

**GREATER MANCHESTER FIRE & RESCUE SERVICE
PENSIONS BOARD – FIREFIGHTERS PENSION SCHEME
WEDNESDAY 17 JULY 2019 – 1500HRS
CLT MEETING ROOM – FSHQ**

PRESENT: ACFO Dave Keelan Chair
 DCFO Dawn Docx Employer Side Representative
 Paul Etches Employee Side Representative
 Mandy Stevens Scheme Manager
 Penny Wright Pension Administrator
 Claudiu Tabacaru Pension Administrator

Rachael Robinson Minutes

		ACTION
1.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Gary Keary – Employee Side Representative</p>	
2.	<p>DECLARATION OF ANY CONFLICTS OF INTEREST</p> <p>There were no declarations of any conflicts of Interest received.</p>	
3.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting held on 17 January 2018 were approved as a true record with the following points noted and agreed:</p> <p>Whilst reviewing the previous minutes, it was queried as to why Nina Purcell was noted as Scheme Manager. Penny Wright confirmed this position was delegated to Nina Purcell by the Fire Committee.</p> <p>It was noted by the Pensions Board that the current Scheme Manager is now Mandy Stevens, Senior Business Partner.</p> <p>Penny Wright provided an update on the Internal Dispute Resolutions Procedure and the changes made since the last meeting:</p> <p>IDRP Stages for Firefighter Pension Scheme Disputes:</p> <ul style="list-style-type: none"> a. Initial Decision – Director of HR and OD b. IDRP 1 – Chief Fire Officer c. IDRP 2 – Treasurer <p>IDRP Stages for LGPS Disputes:</p> <ul style="list-style-type: none"> a. Initial Decision – Chief Fire Officer b. IDRP 1 – Treasurer c. IDRP 2 - Tameside Council 	

	The changes were agreed by the Pensions Board.	
4.	<p>ACTION SHEET</p> <p>The action summary was reviewed as follows:</p> <p>Item 3. Employee Named Substitute Appointment: Mandy Stevens advised she would pick this item up with Gary Keary outside of the meeting.</p> <p>14. Members Self Service Proposal: Penny Wright and Paul Wilkinson will be attending a meeting at the end of July 2019 to finalise costings and determine if it is feasible to be able to progress. It was agreed a paper will be taken to Formal CLT regarding this.</p> <p>The following items were agreed as completed and cleared from the action summary: Item 8, Item 16, Item 17, Item 18.</p>	
5.	<p>TERMS OF REFERENCE REVIEW /PENSION BOARD GUIDANCE REVIEW</p> <p>Due to the time elapsed since the last meeting, Penny Wright raised this item for information and provided the Board with the 'Guidance on the creation and operation of Local Pension Boards in England' for review.</p> <p>It was agreed Dave Keelan, Penny Wright and Mandy Stevens would meet outside of the meeting to review and modify the current Terms of Reference and email to Board Members for their feedback and consideration.</p>	Dave Keelan
6.	<p>WEBSITE RESOURCES LGA/SAB</p> <p>Penny Wright informed the Board that the LGA have set up a Firefighter Pension Scheme Website, which provides detailed information regarding the scheme, original regulations and historical FPSC circulars including the background of decisions that were made in the past.</p> <p>It also provides relevant factors that enables the correct calculation of figures, a calendar of events including trainings and workshops and all recent cases relating to Firefighters are listed and available.</p> <p>Claire Hey produces a monthly bulletin on the last day of each month which provides guidance on what Pension Boards should be concentrating on. It was also noted a draft Terms of Reference has been posted onto the website which will be useful for the Board when reviewing the current Terms of Reference.</p> <p>Penny Wright advised the Board of the Firefighters' Pension AGM taking place on 24-25 September in 2019 and advised it would be a useful forum for members and the Chair to attend.</p> <p>Penny Wright informed the Board of the Scheme Advisory Board website, which provides information on resources, training, local Pension Boards,</p>	

