

NORTH YORKSHIRE POLICE FIRE & CRIME COMMISSIONER FIRE & RESCUE AUTHORITY

Pension Board

Minutes of the meeting of the Pension Board held on Monday 20th April at 11:30 via Teams.

PRESENT:

Employer Representatives: Jonathan FOSTER (JF) (Chair)
Stuart SIMPSON (SS)
Marc WARREN (MW)

Member Representatives: Steve HOWLEY (SH) – FBU Representative
Edmund BILLING (EB) – FBU Representative
Alistair BIGGS (ABi) - FBU Representative
Andrew BLADES (AB) – FOA Representative

Advisors in attendance: David HOOD (DH) (NYFRS Pensions Administrator/Manager)
Sam Law (SL) (Interim Secretariat to NYPFCCFRA)
Helen SCARGILL (HS) WYPF

The agenda, reports and minutes for this meeting are on NYFRS's website

PLEASE NOTE: All actions are recorded in section 10 of the minutes

Minute Number	ITEM OF BUSINESS	To be actioned by:-
1.	WELCOME AND INTRODUCTIONS	
	JF welcomed everyone to the meeting.	
2.	APOLOGIES FOR ABSENCE / REPRESENTATION AT MEETINGS	
	<p>No apologies received; quorum met.</p> <p>DH highlighted the two vacancies on the Board.</p> <ul style="list-style-type: none"> • 1 vacancy for employer representation. – Board agreed to approach Jonathan Dyson and the Enable Section Heads, particularly Claire Lister and Mike Clements. • 1 vacancy for member representation – JF & AB agreed to make approach to FOA. <p>DH asked the Board to consider appointing a Vice-Chair.</p> <ul style="list-style-type: none"> • The Terms of Reference make no reference to a Vice-Chair, the Board agreed to create the position and Steve Howley accepted the nomination to the role. 	<p>JF/DH</p> <p>JF/AB</p>
3.	DECLARATIONS OF ANY PERSONAL OR PREJUDICIAL INTERESTS	
	<ul style="list-style-type: none"> • No conflicts of interest were declared. • DH advised the Board not everyone has returned the Interests form. Those who have not, agreed to do so asap. 	ALL

4.	PREVIOUS MINUTES AND MATTERS ARISING	
	<p>Minutes The Minutes of the Board's meeting held on 10 December 2019 were accepted as a correct record. DH addressed the agreed actions arising from those minutes.</p>	
	<p>Agreed Actions</p> <ul style="list-style-type: none"> • <i>DH confirmed a system is now in place to ensure the payroll report is produced detailing correct scheme information and pension deductions. It is now up to date and with WYPF.</i> • <i>DH is working with HR to ensure staff are aware of the risk to annual allowance, information is included in job advertisements and examples are available to staff.</i> • <i>Email sent to all members who have received a pension saving statement in 2019 advising them that they may have to take action if they have other pension schemes or income over and above outside of their fire role.</i> • <i>DH has sent information to Pension Fund on injury awards.</i> 	
5.	PENSIONS UPDATE Report of the Pensions Administrator/Manager	
	<p>DH presented his report</p> <p><u>Scheme Membership Information</u></p> <ul style="list-style-type: none"> • DH took the Board through the scheme membership profile and movements; this included the numbers for new recruits and individuals that have opted out. • DH reported the figures show very little movement across the schemes. There is a low percentage of opted out members compared to total employees. • DH reported that from the On-Call membership only 2 opted out following the automatic enrolment in December • DH reported very little movement from the Retirement and deferred membership <p><u>Internal Dispute Resolution Procedure (IDRP)</u></p> <ul style="list-style-type: none"> • DH confirmed there had been no new IDRP cases since the previous meeting. • LGA had requested figures for 2019/20 and DH reported none. <p><u>Pension Board Training Update</u></p> <ul style="list-style-type: none"> • Future training dates were discussed - Firefighters' Pensions AGM is scheduled for 22-23 September. • Claire Hey from LGA is due to attend the meeting on 19 October to give the annual Pension Board Training Session. • DH reported the training for MyPension had been cancelled. SH raised a question about access to the MyPension site and HS reported that work is still in progress to the online system and how members register, she was unable to give a date for completion of the work. • Stuart Duncombe is preparing a virtual demonstration of the new MyPension platform for the Board, this will be with us soon. <p><u>Other Work Items</u></p> <ul style="list-style-type: none"> • DH reported one ill-health case for 'remedy' was reassessed (on the requirements of the 1992 scheme, as if they hadn't transitioned to the 2015 scheme) and was also declined on this basis. • DH confirmed an email was sent to LGA with the numbers, and 'claimant' status, as requested. None of the 38 individuals identify as claimants. 	

