

NORTH YORKSHIRE POLICE FIRE & CRIME COMMISSIONER FIRE & RESCUE AUTHORITY

Pension Board

Minutes of the meeting of the Pension Board held on
Wednesday 24th June 2020 at 10:00 via Teams.

PRESENT:

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

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

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

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	
	<ul style="list-style-type: none">JF welcomed everyone to the meeting.	
2.	APOLOGIES FOR ABSENCE / REPRESENTATION AT MEETINGS	
	<ul style="list-style-type: none">Apologies received from Stuart SIMPSON (SS) & Edmund BILLING (EB); quorum met.	
3.	DECLARATIONS OF ANY PERSONAL OR PREJUDICIAL INTERESTS	
	<ul style="list-style-type: none">No conflicts of interest were declared.	
4.	PREVIOUS MINUTES AND MATTERS ARISING	
	Minutes The Minutes of the Board's meeting held on 20 April 2020 were accepted as a true and accurate record. DH addressed the agreed actions arising from those minutes.	
	Agreed Actions <ul style="list-style-type: none">DH confirmed he had approached enableNY Section Heads to fill the vacant substitute member role but has received no expressions of interest. DH therefore widened the scope of the invitation to all staff via the weekly bulletin. DH & JF will discuss the vacancy outside the meeting following the GM appointments this week.	DH & JF

	<ul style="list-style-type: none"> • <i>With regards to the Member representative vacancy, DH forwarded the advertisement to the FOA representative. At the time of the meeting no expressions of interest had been received. ABi confirmed he had approached FOA members & individuals without success but will continue to do so. SH confirmed that he would seek expressions of interest from the FBU membership if required.</i> • <i>All Interest forms have been returned.</i> • <i>Pre-retirement seminar rescheduled for 1st September. See Item 5 – other work items.</i> • <i>Covid19 added to risk register as a control measure at Op4.</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 reported there has been very little movement since the last meeting and numbers are static. • There have been no new opt outs, 4 members have left the 1992 scheme - 3 retirements and 1 transition to the 2015 scheme. <p><u>Internal Dispute Resolution Procedure (IDRP)</u></p> <ul style="list-style-type: none"> • DH reported one complaint received from a member approaching retirement and unhappy that the remedy measures have not been applied prior to their retirement. • DH confirmed a response has been sent in line with the IDRP; the member can move on to the second stage if they wish. • DH is aware this is a national issue with several other Fire Authorities receiving similar complaints. All have responded in similar terms in that they are unable to progress until national guidance on remedy is given. • HS advised that her understanding is members could not use IDRP when a legal process is ongoing. HS advised there is a hearing on the 17th July and we only have an interim judgement therefore, the court process is deemed to be in progress. • HS advised this is not an IDRP and should not be included in the figures or be have the facility to progress to Stage 2 of the procedure. DH and HS to liaise and confirm. • DH confirmed the complaint process <ol style="list-style-type: none"> 1. Letter from the Chief in response to complaint. 2. OPFCC Panel (Time limit of 6 month) 3. Pensions Ombudsman. • ABi confirmed he was not aware of any cases and the Union had not issued any guidance <p><u>Pension Board Training Update</u></p> <ul style="list-style-type: none"> • LGA Annual Pension Board wrap-up training held remotely on 10th June and 8th July. • DH attended the session on 10th June and has shared the slides with the Board. The slides contain useful information on breaches and the risk register and a synopsis on remedy. • He recommends that anyone free to attend on 8th July should consider registering (SH has already done so). • Claire Hay will be delivering the LGAs annual Pension Board training at the 19th October 2020 Board meeting. <p><u>Other Work Items</u></p> <ul style="list-style-type: none"> • DH has completed all the monthly postings for 2019/20. • Several omissions have been highlighted and reported to NYCC, but the process adopted includes comparisons with previous months and member issues picked up far sooner which 	DH & HS

