

**PENSION BOARD - FIREFIGHTERS PENSION SCHEME**

**WEDNESDAY, 30TH OCTOBER, 2019**

**DRAFT MINUTES**

**GREATER MANCHESTER FIRE & RESCUE SERVICE  
PENSIONS BOARD – FIREFIGHTERS PENSION SCHEME**

**WEDNESDAY 30<sup>th</sup> OCTOBER – 09.00 HRS**

**CLT MEETING ROOM – FSHQ**

**PRESENT:** DCFO Dawn Docx      Chair  
ACFO Dave Keelan      Employer Side Representative  
Mandy Stevens      Scheme Manager  
Penny Wright      Pension Administrator

Hilary Dawes      Minutes

		<b>ACTION</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from:  Gary Keary Paul Etches Karl Sorfleet Ross Strother  It was agreed that, although the meeting was not quorate, the members present would work through the agenda items and update the other members at a later date.	
<b>2.</b>	<b>DECLARATION OF ANY CONFLICTS OF INTEREST</b>  There were no declarations of any conflicts of interest received.  The Conflict of Interest Policy and Declarations of Interest form will be discussed under Item 9 of today's agenda.	
<b>3.</b>	<b>MINUTES OF PREVIOUS MEETING</b>  The minutes of the previous meeting held on 17 <sup>th</sup> July 2019 were approved as a true record.	
<b>4.</b>	<b>ACTION SHEET</b>  <b>The action summary was reviewed as follows:</b>  <b>Item 3. Employee Named Substitute Appointment:</b>  Dawn Docx commented that a number of named substitutes would be required.  <b>Item 13. Regulators' Pack</b>  Penny Wright informed the group that she had emailed the links after the last meeting, but it had been agreed that the modules would be undertaken as part of each board meeting.  <b>Item 14. Members Self Service Proposal</b>	

	<p>Penny Wright advised that she and Paul Wilkinson had met with software suppliers who had provided costings and she was in the process of preparing a case to be presented to the Budget Management Group.</p> <p>Mandy Stevens advised that the cost to install and set up the scheme in house, to include Self Service, would be approximately £24,000. She stated that although costly at first, it would ultimately be beneficial and that having reviewed the figures with Cara Williams it did seem the best option.</p> <p>Dawn Docx queried what systems were in place for other FRS. Penny Wright responded that London FB used Self Service but were part of a local pension partnership. Only GMFRS and West Midlands FRS had in house pension systems, but West Midlands did not have Self Serve.</p> <p><b>Item 15. Risk Register</b></p> <p>This will be a standing item on future agendas. Action closed.</p> <p><b>Item 19. Terms of Reference</b></p> <p>Draft Terms of Reference had been circulated prior to the meeting and included under Agenda Item 6 for review and agreement. Action closed.</p> <p><b>Item 20. LPS Self-Assessment</b></p> <p>The Self-Assessment form had been circulated prior to the meeting and included under Agenda Item 5 for review and agreement. Action closed.</p> <p>The following items were agreed as completed and cleared from the action summary: 15, 19, 20</p>	
<p><b>5.</b></p>	<p><b>SELF-ASSESSMENT REVIEW</b></p> <p>Penny Wright informed the group that she and Mandy Stevens had attended the LGA Firefighter Pension Schemes AGM, where a presentation was given by the Pensions Regulator. The presentation slides are available on the LGA website. Penny Wright advised that the Pensions Regulator had earmarked certain authorities to be visited during the coming year, although specific ones had not yet been identified. It was therefore important to ensure that GMCA were compliant in all the stipulated areas. Penny Wright advised that there were six particular subjects requiring policies to be in place, and drafts of these had been included in the meeting pack.</p> <p>Mandy Stevens advised that a major factor raised was the appointment of an independent person as chair of the Pensions Board, ie someone not involved in the pension scheme. Dawn Docx suggested that GMFRS Local Pensions Board should continue in its present format, and if there was a clear recommendation that the above should apply, it would be considered further.</p> <p>Penny Wright advised that the LGA have recommended that the Pensions Board should go through each section of the Self Assessment Review. If the criteria in the Self Assessment could be met or a policy</p>	

	<p>put in place, we would be on the way to meeting the requirements of the Pensions Regulator.</p> <p>Dawn Docx suggested that the group go through the Self-Assessment document during the meeting, but would be unable to finalise without discussing with the union representatives.</p> <p>The group discussed the various headings and sub-headings on the Self Assessment 2019/2020 document:</p> <p>Regarding the second item on page 1 – “Have you published information about the Pensions Board and kept it up to date?”, Penny Wright advised that all the old documentation was on the GMFRS website but a method was needed to transfer it back onto the Inside GMCA website.</p> <p><b>Action: Ascertain how to access and publish former and current pension documentation</b></p> <p><b>Knowledge and Understanding Policy</b> – See agenda item 8 below.</p> <p><b>Conflicts Policy and Register of Interests</b> – See agenda item 9 below.</p> <p><b>Risk Register</b> – See agenda item 10 below.</p> <p><b>Reporting Breaches of the Law</b> – See agenda item 7 below.</p> <p><b>TPR Scheme Return</b> – Penny Wright demonstrated how data was collated. A spreadsheet was presented, illustrating how common data was collected, ie national insurance number, name, address etc. A review of iTrent had been carried out to ensure all common data was available and consistent. It was noted that the Pensions Regulator did not provide guidance on Scheme specific data but this could be obtained from the LGA.</p> <p>The results of the TPR Scheme Return would be presented at the next board meeting.</p> <p><b>Data Improvement Plan</b> – Penny Wright advised that she would compile a data improvement plan.</p> <p><b>Process for monitoring scheme contributions etc</b> – Dawn Docx requested Penny Wright to check this with Payroll dept.</p> <p><b>Process for issuing annual benefit statements</b> - Penny Wright advised that this was reviewed every year using an LGA template. She advised that once self-service was implemented, members would be able to access the information electronically, although it was still a legal requirement for GMCA to produce annual benefit statements.</p>	<p>Penny Wright</p> <p>Penny Wright</p> <p>Penny Wright</p> <p>Penny Wright</p>
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<b>11.</b>	<b>TPR ANNUAL SURVEY RESULTS</b>  Discussed as above under Item 5.	
<b>12.</b>	<b>PENSION BOARD MEMBER TRAINING – TPR ONLINE TOOLKIT</b>  It was agreed to wait until all board members were present in order to go through the modules. Regarding the deadline for union representatives to review the draft policies, Dawn Docx suggested the subject could be incorporated into either the Joint FBU pre-meeting on 7 <sup>th</sup> November, or the main Joint FBU meeting on 14 <sup>th</sup> November.	
<b>13.</b>	<b>DATE OF NEXT MEETING</b>  13 <sup>th</sup> February 2020	