire & Rescue Services Association

OFFICERS PRESENT: ACO A Reed – Director of People Services; Mr C Barton – Treasurer; Mrs S Watkins – Head of Corporate Support & Deputy Monitoring Officer; Ms K Jeal – Accountant (Payroll Team)

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

The Chair welcomed Councillor Brown to her first meeting of the committee and reminded Members on the importance of their attendance for decision making on staff pensions.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Local Pension Board meeting held on 21 January 2019 were received and accepted as a true record of proceedings, however in the absence of the Representative Bodies all reports presented would be noted for information purposes only and any decisions to be reported at the next scheduled Committee meeting.

The Chair agreed to write to the individuals reminding them of their commitment to the committee and that representation would be required in their absence.

5. REPORT ON SCHEME DATA FOR THE FIREFIGHTERS' PENSION SCHEMES

The Director of People Services advised Members that the South Wales Fire & 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. The report provided factual statistics on Scheme Membership Data.

RESOLVED THAT

- 5.1 Members noted the composition of the Scheme(s) Membership as at 1 April 2019.

6. DATA PROTECTION REGULATIONS

The Director of People Services presented the reviews on activity undertaken since May 2018 to ensure compliance with legislation as outlined in the General Data Protection Regulations (GDPR), and the Data Protection Act 2018.

This new legislation requires data protection and privacy by design and default, and requires a greater emphasis on stricter conditions for obtaining valid consent (where consent is the most appropriate legal basis), transparency and accountability by ensuring there is a legal basis for collecting and holding individual data.

RESOLVED THAT

Members accepted the report and noted its content.

7. LOCAL PENSION BOARD TERMS OF REFERENCE

The Director of People Services presented the proposals to update the Terms of Reference for the Local Pension Board.

RESOLVED THAT

- 7.1 Members reviewed the changes and approved the Terms of Reference.
- 7.2 A copy of the Terms of Reference to be provided for Representative Bodies.

8. FORWARD WORK PROGRAMME 2019/2020

The Director of People Services presented the Forward Work Programme for 2019/2020, and gave an explanation of some areas of note.

RESOLVED THAT

Members accepted the Forward Work Programme for 2019/2020.

9. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (PART 1 OF 2)

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

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SOUTH WALES FIRE & RESCUE AUTHORITY
LOCAL PENSION BOARD COMMITTEE
REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

AGENDA ITEM NO 5
 21 OCTOBER 2019

LOCAL PENSION BOARD – MEMBERS HANDBOOK

SUMMARY

Officers have been developing the content of a Members Handbook for the purpose of ensuring all Local Pension Board Members have the requisite knowledge, skills, and understanding to enable them to fulfil their role on the Board.

RECOMMENDATION

That Members of the Local Pension Board discuss and approve the index for the Members Handbook outlined in Appendix 1 attached to the report. This will allow Officers to commence work in earnest to pull together the content of the Handbook.

1. BACKGROUND

- 1.1 To support Members in their role Officers have been developing proposals for a Members Handbook. The intention is that the Handbook provides a ready reference for Members on pensions and related matters. The appendix attached to the report provides an outline index for discussion and agreement.

2. FINANCIAL IMPLICATIONS

- 2.1 There are no significant financial implications arising as a result of this report.

3. RECOMMENDATIONS

- 3.1 That Members of the Local Pension Board discuss and approve the index for the Members Handbook outlined in Appendix 1 attached to the report. This will allow Officers to commence work in earnest to pull together the content of the Handbook.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1 – Index for Members handbook
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Appendix 1**INDEX**

- 1. Chairs Welcome**
- 2. Membership of the Pension Board**
- 3. Terms of Reference**
- 4. The Pensions Regulator Guide to the Code of Practice 14**
- 5. The Pensions Regulator Guide for Pension Board Members**
- 6. Conflicts of Interest**
- 7. A Guide to the Firefighters Pension Scheme 1992**
- 8. A Guide to the Firefighters' Compensation Scheme 2006**
- 9. A Guide to the New Firefighters Pension Scheme 2006**
- 10. A Guide to the Firefighters Pension Scheme (Wales) 2015**
- 11. A Guide to the Retained Firefighters Modified Pension Scheme**
- 12. Fire Pension Schemes Comparison**
- 13. Conflict Resolution**
- 14. Reporting Breaches of the Law**
- 15. LPB Training Strategy & Framework**
- 16. LPB Training Needs Analysis Form**

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LOCAL PENSION BOARD – TRAINING STRATEGY & FRAMEWORK

SUMMARY

The Local Pension Board is required to have a Training Strategy and Framework to meet the statutory requirements of ensuring all Board Members have the requisite knowledge, skills, and understanding to enable them to fulfil their role on the Board.

RECOMMENDATION

1. That Members of the Board approve the Local Pension Board Training Strategy as outlined in Appendix 1 attached to the report.
2. That Members of the Board approve the skeleton outline of the Local Pension Board Training Framework as outlined in Appendix 2 attached to the report, which will be developed by Officers for approval at a future Board meeting.

1. BACKGROUND

- 1.1 The Pensions Regulator (TPR) Code of Practice No. 14 ‘Governance and Administration of Public Service and Pension Schemes’ identifies that every individual who is a Member of a Local Pension Board must:-

Be conversant with:-

- The rules of the scheme, and
- Any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme.