	<p>might otherwise have been missed: one member who was due to transition to the 2015 scheme was overlooked but the omission was picked up and dealt quickly.</p> <ul style="list-style-type: none"> • DH is working on the May returns and reports in a good position. • DH has run 4 pension awareness sessions for the wholetime recruits via Teams. They last about an hour and included slides. • The pre-retirement seminar in May was cancelled and re-scheduled for 1st September. True Bearing, the course facilitators, can now offer a webinar. HS is due to attend a webinar today and will give DH feedback on the seminar. • A request has been made to all members via the weekly bulletin to check their details, addresses etc. are correct • DH has also issued information regarding the Online platform which includes a short video and a link to sign up and register. Initial problems with link have been rectified by WYPF: this will allow staff to check and amend their details and, at some future point, run estimates. • DH confirmed WYPF had been given access rights to undertake tax duties on our behalf and have completed the first tax return last month. • DH, ABi and SH have completed work on the Discretions Policy, and it is now with WYPF for review. Hopefully, it will be returned soon and can be given final approval and published. <p><u>Firefighters' Pension Schemes Bulletins Update</u></p> <ul style="list-style-type: none"> • The Head of Finance has confirmed the final accounts and audit process has been extended so top up grant and GAD disclosure numbers are still provisional until the audit concludes in September. • No update on Remedy, hopeful guidance will be given soon. <p><u>West Yorkshire Pension Fund Key Performance Indicators</u></p> <ul style="list-style-type: none"> • Key Performance indicators raised no concerns. 	
6.	WEST YORKSHIRE PENSION FUND UPDATE Report of the Pension Provider (Helen Scargill)	
	<p>Verbal Update provided by Helen Scargill.</p> <ul style="list-style-type: none"> • HS reports it is particularly quiet now hence the verbal update. • WYPF suffered a system failure on the weekly payroll, this runs on a Friday and payments were not made until the following Monday. To prevent such a delay in the future the payroll will now run on a Thursday. • Annual benefits statements are being processed and should go out to members in the next 2 weeks. 	
7.	RISK REGISTER	
	<ul style="list-style-type: none"> • Risk register reviewed on screen • DH & SS have reviewed the risk register prior to today's meeting and no changes need to be made from the last quarter. • Clarification Covid19 is now a control measure at Op4. 	
8.	BREACH REGISTER	
	<ul style="list-style-type: none"> • No breaches to report. 	
9.	ANY OTHER BUSINESS	
	<p><u>Annual Report & Terms of Reference</u></p> <ul style="list-style-type: none"> • DH has updated the Annual report and amended the Terms of Reference to include the introduction of a vice chair. 	

	<ul style="list-style-type: none"> • Fiona Kinnear, OPFCC, has confirmed successful applications to the Board could be approved by JF or Chief. • DH asked the Board whether they agreed the tenure of the Vice Chair should be 3 years (in line with the Chair's tenure). Agreed by all. • SH raised query about reference to Fire Authority rather than OPFCC – DH to speak with Fiona Kinnear to clarify correct reference. • Amendments to ToR agreed and approved for publication (subject to the reference of 'Authority'). • The Annual Report has been amended to reflect the changes in ToR already referred to above and the changes in governance terminology, CMB is now SLT. • As this is the first report, a lot of background information is included. Future reports will become briefer. • Board agrees and approves the Annual Report • Issue with Teams today, SH unable to join and had to phone in. SL will explore setting up a Pension Board Team which will also allow all papers to be accessed via the Teams app. 	DH
10.	AGREED ACTIONS	
	<ul style="list-style-type: none"> • JF & DH to discuss options for filling vacancies on Board. • DH & HS to confirm IDRPs cannot be used to complain about remedy due to ongoing court process. • DH to ask FK for clarity on reference within Annual Report and ToR – should it read Fire Authority or OPFCC. • SL will set up a Pension Board Team before the next meeting. 	
11.	PROPOSED FUTURE MEETINGS	
	<ul style="list-style-type: none"> • Date of next meeting – Monday 19th October at 10 am. 	