	<ul style="list-style-type: none"> • NYCC have refined the Payroll report that is submitted to WYPF. The cause of previous data issues is now rectified. DH has submitted to returns up to and including January 2020. He is waiting for NYCC to provide February and March (albeit additional work is required by NYCC for the March return due to it being the final return of the scheme year). • DH reports that due to the improvements that have been made following a meeting with NYCC, the process works, and all reports have been submitted. Instructions on how to process the returns have also been written. • DH reports 2 breach reports were submitted to the Pensions Regulator and confirmation received that no further action will be taken on either case. See item 8 • The Pre-retirement Seminar scheduled for May 2020 has had to be cancelled and the course providers are unable to provide virtual training. Staff will be informed, and DH is looking at an alternative date. Staff who will have left the Service by then will be invited back to attend. • SH offered family contact within financial arena if required. Board accepted offer of assistance. • DH produced 1st Annual Report. It is deemed to be best practice and it covers the constitutions and format of meetings, training etc. • The Board welcome the report and agree it is a useful document that should continue. • Final draft to be prepared and a copy provided to the Independent Joint Audit Committee. <p><u>Firefighters' Pension Schemes Bulletins Update</u></p> <ul style="list-style-type: none"> • DH confirmed that the March LGA Bulletin contained up to date information on 'remedy' and referenced the member choice that would be involved. DH reminded the Board that he had notified members via the April Monthly Bulletin for NYFRS staff. <p><u>West Yorkshire Pension Fund Key Performance Indicators</u></p> <ul style="list-style-type: none"> • Pension Scheme Discretions Policy was agreed following consultation between HR and the FBY; it is now with WYPF for their comments/wording amends regarding those discretionary areas that are, in practice, carried out by them as part of their day-to-day administration function. • Key Performance indicators raised no concerns. WYPF have confirmed one transfer case was delayed but the individual has not "lost out". 	
6.	<p>WEST YORKSHIRE PENSION FUND UPDATE Report of the Pension Provider (Helen Scargill)</p>	
	<ul style="list-style-type: none"> • HS attended a Technical meeting in January at which 'remedy' was discussed. • HS confirmed a response had been sent to the Treasury's proposals in March. WYPF are expecting a consultation document but no date has been confirmed. Thereafter WYPF are expecting to have 3 months to respond. • Annual Benefits statement agreed by Scheme Advisory Board. This should also include projections. • HS gave an update on the O'Brien case from the Home Office, work was ongoing and intended to give more information, but no dates have been given for completion of work and HS suspects COVID-19 will impact upon the timescale. 	

	<ul style="list-style-type: none"> • HS reported an update today on 2020 valuation and GAD, expected to complete and return by 30 November, time now extended. • HS confirmed Data collection and user guides will be sent out in May so will be aware of requirements. • HS reported she is confident work is being carried out as normal during this COVID-19 period, retirements payments are being processed and dealing with new cases as they come in. • HS highlighted concern on personal pensions transferring in at this time. The amounts available to transfer have dropped so it may not be in the interests of the individual to transfer in at present. Letters to notify them of the position have been sent. • HS confirmed data improvement scores have not changed since the last meeting • HS highlighted increase in scams and confirmed WYPF have procedures in place to deal with these and have put information on their website. 	
7.	RISK REGISTER	
	<ul style="list-style-type: none"> • Risk register reviewed on screen • DH requested that Op1 be amended in light of the work carried out, now fit for purpose and Board agreed. Amended to 4 • All risks at green. • Board discussed impact of COVID-19 and decided to add it as a risk within the register. DH and JF will discuss and agree where best it should be referenced. 	
8.	BREACH REGISTER	
	<ul style="list-style-type: none"> • DH referred a breach to the Pensions Regulator in December 2019 regarding a member's information being sent to the wrong address due to error on the system which has now been rectified. • DH had previously reported a breach regarding delayed annual benefit statements for members of the Modified 2006 scheme. • Regulator responded no further action on either breach. • No further breaches. 	
9.	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • SH raised a query about retired members volunteering to return to work to assist during the COVID-19 period and how this will affect their pension? • DH informed Board that abatement (the public sector practice of reducing a pension upon a return to work) is being looked at by government with a view that it be suspended for this unique situation. HR aware of abatement issue and individuals informed. • DH informed Board new recruits will be invited to a webinar to introduce the pension scheme. 	
10.	AGREED ACTIONS	
	<ul style="list-style-type: none"> • JF & DH to approach named persons to join as substitute rep. • JF & AB to make approach to FOA to seek members rep. • Interests Form to be completed and returned by those who have not already done so. 	JF/DH JF/AB ALL

	<ul style="list-style-type: none"> DH to source alternative date for pre-retirement course. COVID-19 to be added to the risk register. 	DH JF/DH
11.	PROPOSED FUTURE MEETINGS	
	<ul style="list-style-type: none"> Date of next meeting – Wednesday 24th June at 10 am. 	

DRAFT