Have a knowledge and understanding of:-

- The law relating to pensions, and
- Any other matters which are prescribed in regulations

2. FINANCIAL IMPLICATIONS

- 2.1 There are no significant financial implications from this report. The costs of providing training to the Local Pension Board will be included in the annual training budget projections.

3. RECOMMENDATIONS

- 3.1 That Members of the Board approve the Local Pension Board Training Strategy as outlined in Appendix 1 attached to the report.
- 3.2 That Members of the Board approve the skeleton outline of the Local Pension Board Training Framework as outlined in Appendix 2 attached to that report, which will be developed by Officers for approval at a future Board meeting.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	Appendix 1 – Local Pension Board Training Strategy Appendix 2 – Local Pension Board Training Framework

APPENDIX 1

LOCAL PENSION BOARD

TRAINING STRATEGY

Role of a Pension Board member

In accordance with [Section 5\(2\) of the Public Services Pensions Act 2013](#) amendments have been made to the Firefighters' Pension Schemes to provide for the establishment of a Local Pension Board.

The purpose of the Local Pension Board is to assist the scheme manager (the Fire & Rescue Authority) in securing compliance with:

- Scheme(s) regulations;
- Legislation relating to governance and administration of the scheme(s);
- Requirements imposed by the Pensions Regulator.

Local Pension Board members must:

- Be conversant with the scheme rules (have a working knowledge of the full range of Firefighters' Schemes regulations);
- Be conversant with documented governance and administration policies currently in force;
- Have a knowledge and understanding of the law relating to pensions (and other associated legislation) to the degree appropriate for them to carry out their role, responsibilities and duties.

TRAINING STRATEGY

A Local Pension Board member will:

1. Within 6 months from the date of appointment have completed all training necessary to fulfil the legal requirements made of a Board member;
2. Continuously review their knowledge and understanding and annually undertake a skills and learning analysis to identify any gaps in their knowledge;
3. Produce a personal development plan setting out clear and simple objectives
4. Complete all learning objectives and scrutinise each activity as it is undertaken;
5. Record all learning undertaken by completing the policy framework;
6. Reflect on what they have learnt to assist in the completion of future learning activities.

TECHNICAL KNOWLEDGE, SKILLS AND TRAINING REQUIREMENTS

1. The Pensions Regulator public service toolkit

- a) Conflicts of Interest
- b) Managing Risk and internal controls
- c) Maintaining accurate data
- d) Maintaining member contributions
- e) Providing information to members and others
- f) Resolving internal disputes
- g) Reporting breaches of the law

2. The Pensions Regulator Code of Practice No. 14: Governance and administration of public service pension schemes

- a) Governing your scheme
 - i. Knowledge and understanding required by local pension board members
 - ii. Conflicts of interest and representation
 - iii. Publishing information about schemes
- b) Managing risks
 - i. Internal controls
 - ii. Managing risks
 - iii. Risk register
- c) Administration
 - i. Scheme record-keeping
 - ii. Maintaining contributions
 - iii. Providing information to members
- d) Resolving issues
 - i. Internal dispute resolution
 - ii. Reporting breaches of the law

3. Pensions legislation

- a) The legislative framework for pensions in the UK
- b) Specific Firefighters' Pension Scheme(s) regulations and statutory guidance
 - i. Understanding scheme membership and eligibility
 - ii. Understanding scheme benefits
- c) Firefighters' Pension Scheme(s) discretions and their impact on the pension scheme(s), employers and local Taxpayers
- d) Keeping up to date with changes to the rules
- e) Other related legislation
 - i. The Public Service Pensions (Record Keeping and Miscellaneous Amendment) Regulations 2014

- ii. The Occupational and Personal (Disclosure of Information) Regulations 2013
- iii. The Occupational Pension Schemes (Miscellaneous Amendments) Regulations 2000
- iv. Part 8 of the Finance Act 2004

4. Pensions governance

- a) Understanding the governance structure, nationally and locally, and the roles each body plays
 - i. Welsh Government (Responsible Authority)
 - ii. The Fire & Rescue Authority (Scheme Manager)
 - iii. The Scheme Advisory Board (Welsh Government, 3 FRA and trades unions)
 - iv. The Scheme Administrator (Rhondda Cynon Taff Pension Section)
 - v. The Pensions Regulator
 - vi. The Pensions Advisory Service
 - vii. The Pensions Ombudsman
 - viii. The Government Actuary
- b) Knowledge of the stakeholders and the nature of their interests
- c) Knowledge of consultation, communication and involvement options relevant to the stakeholders
- d) Governance policies
 - i. Cash management
 - ii. Due diligence
 - iii. Governance Compliance Statement

5. Pensions administration

- a) Understanding best practice in pensions administration e.g. performance and cost measures
- b) Understanding the required and adopted scheme policies and procedures relating to:
 - i. Pension Administration Strategy
 - ii. Member data maintenance and record-keeping processes
 - iii. Contribution collection
 - iv. Scheme communications policy, documents and materials
 - v. Service Level Agreements
- c) Knowledge of how the pension fund interacts with HMRC
- d) Performance and payment schedule
- e) The role of the scheme employer