	<p>committees, surveys and is a useful forum in which the Board can take notes and guidance from.</p> <p>Penny Wright informed the board that she and Gwynne Williams would be attending the Pensionable Pay Workshop on 18 July 2019.</p> <p>Penny Wright to send out links to the Board for both websites.</p>	Penny Wright
7.	<p>PENSION ADMINISTRATOR UPDATE</p> <p>Penny Wright informed the Board that the Annual Benefits Statement is due at the end of August 2019 and this is currently being tested with pension software. Payroll will provide the relevant information so individual records can be updated. The information is checked manually and then downloaded as a bulk.</p> <p>Penny Wright advised she was confident this would be completed by the end of August 2019 but should it not be it would need to be reported as a breach.</p> <p>Penny Wright advised the recent recruit courses had impacted on workloads due to an increase in pension transfers from various pension schemes into the Firefighter Pension Scheme and also noted 50% of new starters request transfers from previous pensions. Dawn Docx questioned the amount of new recruits that are opting out but it was confirmed there has been no noticeable sudden influx and figures prove there are more opting in.</p> <p>Penny Wright provided an update on recent and current Internal Dispute Resolution Procedures and informed that we had received 5 stage one cases since January 2018 in which 1 was upheld.</p> <p>It was noted 4 were not upheld based on commutation factors. There are currently 2 IDRPs Stage 2 that are being reviewed by Richard Paver, Treasurer. There was a brief discussion regarding retained allowances and temporary positions and whether these should be treated as pensionable pay. It was confirmed Gwynne Williams is currently seeking legal advice and also following the Pensionable Pay Workshop on 18 July 2019 further guidance and direction may be presented.</p>	
8.	<p>FIREFIGHTER PENSION SCHEME RISK REGISTER</p> <p>It was agreed to review the Firefighter Pension Scheme risk register Review on a quarterly basis at this meeting and any comments or feedback regarding this can be sent to Penny Wright.</p> <p>It was agreed 'Pensionable Pay' be added to the risk register and also form part of the standing items on the agenda.</p>	Penny Wright

	Penny Wright informed the Board that the risk register is also checked by internal audit.	
9.	<p>LPS SELF-ASSESSMENT</p> <p>There was a brief discussion regarding the LPS Self-Assessment and it was agreed this is a useful tool to assess ourselves from.</p> <p>Penny Wright to review, make any necessary amendments and email to the Board.</p>	Penny Wright
10.	<p>PENSION BOARD MEMBER TRAINING – PENSION REGULATORS ONLINE TOOLKIT</p> <p>Penny Wright advised Cheshire may be hosting another training session on 14 October 2019 and welcomed attendance from the Board.</p> <p>The Board were asked to inform Penny Wright of any training they have been to or undertaken so the toolkit can be updated.</p> <p>It was noted that Regulators require Board members to visit the Pensions Education portal and go through the toolkit individually. It was suggested the Board trial this together at the next meeting before completing individually.</p> <p>Penny Wright will email the link to the Board to enable an account to be set up.</p> <p>There was a brief discussion regarding the legal requirements for minutes of the Board meeting to be available for public view. Paul Etches advised the GMCA website does currently have a link to available documents regarding the Pensions Board.</p> <p>It was agreed Penny Wright will liaise with the Comms team regarding this going forward.</p>	<p>All</p> <p>Penny Wright</p> <p>Penny Wright</p>
11.	<p>PENSION BOARD MEMBER TRAINING & DEVELOPMENT PROGRAMME 2019/20</p> <p>Penny Wright asked the Board to inform of any specific training they would like to undertake.</p>	All
12.	<p>AOB</p> <p>Dawn Docx raised the schemes of dispensation and queried if there is still a Governance process now that the Fire committee has dispersed. Penny Wright confirmed that any discretions have been referred to GMCA as they have adopted GMFRS discretions that were already in place.</p>	
13.	DATE OF NEXT MEETING – 10 OCTOBER 2019 14.00HRS	