

# NORTH YORKSHIRE POLICE FIRE & CRIME COMMISSIONER FIRE & RESCUE AUTHORITY

## Pension Board

Draft Minutes of the meeting of the Pension Board held on Wednesday 6<sup>th</sup> April 2022

### PRESENT:

**Employer Representatives:** Jonathan DYSON (JD) Chair  
Stuart SIMPSON (SS)  
Marc Warren (MW)

**Member Representatives:** Steve Howley (SH) FBU Representative & Deputy Chair  
James MANNING (JM) FOA Representative

**Advisors in attendance:** Leanne CONSETT (LC) (People Operations Manager)  
Sarah MEKINS (SM) (Senior People Advisor)  
Helen SCARGILL (HS) WYPF (West Yorkshire Pension Fund)  
Sam LAW (SL) ((Interim 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.	<b>APOLOGIES FOR ABSENCE / REPRESENTAION AT MEETINGS</b>	
	Apologies received from Stuart Simpson (SS).  J Dyson confirmed Andy Blades has formally resigned from the Pension Board, Alistair Biggs has retired from the Service and Ed Billings has stepped down from the FBU. Steve Howley confirmed Adam Lee will be the member representative for the FBU and Paul James will be the substitute representative for the FBU.	
2.	<b>PREVIOUS MINUTES</b>	
	The minutes of the last meeting on 11 <sup>th</sup> January were agreed as accurate and it was proposed Leanne Consett should be recorded as an Advisor in Attendance and not an Employer Representative in the above list of those attending the meeting	
3.	<b>ACTION / DECISION LOG REVIEW</b>	
	The Action log was reviewed on screen and several actions closed. The action to encourage on-line registration was closed following an update that 262 members have still not registered, the FBU will assist and encourage members to do so. Helen Scargill will make enquiries about obtaining names to assist.	

	Jonathan Dyson highlighted the case of a firefighter who cannot access the portal. Helen Scargill confirmed he can register with any email address and Sarah Mekins will discuss the specific case with Jonathan Dyson outside the meeting.	
<b>4.</b>	<b>DECLARATIONS OF ANY PERSONAL OR PREJUDICIAL INTERESTS</b>	
	No conflicts of interest were declared.	
<b>5.</b>	<b>PENSIONS UPDATE (by exception)</b>	
	<p><u>Scheme Membership Information</u> – Sarah Mekins will circulate membership information from the report from WYPF.</p> <p><u>Internal Dispute Resolution Procedure</u> – 7 cases have been received and they are currently being progressed. Barbara Doolan has been designated by the CFO to undertake the review of the Stage 1 process. The timescale is 2 months from date of receipt.</p> <p><u>Pension Board Training Update</u> – Sarah Mekins will be in a better position to update on training requirements for the Board when the administration strategy is complete.</p> <p>The Pension Seminar has been organised and is taking place this week.</p> <p><u>Monthly returns</u> – Fred Whitfield is the new Senior Payroll and Pensions Officer for Fire and the issue with the monthly return has been resolved and the correct processes are in place. Helen Scargill confirmed all monthly returns are up to date.</p> <p>Sarah Mekins will send the links to the training portals to the new board members, Adam Lee, and Paul James</p> <p><u>Other Work Items</u> – A potential issue with the Leaver’s form has been identified, a meeting is being arranged with WYPF to ensure the information is correct and the form has the information required.</p> <p><u>Firefighters’ Pension Schemes Bulletins Update</u> – work is being carried out on the bulletins as they come out, however, a recent delay in circulating a bulletin was discussed and it was confirmed the distribution lists have been updated to prevent this occurring again.</p> <p>It was agreed future bulletins will be circulated to Board Members as soon as they are released.</p> <p>Sarah Mekins updated the Board on the work underway by the Government to produce a Pension Dashboard which will allow everyone to access their pension, both occupational and state pension. Sarah has responded to the consultation in line with the LGA (Local Government Authority) consultations response and the Government has asked for information to be provided for the dashboard by April 2024 however, there are issues with providing accurate information by this date due to remedy and there has been a joint request from the public sector for the date to be reviewed and moved to 2025. Sarah will monitor and give any update on the Government Consultation response.</p>	

	Helen confirmed WYPF had also responded in line with LGA guidance.	
<b>6.</b>	<b>WEST YORKSHIRE PENSION FUND UPDATE Report of the Pension Provider (Helen Scargill)</b>	
	<p>Several websites may be of interest, the DUP website has documentation and webinars on the Pension Dashboard and the Pension Ombudsman website also has a webinar on “how to avoid the Ombudsman.”</p> <p>For the first time, P60 are being provided electronically and correspondence has been sent.</p>	
<b>7.</b>	<b>RISK REGISTER</b>	
	<p>The risk register was reviewed on screen and no amendments were made.</p> <p>Sarah Mekins confirmed Op 5 is still under review and will be separated following consultation with the Commissioner, as scheme manager, on the Administration Strategy. Nellie Murray, Pension Advisor, is already looking at the risks and is planning work to be developed. Jonathan Dyson asked that Joanne Hawcroft, Business Continuity Risk Manager for Fire, be included in the development of the risks.</p> <p><b>ACTION:</b> L Consett and J Dyson to catch up regarding the Police Fire &amp; Crime Commissioner involvement</p>	
<b>8.</b>	<b>BREACH REGISTER</b>	
	<p>The breach register has not been located. It was confirmed the last breach has been dealt with to a conclusion and no new breaches have been reported.</p> <p>The lack of a breach register was discussed, and all breaches have been recorded in the minutes. It was agreed the register sits with the Fire Authority and Jonathan Dyson will become owner. Helen Scargill advised there is a Breach Assessment template on the Scheme advisor website.</p> <p><b>ACTION:</b> J Dyson will create a file of relevant breach templates</p>	
<b>9.</b>	<b>ANY OTHER BUSINESS</b>	
	<p>J Dyson asked about return times from WYPF and Helen Scargill will help with information outside meeting due to confidential nature of request.</p> <p>Immediate Detriment was discussed as S Howley reported members are suffering significant financial detriment because of the decision not to pay and requested up-to-date information for members. Helen Scargill helpfully outlined the different approaches being taken by the 23 Fire Authorities administered by the WYPF and Sarah Mekins outlined the organisational financial risk and potential risk to individuals.</p> <p>Jonathan Dyson confirmed the Commissioner will publish a Decision Notice on Immediate Detriment imminently.</p>	

	Sarah Mekins updated on Mathews and work is beginning to look at data and ways to contact those affected. This will be added as a standing agenda item.	
<b>10.</b>	<b>AGREED ACTIONS</b>	
	<ul style="list-style-type: none"> <li>• <b>Attendees</b> - S Mekins will share Training links with the new members, Adam Lee, and Paul James. Sam Law will send invites etc.</li> <li>• <b>Risk Register</b> - L Consett and J Dyson to catch up regarding the Police Fire &amp; Crime Commissioner involvement.</li> <li>• <b>Breach Register</b> - J Dyson will create a file of relevant breach templates</li> </ul>	
<b>11.</b>	<b>PROPOSED FUTURE MEETINGS</b>	
	Date of next meeting – 23 <sup>rd</sup> June	

DRAFT