6. Pensions accounting and auditing standards

- a) An understanding of the Accounts and Audit Regulations and legislative requirements relating to internal controls and proper accounting practice
- b) An understanding of the role of both internal and external audit
- c) An understanding of the roles played by third parties

7. Investment performance and risk management

- a) An understanding of the importance of monitoring asset returns relative to liabilities and a broad understanding of ways of assessing long-term risks
- b) An awareness of the principles of performance management and the approach adopted by the administering authority
- c) Awareness of the range of support services, who supplies them and the nature of the performance monitoring regime.
- d) An understanding of the risk and return characteristics
- e) A broad understanding of the pension fund and the nature of the associated risks
- f) An understanding of how the pension fund interacts with HMRC

8. Actuarial methods, standards and practices

- a) A general understanding of the role of the fund actuary
- b) Knowledge of the valuation process and inter-valuation monitoring
- c) An awareness of the importance of monitoring early and ill health strain costs
- d) An understanding of the implications of admitting new employers to the fund and the cessation of those employers
- e) A general understanding of the relevant considerations in relation to outsourcings and bulk transfers
- f) A general understanding of the importance of the employer covenant and the relative strengths of the covenant across the fund employers

APPENDIX 2**LOCAL PENSION BOARD****SKELETON - TRAINING FRAMEWORK**

SELF ASSESSMENT – TRAINING NEEDS ANALYSIS

INDUCTION

ROLE, RESPONSIBILITIES AND DUTIES

EXPECTATIONS

TERMS OF REFERENCE

KNOWLEDGE OF FIREFIGHTERS' PENSION SCHEMES

THE PENSION REGULATORS PUBLIC SECTOR TOOLKIT AND EXPECTATIONS

FIREFIGHTERS' PENSION SCHEMES – FUNDING

FIREFIGHTERS' PENSION SCHEMES – MEMBERSHIP

KEY POLICIES AND PROCEDURE

SCHEME ADVISORY BOARD (WALES)

TECHNICAL KNOWLEDGE, SKILLS AND TRAINING REQUIREMENTS

- **The Pensions Regulator public service toolkit**
- **The Pensions Regulator Code of Practice No. 14: Governance and administration of public service pension schemes**
- **Pension's legislation**
- **Pension's governance**
- **Pension's administration**
- **Pensions accounting and auditing standards**
- **Investment performance and risk management**
- **Actuarial methods, standards and practices**

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APPENDIX 1**Provision of Pension Administration Services
for the Firefighters Pension Schemes****Service Level Agreement Between:***Rhondda Cynon Taf County Borough Council***and***South Wales Fire and Rescue Service*

This agreement sets out, for administrative convenience, the manner in which certain duties and responsibilities are expected to be carried out. It does not override any provision or requirement in the Regulations outlined below or in any overriding legislation. The intentions of the Regulations in their application to members, potential members, deferred members and pensioners must at all times be complied with.

The principal Regulations forming the basis of this agreement are:

The Firemen's Pension Scheme Order 1992 and any amendments thereto.

The New Firemen's Pension Scheme Order 2006 and any amendments thereto.

The Firefighters' Compensation Scheme (Wales) Order 2007 and any amendments thereto

The Firefighters' Pension Scheme (Wales) (Amendment) Order 2014

The Firefighters' Pension Scheme (Wales) Regulations 2015 and any amendments thereto

The Firefighters' Pension Scheme (Wales) (Transitional and Consequential Provisions) Regulations 2015

The Occupational Pension Schemes (Disclosure of Information) Regulations 1996 and any amendments thereto.

INDEX

	Page No.
1. Service Level Agreement - Outline	3
2. Management and Administration	4
3. Responsibilities	
Pensions Administrator Responsibilities	5
Employer Responsibilities	9
4. Service Costs	11
5. Data Protection	11
6. Signatures to the Agreement	12
 Appendices	
Appendix A Nominated Representative and Authorised Signatories	13
Appendix B Rhondda Cynon Taf Pensions Section Service Standards	14
Appendix C Internal Disputes Resolution Procedures	19
Appendix D Divorce Administration Procedures	20
Appendix E Advisors and External Service Suppliers	21

MANAGEMENT & ADMINISTRATION

Details of how the Service will be provided

▪ **NOMINATED REPRESENTATIVE**

South Wales Fire and Rescue Service (the Employer) shall nominate a person who will be responsible for pension matters, and who will act as the Pension Section's primary contact. The name and title of this person is shown in **Appendix A** of this Agreement.

▪ **AUTHORISED SIGNATURES**

All documents and/or instructions received from South Wales Fire and Rescue Service must be signed by an 'Authorised Officer' whose name and specimen signature is recorded in **Appendix A** to this Agreement. Authorised Officers are responsible for all information passed to the Pension Section. Only information, which has been signed by a recognised authorised officer, will be actioned by the Pension Section.

Any proposed change to either the 'nominated representative', or to the list of 'Authorised Signatures' must be notified to the Pension Section who will supply South Wales Fire and Rescue Service with the necessary documentation for completion.

It is the responsibility of South Wales Fire and Rescue Service to ensure that the 'nominated representative', and the list of 'authorised signatures' are correct and to notify the Pension Section of changes to either immediately.

▪ **VARIATIONS TO THE AGREEMENT**

Either party to the agreement may notify the other in writing with suggested changes. The Pension Service Manager will notify South Wales Fire and Rescue Service's nominated representative if the change is at the suggestion of the Pensions Administrator. South Wales Fire and Rescue Service should contact the Pension Service Manager with any suggested changes.

▪ **MONITORING & REVIEW**

The agreement will form the basis of a review of services provided by South Wales Fire and Rescue Service and the Pensions Administrator. The review will be held in the form of a meeting of those officers responsible for the services set out in this agreement, and will take place annually, with more frequent operational meetings as and when necessary. The meetings will be initiated by South Wales Fire and Rescue Service.

Reporting to the Local Pension Board (LPB)

Representatives of RCT Pension Administrators attend the LPB meetings held three times per year to update the Members of the Board on:

- To update Pension Board on 'good governance' compliance against new and existing / new controls, for example Cyber security mitigation, scheme data management/scores, etc

- To support the South Wales Fire and Rescue Service mitigate key pension operational risks, in accordance with their risk register.
- To inform Board of compliance against the various statutory obligations, for example reporting of Annual Benefit Statements to scheme members by 31st August.
- To inform Board of any breaches that have occurred that may require formal reporting to the Pensions Regulator.
- To report on any formal complaints received by the Pension Service and trends.
- To report on actual performance activity against the key delivery 'Service Standards'
- To report to the Board where issues have not been resolved through the operational meetings described under "Monitoring and Review" section above.

▪ COMPLAINTS

The Pensions Service Manager will be responsible for dealing with formal complaints in respect of the service provided under this agreement. An 'Internal Disputes Resolution Procedure' for individual members with a complaint about a pension decision taken is in place within the South Wales Fire, in accordance with Wales Fire and Rescue Service Circular (09) 01, see **Appendix C**. See attached.

RESPONSIBILITIES & DISCRETIONS

The services provided by the Pensions Administrator, Rhondda Cynon Taf County Borough Council, will be:

- To set up and maintain a record for each member which contains all the information necessary to produce an accurate benefit calculation.
- To establish an active pension account for each member that meets the qualifying criteria (i.e. unprotected or tapered members) for membership of The Firefighters Pension Scheme (Wales) Regulations 2015
- To ensure that the computerised pension record system is properly updated for all changes relating to scheme members.
- To determine how any previous service or employment of an employee is to count for pension purposes.
- To notify each member of their decisions regarding the counting of service.
- To annually adjust active members CARE pension accounts by the relevant index
- To provide details about the purchase of additional benefits following receipt of information and to provide an estimate.
- To calculate adjustments necessary in respect of any notified secondment of a fire-fighter to a central fire establishment. This should normally be

accomplished within six months of the fire-fighter's return but is dependent upon other agencies outside the control of Rhondda Cynon Taf County Borough Council.

- To calculate and pay, if applicable, the appropriate benefits, based on details held on the pension administration record and the information supplied SWFRS on the termination form.
- To supply members with details of their entitlement
- To set up and maintain a record for each pensioner or dependant member.
- To increase pensions periodically in accordance with the provisions of Pensions Increase Acts and Orders.
- To calculate, notify and pay the appropriate benefits to dependants of deceased scheme members and pensioners.
- To monitor continuing eligibility of benefits paid to child dependants of deceased scheme members and pensioners.
- To calculate Cash Equivalent Transfer Values required under Pensions on Divorce Regulations 2000 within time-scales laid down in Regulations.
- To implement within the time limit stipulated in Pensions on Divorce Regulations any Pensions Sharing Orders or Earmarking Orders, see **Appendix D**.
- To set up and maintain computerised records for each Pension Credit Member established under Pensions on Divorce Regulations.
- To ensure compliance with Occupational Pension Schemes (Disclosure of Information) Regulations 1996.
- To ensure compliance with General Data Protection Regulations.
- To take steps to reduce the possibility of fraud taking place including taking part in the biennial National Fraud Initiative exercise.
- To respond to correspondence and queries received relating to pension entitlement of all Fire Scheme members and pensioners.
- To provide information for HMRC statutory returns
- To notify SWFRS of tax due to be paid in line with quarterly accounting for tax deadlines

- To ensure relevant statistical information is made on an annual basis to the Pensions Regulator.
- To comply with any orders or instructions issued by The Pensions Regulator or the Pensions Ombudsman.

Member Communications

- To provide My Pension On-line – this is an on-line facility which allows members access to their pension records to produce estimates and update personal details. Newsletters and Annual Benefit Statements will be issued using My Pension On-line. Members retain the right to opt-out of electronic communications at any time.
- To record and use the members language of choice, in accordance with Welsh Language Standards.
- Issue Newsletter(s) covering relevant matters relating to pension benefits to active members as and when required. To be agreed by RCT Pensions and SWFRS as necessary and publish electronically where possible.
- Issue Newsletters to pensioner members annually in April
- Issue Annual Benefit Statements, within timeframes as outlined in Regulations to deferred and active members. Where the year end information is not received in a timely and accurate manner RCTCBC can not guarantee the accuracy of any information provided to members.
- Issue Pension Savings Statements to members in accordance with HMRC regulations.
- To provide targeted seminars, twice yearly to educate active Firefighters Pension Scheme members on topics to be agreed by SWFRS and the Pensions Administrators. Location and delegates to be arranged by SWFRS. Representatives of RCT Pensions and SWFRS to attend each session.
- To provide, on request, standard membership reports from the pensions administration system to enable South Wales Fire and Rescue Service to comply with statutory requirements e.g. year end accounting, valuation and ad-hoc requests. All requests for reports should be fully specified in writing. The Pensions Section retains the right to make an additional charge for any report that is a non-standard report where significant resource input is necessary to compile data. Where the year end information is not received in a timely and accurate manner, RCTCBC can not guarantee the accuracy of any information provided.
- Any problems experienced by South Wales Fire and Rescue Service with the service delivery will be immediately reconciled following investigation. Such problems should, in the first instance, be submitted to the Pensions Service Manager. The Pension Section is committed to the delivery of a quality administration service. Service Standards are set out at **Appendix B**.
- The Pension Section will aim to provide a written response to any query raised in writing by the South Wales Fire and Rescue Service within 14 days of its receipt.
- The Pension Section shall respect the confidentiality of information exchanged under this agreement.

- To set the annual charge to include any ad-hoc charges for work undertaken outside the SLA in the previous year by no later than 31st May each year (indicative costs to be provided, as early as possible, to support budgeting), and to provide a full breakdown of the service costs including rationale in relation to any increase, for the following financial year. An example of how the level of detail that will be provided is as set out in **Appendix F**

Pensioner Payroll Services

- The following services will be provided in respect of the pensioner payroll;
 - (i) To make lump sum payments to fire-fighters upon their retirement
 - (ii) To collect various statutory and voluntary deductions from pension and advise South Wales Fire and Rescue Service to make appropriate payments to organisations concerned
 - (iii) To pay pensioners each month at the due date, that is, in advance for each calendar month on 1st of each month. Pensions are paid from the South Wales Fire and Rescue Service nominated bank account.
 - (iv) To process immediate payments to correct non/under payments of pensions where appropriate
 - (v) To reply to correspondence relating to tax queries
 - (vi) To ensure that appropriate statutory returns are made to HM Revenue & Customs
 - (vii) To ensure that Form P60 is issued to pensioners and relevant RTI submission is made to HM Revenue & Customs

Employer Responsibilities

The services provided by the employer, South Wales Fire and Rescue Service, will be:

- Issue the joining employee with Notification of Appointment Form, Nomination Form and Co-habiting Partner Form along with a 2015 Firefighters Pension Scheme Guide prior to appointment.
- On a monthly basis to provide new starter information in excel format to the Pensions Administrator and forward on corresponding completed member documentation
 - To determine an employee's pay for the purposes of calculating pension contributions.
 - To gather all information relating to a member's previous service within three months of the member joining the Scheme and to transmit this information securely to the Pension Section in the approved manner.
 - On the cessation of membership of the Scheme to determine the reason for leaving and provide the Pension Section with a completed Termination Form detailing the final pay, CPD and employee contribution figures within 5 days of the termination date, except where the leaving date is prior to SWFRS Payroll deadline.
 - South Wales Fire and Rescue Service shall obtain and consider the written opinion of at least one qualified medical practitioner, selected by them, where first instance decisions of entitlement to awards involve disablement questions or any other issues of a medical nature.
 - To accompany any statement issued to an employee relating to any decision made about the Scheme with a notice drawing the employee's attention to their right of appeal under the FPS, NFPS or FPS (Wales) 2015
- South Wales Fire and Rescue Service shall provide the Pensions Section with year-end information to 31 March each year by no later than the deadline set each year by the Pensions Administrator. The Pensions Administrator will provide appropriate documentation in March each year detailing the required format. That information shall contain the name and pensionable pay of each employee who is an active member, the amounts which represent deductions from pay, the final pay for calculating FPS and NFPS benefits, the pensionable pay relevant for the FPS (Wales) 2015 including Assumed Pensionable Pay in the circumstances described in Chapter 3 The Firefighters' Pension Scheme (Wales) Regulations 2015.
- CPD contributions are to be provided annually by the end of July in the format required by the Pensions Administrator.
- Where RCT Pensions have a query on the pay information provided SWFRS to reply within **5 working days**.
- Where a member dies in service the Pensions Administrator shall be notified within 5 working days of the death of the member
- Where a person who is, or has been a regular **fire-fighter**, dies from the effects of a qualifying injury, leaving a surviving spouse, the Pensions Administrator shall be notified within **5 working days** of the death. South Wales Fire and

Rescue Service must further inform the Pensions Administrator whether conditions apply for payment of augmented benefits.

- Aim to provide a written response to any query raised in writing by the Pensions Administrator within **14 working days** of its receipt.
- South Wales Fire and Rescue Service shall distribute any information provided by the Pensions Section for Fire Scheme members and/or potential membership within **14 working days** of its receipt.
- Above bullet will reduce to 5 days for retirement queries.
- Where information collected reveals serious example of non-compliance with targets set out above the Pensions Section will work with South Wales Fire and Rescue Service to try and resolve each issue.
- South Wales Fire and Rescue Service shall under Scheme Regulations consider, at such intervals as they think fit, whether the degree of disablement has substantially altered in cases where retirement resulted from a qualifying injury. Details of any amendments to the percentage disability should be notified to Pensions Section within **7 working days** of South Wales Fire and Rescue Service receiving a decision from the Independent Qualified Medical Practitioner so that any reassessment of injury pension payments can be made.
- Furthermore, South Wales Fire and Rescue Service may resolve to cease injury pension reassessments after 5 years from when the pension becomes payable. Pensions Section to be notified of South Wales Fire and Rescue Service's decision regarding this discretion.
- South Wales Fire and Rescue Service may withdraw a pension in cases of conviction of certain offences. South Wales Fire and Rescue Service must notify Pensions Section within **5 working days** of any such decision to cease relevant pension payments.

The Pensions Administrator is not responsible for verifying the accuracy of any information provided by the Employer for the purpose of calculating benefits under the provisions of the Firemen's Pension Scheme or the New Firemen's Pension Scheme. That responsibility rests with the South Wales Fire and Rescue Service.

SERVICE COSTS

Service costs will be amended annually in accordance with Rhondda Cynon Taff County Borough Council annual fees and charges uplift plus any additional charges e.g. system service charges. The service cost will be notified and agreed with South Wales Fire and Rescue Service accordingly.

TERMINATION

The arrangements outlined in this document can be terminated with a minimum of 12 months' notice from either party. The effective date of any change will be from the relevant next financial year.

Data Protection

Rhondda Cynon Taff County borough Council is classed as the Data Processor under the General Data Protection Regulations (GDPR) as we process data on behalf of the Data Controller, South Wales Fire and Rescue Service.

Rhondda Cynon Taf County Borough Council and South Wales Fire and Rescue Service will not do anything which could cause the GPDR to be breached. Should any request, complaint, notice or communication which relates directly to the processing of personal data be received by either the Pensions Administrator or South Wales Fire and Rescue Service the other party shall be immediately notified and action be taken to respond.

Rhondda Cynon Taf County Borough Council and South Wales Fire and Rescue Service will ensure that data held in relation to the administration of the Firefighters Pension Schemes is limited only to those employees who need access to that data in order to fulfil this Agreement and all reasonable steps should be taken to ensure that those employees fully understand their responsibilities with regard to Data Protection.

Where data is required to be shared with external parties e.g. GAD, The Cabinet Office (NFI) for the purposes of pension administration only data that can be shared for the purpose of lawful processing will be provided, not data where consent is required. Data being sent electronically will be sent securely either via secure networks or password protected.

Rhondda Cynon Taf County Borough Council is under a duty to protect the public funds it administers, and to this end may use information for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. Members have a right to see a copy of the information held about them on application to the Council's Data Protection Officer.

The terms and conditions of this Service Agreement are hereby agreed between the following parties:

**Agreed and signed on
behalf of South Wales
Fire and Rescue Service**

**Agreed and signed on
behalf of the Rhondda
Cynon Taf County
Borough Council**

Position

Date

Appendix A

Nominated Representative and Authorised Signatories

Name of Employer:

South Wales Fire and Rescue Service

The person responsible for pension matters within the above Employer is:

Name: Ms Alison Reed

Title (post held) ACO People Services

Authorised Signatures

The following employees are authorised to sign pension documents on behalf of the South Wales Fire and Rescue Service, and their specimen signatures are shown below.

Name	Specimen Signature	Effective Date
Ms Alison Reed		
Mrs Kim Jeal		
Mrs Julia Thompson		
Ms Sarah Glover		

The current version of this document must always form part of this agreement.

Signed on behalf of the South Wales Fire and Rescue Service: _____

Position _____ Date _____

Appendix B

Rhondda Cynon Taf County Borough Council
Pension Section – Service Standards

STANDARDS OF SERVICE

Standards of Service for members of the The Firemen’s Pension Scheme Order 1992, The New Firemen’s Pension Scheme Order 2006 and The Firefighters’ Pension Scheme (Wales) Regulations 2015

The following pages detail the key service standards for members of the Firefighters Pension Schemes

The Pensions Section is committed to providing all scheme members with a professional and efficient service. We aim to deliver this service in a helpful and courteous manner.

Our aims are:

- **To provide a comprehensive and effective communication and information service.**
- **To make pension payments in a timely and accurate fashion.**
- **To meet the Service Standards laid out in this document**
- **To be cost effective.**
- **To be accountable to you for what we do by monitoring the quality of our service and reporting on how well we’ve lived up to our standards.**

Our standards of service specify the maximum turnaround times in which we aim to take the action indicated. The stated times will be reviewed at regular intervals. The target days stated are working days.

Our Commitment to New Employees

Basic information

When the Pensions Section receive notification that a new firefighter has joined the scheme, a pensions record will be set up

Our Commitment to Our Contributing Members

Transfers In

If requested to investigate the possibility of a transfer of pension rights from the firefighter's previous pension scheme, the Pensions Section aim to calculate the estimated benefits that a transfer value will buy and issue a quotation to the firefighter within 10 days of receiving all the necessary information. Payment of the transfer value will be requested as soon as practicable after receiving an instruction to proceed with the transfer.

We aim to confirm the actual benefits purchased by the transfer value to the employee within 10 days of receiving payment from the previous scheme.

Annual Benefit Statement

A benefit statement will be issued to members on an annual basis provided the Pension Section has received information necessary to produce an accurate statement, by the Statutory deadline of 31 August each year

Estimate Requests

Members are entitled to one estimate of future retirement benefits per calendar year commencing from the date of the last estimate provided, any further requests will be provided at the discretion of the Pensions Administrator.

***The Pensions Administrator reserves the right to make a charge of £108.00 plus V.A.T. for any subsequent quotations requested.**

The Pensions Administrator can provide factual information to members, individually, either by telephone or in person.

Paying Extra Contributions

Any member wishing to pay extra contributions to buy an additional period of FPS or NFPS membership will be provided with an estimate. The Pension Section aims to provide the estimate within 5 working days of receiving all the necessary information if the request is received within 2 months of the member's next birthday. Otherwise requests received before that date will be acknowledged and members advised when estimate to be processed.

Retirements

We aim to send details of the benefits payable and pay the tax-free cash lump sum and first payment of pension within 5 working days of retirement where all the information required from the employer and/or the member is received before the retirement date. For all other cases payment will aim to be made within 5 working days of receipt of all information required.

Deaths

We aim to send details of the benefits payable within 5 working days of receiving all of the information required. We aim to notify South Wales Fire and Rescue Service of any lump-sum death grant within 5 working days of receiving all relevant documentation in order for them to make payment.

Refunds

We aim to notify South Wales Fire and Rescue Service within 5 working days of receiving all the relevant information from the Fire-fighter in order for them to make payment.

Transfers Out

If a transfer of benefits from the FPS or NFPS is requested, we aim to issue a quotation within 10 working days of receiving all the necessary information. This quote will be guaranteed for three months.

We aim to pay a transfer value within 10 working days of receiving confirmation to proceed along with all the information we require making the payment.

*** Every member is entitled to one quote per transfer.**

The Pensions Administrator reserves the right to make a charge of £108.00 plus V.A.T. for any additional quotations requested.

Our Commitment to Our Deferred Members

Estimate Request

We aim to provide an Estimate of Retirement Benefits within 10 working days of receiving a request for details.

Preserved Benefits into Payment

Subject to a current address being held by the Pensions Section, the aim is to send details of the benefits payable so that they are received by the deferred member 10 working days before they are due to come into payment. If all the information required by the Pensions Section is received by the date payment is due, we aim to make payment of the first payment of pension and any lump sum by commutation within 5 working days of the payment due date. Otherwise we aim to make payment within 5 working days of receipt of all relevant information.

Our Commitment to Our Pensioners

Changes in Personal Particulars

We will acknowledge receipt of a written notification of a change in name, address, bank or building society details and make the appropriate amendments to the pensioner's payroll record within 5 working days of receiving the written notification.

Change of Tax Code

We will update the pensioner's payroll record with a revised tax code within 2 working days of receiving notice of the change from the Inland Revenue. The change will be implemented from the next payment date.

Newsletter

We will send a Newsletter to each of our pensioners at least once a year, usually in April.

Deaths of Pensioners

We aim to acknowledge receipt of a notification of the death of a pensioner within 5 working days. We aim to issue notification of dependant's benefits within 5 working days of receipt of all relevant information.

Service Standards	
<ul style="list-style-type: none"> ▪ Retirements from active status (requested by SWFRS) ▪ Retirements from active status (requested by member) ▪ Retirements from deferred status ▪ Employer estimate requests ▪ Payment on death of active or deferred member ▪ Transfer-in estimates ▪ Transfer-out actual payment ▪ Divorce estimates ▪ Preserved benefits 	<ul style="list-style-type: none"> ▪ 5 working days (of receipt of full and accurate information) • 10 working days ▪ 5 working days ▪ 5 working days ▪ 5 working days

<ul style="list-style-type: none"> ▪ Refunds processed ▪ Reports showing performance against each of the above Service Standards 	<ul style="list-style-type: none"> ▪ 10 working days ▪ 10 working days ▪ 10 working days ▪ 10 working days ▪ 10 working days ▪ Quarterly in June, September, December and March
--	---

The above timescales represent the target for completion when the Pension Section has received all relevant information.

As a general rule, both parties also undertake to continue to introduce electronic procedures and forms wherever possible in line with a move towards greener policies, to help streamline procedures and processes and generally save costs.

Contact Information

For further information on any aspect of the Firefighters Pension Schemes members can contact the **Pensions Helpdesk on 01443 680611**.

Alternatively they can write to:

The Pensions Section
 Rhondda Cynon Taf County Borough Council
 Bronwydd
 Porth
 CF39 9DL

Or e-mail:

pensions@rhondda-cynon-taff.gov.uk

**Internal Disputes Resolution Procedures
(Copy of Scheme to be included by South Wales Fire and Rescue Service)**

Appendix D

Divorce Administration Procedures

Request for Information	Provide Information (including charges) to spouse and court within 1 month	
Draft Court Order	Respond within 21 days and request information necessary for implementation (including charges)	
Order and Decree Absolute	The effective date of the Pension Sharing Order is usually the date of the decree absolute	Transfer day
Sealed Order	Respond within 21 days and request information necessary for implementation (including charges)	Valuation day
Receipt of outstanding information and charges	Send implementation notice within 21 days of receipt of all outstanding information and charges	
Set up credit for ex spouse	Send discharge of liability notice within 21 days of setting up the credit	Implementation period of 4 months

Advisors & External Service Suppliers appointed by the Rhondda Cynon Taf County Borough Council in the administration of the Firefighters Pension Scheme and New Firefighters Pension Scheme are as follows:

Computer Software Services – Aquila Heywood Ltd, ATMOS

Appendix F

ANNUAL SERVICE COSTS

This Service Level Agreement relates to the period **1 April ?** to **31 March ?** and the costs for the provision of services provided will be **£X** and are detailed as follows:

Pensions Administration	£X
Pensions Payroll	£X

The costs are based on the following Scheme membership:

Active Scheme members	X
Pensioner members	X
Deferred Pensioner members	X
Total Membership	X

This equates to £X per Scheme member.

Payment Arrangements

Charges will be invoiced on a quarterly basis on the following dates:

Quarter 1	May
Quarter 2	August
Quarter 3	November
Quarter 4	February

**Agreed and signed on
behalf of South Wales
Fire and Rescue Service**

**Agreed and signed on
behalf of the Rhondda
Cynon Taf County
Borough Council**

Position

Date

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AGENDA ITEM NO 8

**Report on the Firefighters Pension Scheme 2015 Taper Protections –
Legal Challenge**

–
Verbal Update

Author: ACO Alison Reed

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AGENDA ITEM NO 9

WG presentation - Management & Governance of the Firefighters pension Scheme – Emailed Separately

Author: ACO Alison Reed

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**FORWARD WORK PROGRAMME FOR
LOCAL PENSION BOARD 2019/2020**

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report on Scheme Data for the Firefighters Pension Scheme	To provide the Local Pension Board with FACTUAL STATS, Scheme Membership data and an update position on the fund.	ACO People Services Contact Officer: Alison Reed	24 June 2019	Presented
Report on Data Protection Regulations	To enable the Local Pension Board to have an understanding of the work undertaken to ensure compliance with the new GDPR Regulations.	ACO People Services Contact Officer: Alison Reed	24 June 2019	Presented
Report on Amendments to the Local Pension Board – Terms of Reference and Delegated Authorities	The purpose of the report is to set out the terms of reference for the LPB and the establish the relationship between the Board and the Fire Authority	ACO People Services Contact Officer: Alison Reed	24 June 2019	Presented

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report on the Local Pension Board – Members Handbook	The purpose of this Handbook is to assist you in your role as a member of the Local Pension Board and to familiarise you with the key aspects of your role in the context of the Scheme(s).	ACO People Services Contact Officer: Alison Reed	21 October 2019	On Agenda
Report on Local Pension Board – Training Framework	The purpose of the Training Framework is to establish a methodology for ensuring Members are appropriately trained and knowledge and understanding is maintained	ACO People Services Contact Officer: Alison Reed	21 October 2019	On Agenda

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report on the Review of the Service Level Agreement with the Firefighter's Pensions Scheme Administrator, RCT	To update Members on the review of the Service Level Agreement.	ACO People Services Contact Officer: Alison Reed	21 October 2019	On Agenda
Report on the Firefighters Pension Scheme 2015 Taper Protections – Legal Challenge	To update the Local Pension Board on the legal appeal to the FBU challenge to the Employment Tribunals judgement to reject the age discrimination claims brought by the Fire Brigades Union.	ACO People Services Contact Officer: Alison Reed	21 October 2019	Verbal update
WG presentation - Management & Governance of the Firefighters pension Scheme	To provide Members with a short reflection of key learning points	ACO People Services Contact Officer: Alison Reed	21 October 2019	Hard copy of presentation

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report setting out the Discretions in respect of the Firefighters' Pension Schemes	In the event that the FRA may be require to exercise a discretionary power in respect of any of the FPS Schemes it will do so in accordance with the powers policy made under the FPS' and Compensation Scheme as agreed in this report.	ACO People Services Contact Officer: Alison Reed	20 January 2019	

Dates of meetings – 24 June, 2019, 21 October, 2019, 20 January, 2020

ACO Alison Reed – Director of People Services

AGENDA ITEM NO 11

**To consider any items of business that the Chairperson deems urgent
(Part 1 or 2)**

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1. Apologies for Absence

2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to both verbally and in writing declare any personal and/or prejudicial interests in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.

3. Chairperson's Announcements

4. To Receive the Minutes of:-

- Local Pension Board Committee Meeting held on 24 June 2019 3

5. Local Pension Board – Members Handbook 7

6. Local Pension Board – Training Strategy & Framework 11

7. Local Pension Board - Service Level Agreement 19

8. Report on the Firefighters Pension Scheme 2015 Taper Protections – Legal Challenge – **Verbal Update** 43

9. WG presentation - Management & Governance of the Firefighters pension Scheme – **E-mailed Separately** 45

10. Forward Work Programme 2019 - 2020 47

11. To consider any items of business that the Chairperson deems urgent (Part 1 or 2) 51